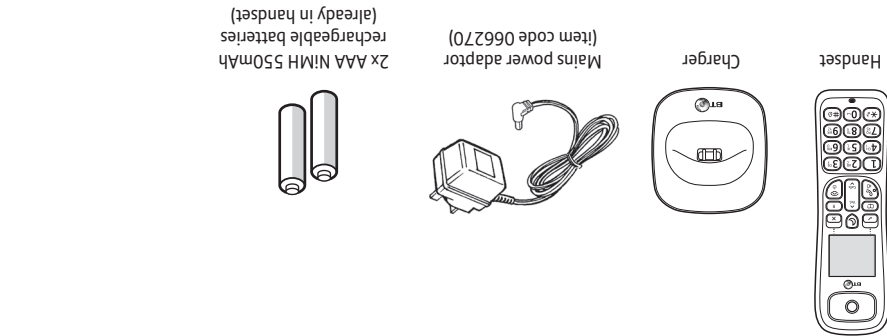
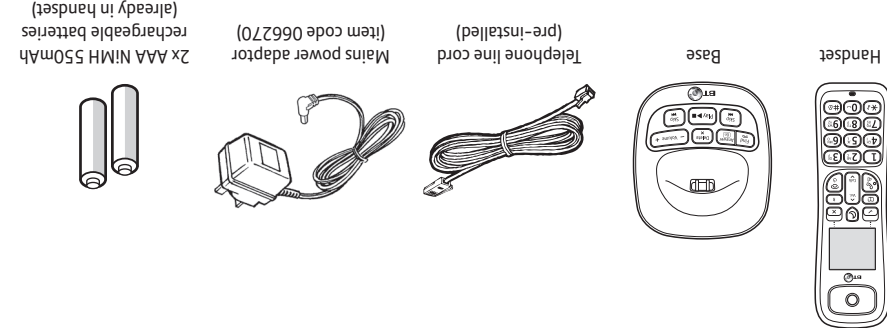


Important: Only use the mains power adaptors, cables and rechargeable batteries supplied in this box, or this product may not work. Any replacement rechargeable batteries must be of the same type. BT accepts no responsibility for damage caused to your BT3940 by using any other type of batteries.



Contents for each additional handset (multi-packs only)



Check box contents



User Guide

1 Plug in

2 Charge

3 Go!



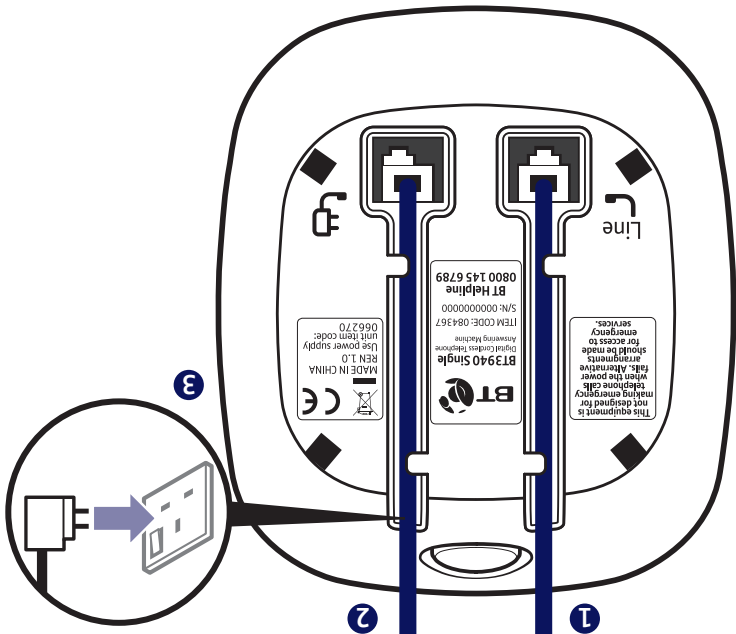
BT3940

Digital Cordless Phone with Answering Machine

Setting up is easy. Just follow the simple steps in this guide.



If you'd like further help, or to view the full user guide, please visit our website bt.com/producthelp or call our helpdesk on 0800 145 6789*
* Calls made from within the UK mainland network are free. Mobile and International call costs may vary.

1 Plug in



- 1 The telephone line cord is already fitted but **don't** plug the other end into the wall socket yet.
- 2 Plug the mains power adaptor into the base, with the cable clipped in the groove provided.
- 3 Plug the other end of the power adaptor into the wall power socket and switch on.

2 Charge

- 1 Activate the batteries by pulling the plastic tab away from the back of the handset.
- 2 The handset will check for a link with the base station. Once found, press the  button on the handset to follow the setup wizard. You'll need to set the time and date, but you can then press the  button to skip any further options until setup is complete (you can always set these up later).
- 3 Once setup is complete your handset will display Please check the line cord. Place the handset on the base to charge.
- 4 After 24 hours, plug the telephone line cord into the telephone wall socket.

Set up your additional handsets (multi-packs only)

- 1 For each additional handset and charger: plug the mains power adaptor into the socket on the underside of the charger, secure the cable behind the retaining clip and plug the other end into the wall power socket and switch on.
- 2 Activate the batteries as shown above. Then place the handset on the charger to charge for 24 hours.

Important: We recommend that you charge the handset batteries for 24 hours before first use.



General information

For information on safety instructions, cleaning, technical information or connecting to a switchboard, please refer to the 'General Information' section in the full user guide at bt.com/producthelp

Guarantee

Your BT3940 is guaranteed for a period of 12 months from the date of purchase.

Subject to the terms listed below, the guarantee will provide for the repair of, or at BT's or its agent's discretion the option to replace the BT3940, or any component thereof, (other than batteries), which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished or repaired product.

The conditions of this guarantee are:

- The guarantee shall only apply to defects that occur within the 12 month guarantee period.
- Proof of purchase is required.
- The equipment is returned to BT or its agent as instructed.

This guarantee does not cover any faults or defects caused by accidents, misuse, fair wear and tear, neglect, tampering with the equipment, or any attempt at adjustment or repair other than through approved agents.

This guarantee does not affect your statutory rights.

To find out what to do, if your phone is in or outside of the 12 month guarantee, please look in the full user guide at bt.com/producthelp

How to recycle your equipment

The symbol shown here and on the product means that the product is classed as electrical or electronic equipment, so DO NOT put it in your normal rubbish bin.

It's all part of the Waste Electrical and Electronic Equipment (WEEE) Directive to recycle products in the best way – to be kinder to the planet, get rid of dangerous things more safely and bury less rubbish in the ground.

You should contact your retailer or supplier for advice on how to dispose of this product in an environmentally friendly way.

Warning

You won't be able to call 999 from this phone if there's a power cut, so make sure you've got another way to call for help in an emergency.

Radio Equipment Directive Declaration of Conformity

Hereby, British Telecommunications plc declares that the radio equipment type BT3940 Telephone (084367, 084368, 084369, 084370) is in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address: bt.com/producthelp

Radio transmission information

Frequency range 1881.792 – 1897.344MHz
Max power 57.15mW 17.57dBm



For a Better Future

We're always looking to make our products last longer and use less power, so we don't have such a big impact on the environment.

To find out about what we are doing, visit bt.com/betterfuture



Offices worldwide

The services described in this publication are subject to availability and may be modified from time to time. Services and equipment are supplied subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms any part of a contract.

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Your BT3940 is now ready to use.

If you ever need to remove the batteries, place your finger in the groove at the bottom of the handset and lift the cover up to release it. Then, gently ease the batteries out.

Please turn over

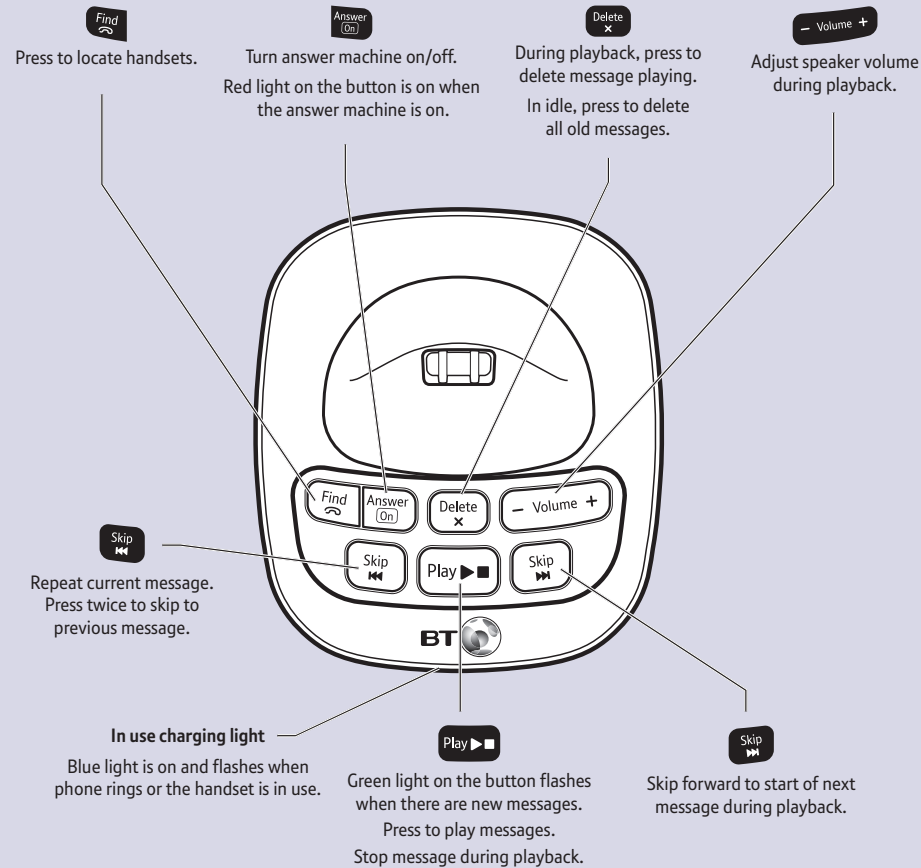
Your phone

Handset



☰ The answer machine handset controls on buttons **1** **4^{CH}** **3^{FF}** and **6^{MN}** will only work when a message is being played on the handset.

Base



3 Go!

Making calls

Press then dial the phone number. Press to end the call.

Answering calls

If you have subscribed to Caller Display, the caller's details will be displayed before you answer (see below and also the full user guide online at bt.com/producthelp for details).

Lift the handset from the base or charger to answer incoming calls. If the handset is not on the base or charger, press .

Mute

Select **Mute** by pressing the right option button during a call if you want to prevent the caller hearing anything from your end. Select **Unmute** to return to your caller.

Contacts

Storing new contacts (up to 50)

From the home screen, press . Select **Options** by pressing . Add new contact is displayed, press .

Enter the name using the letters on the keypad and press . You may need to press the same button a few times until the letter you want is displayed, for example, press **2^{AB}** once for A, or twice for B.

Enter the phone number and press to save. If you make a mistake, press to delete the last digit or letter entered.

If you have more than one handset registered to the base you will be prompted to **COPY to other handsets?** Press and follow the instructions. The other handset(s) must be in idle mode to work.

Dialling a contact

From the home screen, press . Scroll or to display the entry you want and press to dial.

Or, search alphabetically using the keypad to enter the first letter of the name you want then scroll or to the exact entry and press to dial.

Speed dial

Saving a speed dial entry

From standby, enter the phone number you want to store. Press and hold the speed dial button you want to store the number under (choose from buttons 2 to 9). **Saved as speed dial x** is displayed (x being the speed dial button) and you will hear a confirmation tone.

Dialling a speed dial entry

Press and hold the speed dial button **1** to **9^{WX}** under which the entry is stored. The number is dialled automatically.

Caller Display and the Calls list

☰ You must subscribe to a Caller Display service for this feature to work. Your network provider may charge you for this service.

View and dial from the calls list (up to 50 incoming calls and 20 outgoing calls)

The number of new calls will be shown on the home screen when incoming calls have been missed e.g. **3 new calls**. You can clear the notification by viewing the calls list on any handset registered to the base. The will show for missed calls, will show for outgoing calls or will show for incoming calls so that you can differentiate between the types of calls in the calls list.

Press , then or to scroll through and view the list. To dial an entry, press when the entry is highlighted.

Save a Calls list entry to your contacts

Press , then scroll or to the entry you want and press . **Save number** is displayed, press .

Enter a name using the keypad and press . The number is displayed, press to confirm. If you have more than one handset registered to the base, the display will show **COPY to all handsets?** Press to copy. The other handset(s) must be in idle mode to work.

Answer machine

Your answer machine is on and ready to record messages. The controls are shown in the base diagram to the bottom left and the features can also be accessed via the handset Answer Phone menu.

Recording your own outgoing message

Select **Menu**, Answer Phone is displayed, press . Press until **Outgoing Messages** is displayed and press . Press or to display either: **Answer and Record** or **Answer only** and press . **Record message** is displayed, press . Follow the voice prompt to record your message and select **Save** when you've finished. Your message will be played back to you.

Set the answer delay

For compatibility with BT 1571 or another voicemail service make sure the answer delay is set for your answer machine to answer before the voicemail service, e.g. for BT 1571 do not set to more than 5 rings.

Select **Menu**, Answer Phone is displayed, press .

Press until **Answer Settings** is displayed and press .

Press or to select either **Answer and Record** or **Answer only** and press . **Answer delay** is displayed, press .

Press or to display the number of rings you want (0-9) or **Time saver** and press .

☰ For detailed instructions on all the answer machine features see the full user guide online at bt.com/producthelp

Help

Most problems can be fixed with a few simple checks.

Problem	Solution
No dial tone or line cord error message displayed on-screen	Only use the cables and batteries supplied. Make sure both the mains power adaptor cable and telephone line cord are plugged into the correct sockets.
Poor speech quality	Make sure the product is not located too close to other electrical appliances. This can also help improve the handset range from the base.
Battery icon flashing and Battery low displayed on screen	The battery charge is very low. Make sure you charge the batteries for 24 hours before use to ensure maximum battery performance.
Using broadband on the same phone line?	To avoid problems with your broadband or noise on your phone line, you might need to plug your telephone line cord into the wall socket via a microfilter (not supplied). If your main phone socket has a single socket, as shown, you'll need to use microfilters. You don't need to use microfilters if your main phone socket has two separate sockets, like either of these:

Find out more

- Frequently Asked Questions are available at bt.com/producthelp
- If you'd like more detailed instructions, a full user guide is available to download from bt.com/producthelp
- If you cannot find the answer to your problem in the full online user guide, then please call our free Helpline on 0800 145 6789* . Our dedicated advisors are more likely to be able to help you than the retailer where you made your purchase.
- This document is also available in other formats, such as Large print, Braille and Audio CD. If you would like a copy, please call 0800 145 6789*.