

## 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 [www.bt.com/producthelp](http://www.bt.com/producthelp)

### Guarantee

Your BT Studio 4100 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 BT Studio 4100, 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.

For further information within and outside the 12 month guarantee, please refer to the full user guide at [www.bt.com/producthelp](http://www.bt.com/producthelp)

### Product disposal instructions

The symbol shown here and on the product means that the product is classed as Electrical or Electronic Equipment and should not be disposed with other household or commercial waste at the end of its working life.

The Waste of Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC) has been put in place to recycle products using best available recovery and recycling techniques to minimise the impact on the environment, treat any hazardous substances and avoid the increasing landfill.

**Product disposal instructions for residential users**  
When you have no further use for it, please remove any batteries and dispose of them and the product as per your local authority's recycling processes. For more information please contact your local authority or the retailer where the product was purchased.

**Product disposal instructions for business users**  
Business users should contact their suppliers and check the terms and conditions of the purchase contract and ensure that this product is not mixed with other commercial waste for disposal.

### Warning

This equipment is not designed for making emergency telephone calls when the power fails. Alternative arrangements should be made for access to emergency services.

### R&TTE Directive & Declaration of Conformity

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards.

This equipment complies with the essential requirements for the Radio Equipment and Telecommunications Terminal Equipment Directive (1999/5/EC).

For a copy of the Declaration of Conformity please refer to [www.bt.com/producthelp](http://www.bt.com/producthelp)

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## BT is a sustainability leader

To find out how we're making our products greener visit

[bt.com/betterworld/products](http://bt.com/betterworld/products)

### Offices worldwide

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# BT Studio 4100 User Guide



- 1 Plug in
- 2 Charge
- 3 Go!

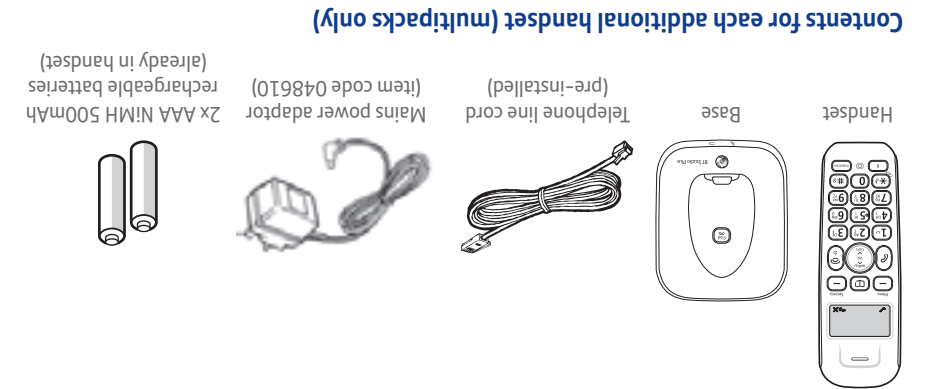


Setting up is easy. Just follow the simple steps in this guide.

If you need further assistance, please visit our website [www.bt.com/producthelp](http://www.bt.com/producthelp) to view our advanced user guide or call our helpdesk on 0800 218 2182\*

\* Calls made from within the UK mainland network are free. Mobile and International call costs may vary.

## Check box contents

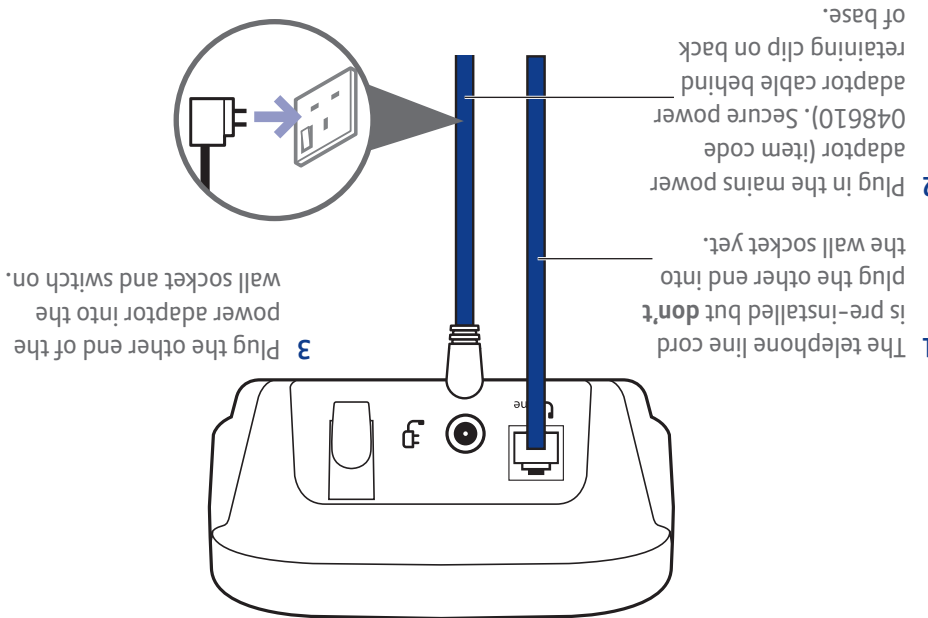


## Contents for each additional handset (multi-packs only)



**Important:** Only use the mains power adaptor, 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 BT Studio 4100 by using any other type of batteries.

## 1 Plug in



## 2 Charge

- 1 Remove the protective film from the handset screen and activate the batteries by pulling the plastic tab away from the back of the handset.
- 2 Place the handset on the base to charge.
- 3 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: plug the mains power adaptor (item code 048610) into the socket on the back of the charger, secure the cable behind the retaining clip and plug the other end into the mains wall socket and switch the power on.
- 2 Remove the protective film from the handset screen and activate the batteries as shown above.
- 3 Place the handset on the charger to charge for 24 hours.

**Important:** Charge the handset batteries for 24 hours or your phone may not work.



Your BT Studio 4100 is now ready for use.

Please turn over

# Your phone

## Handset



## Navigating the menus

Your BT Studio 4100 handset features an easy to use menu system. Each menu has a list of options which you can see on the menu map below.

When the handset is switched on and in standby:

Press the **Menu** button to open the main menu and press **Redial/ Vol. Calls** or **Calls** to scroll through the menu options.

Press **Left soft key** to select a displayed option.

Press **Right soft key** to go back to the previous display screen.

Press and hold **Right soft key** to return to the standby display screen.

Press **Right soft key** to delete characters or numbers.

CALL LIST*	PHONEBOOK*	BS SETTINGS	HS SETTINGS	BT SERVICES	REGISTRATION	RESET
DETAILS	ADD	BASE RINGER	DATE & TIME	HELPPDESK		
STORE NUMBER	VIEW	RING VOLUME	ALARM	BT 118500		
DELETE	EDIT	DELETE HS	RINGER	DIVERT ON		
DELETE ALL	DELETE	CHANGE PIN	TONES	DIVERT OFF		
	DELETE ALL		HS NAME	DIVERT CHECK		
	CAPACITY		DISPLAY	C WAIT ON		
			AUTO ANSWER	C WAIT OFF		
				C WAIT CHCK		

\* You will need to press **Left soft key** to open the sub menu.

## 3 Go!

### Set time and date

Press **Menu** to open the main menu.

Press **Calls** to scroll to HS SETTINGS and press **✓** soft key. DATE & TIME is displayed, press **✓** soft key.

Press **Calls** to SET TIME and press **✓** soft key. Enter 2 digits for the hour and 2 for the minute using the 24hr format and press **✓** soft key. You will hear a confirmation tone.

Press **Calls**, SET DATE is displayed. Press **✓**. Enter the day, month and year using the dd-mm-yy format and press **✓**. You will hear a confirmation tone.

### Making calls

Press **Redial/ Vol. Calls** then dial the phone number. Press **End call** 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 [www.bt.com/producthelp](http://www.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 **Redial/ Vol. Calls**.

### Secrecy

Press the **X** soft key for 2 seconds during a call to activate secrecy mode, if you want to prevent the caller hearing anything from your end.

Press the **X** soft key for 2 seconds again to resume your call.

### Redial (up to last 10 numbers called)

Press **Redial/ Vol. Calls** to open the list of most recently dialled numbers.

Press **Redial/ Vol. Calls** or **Calls** to scroll through the list.

Press **Redial/ Vol. Calls** to redial the number displayed or press **✓** to access the options menu.

### Adjust the earpiece volume

During a call, press the **Redial/ Vol. Calls** or **Calls** button. The first press will show the current volume level, subsequent presses will adjust the level from 1-5.

### Access 1571 service

If you have subscribed to the 1571 service you can speed dial the number by a long press of the **1** button from standby.

### Phonebook

#### Storing new phonebook entries (up to 50)

Press **Phonebook** to open the phonebook. The first entry (or LIST EMPTY) is displayed.

Press the **✓** left soft key, ADD is displayed. press **✓**. NAME is displayed. Using the letters on the keypad, enter the name, then press **✓**. You may need to press the same button a few times until the letter you want is displayed. For example, press **2** once for A, or twice for B. NUMBER is displayed, enter the phone number for the entry and press **✓**. If you make a mistake, press **X** to delete the last digit or letter entered.

Press **Redial/ Vol. Calls** or **Calls** to select a ringtone you want to be played when this caller rings you and press **✓** to confirm. Press **Redial/ Vol. Calls** to return to standby.

#### Dialling a phonebook entry

Press **Phonebook**. Scroll **Redial/ Vol. Calls** or **Calls** to the entry you want. Press **Redial/ Vol. Calls** to dial.

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

## Caller Display and the Call 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 Call list

Press **Calls**, then **Redial/ Vol. Calls** or **Calls** to scroll through the last 40 incoming calls.

The **📞** indicates new missed calls. The number of New Calls to the handset is shown on the standby screen until they have all been viewed in the calls list.

The **➤** icon is displayed when the phone number is too long to be fully shown on the screen. Press **#** to allow you to scroll through the rest of the number.

Press **Redial/ Vol. Calls** to dial the number displayed.

### Copy a Call list number to the phonebook

Press **Calls**, then **Redial/ Vol. Calls** or **Calls** to the entry you want and press **✓**.

Press **Calls** until STORE NUMBER is displayed then press **✓**. NAME is displayed. Enter a name using the keypad and press **✓**. The number is displayed, press **✓** to confirm.

You will hear Melody 1 played, press **Redial/ Vol. Calls** or **Calls** to choose a ringtone you want to be played when this caller rings you and then press **✓**.

## Handset ringer melody and volume

### Adjust the melody

Press **Menu**, then **Calls** to scroll to HS SETTINGS, press **✓**.

Press **Calls** to scroll to RINGER, press **✓**. Press **Redial/ Vol. Calls** or **Calls** to select either INT RING or EXT RING to set the internal or external call melody and press **✓**.

Current ringtone is played, press **Redial/ Vol. Calls** or **Calls** to listen to the available melodies and press **✓** to confirm your choice.


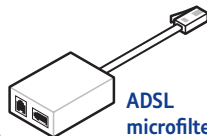
### Adjust the volume

Press **Menu**, then **Calls** to scroll to HS SETTINGS, press **✓**.

Press **Calls** to scroll to RINGER, press **✓**. Press **Calls** to scroll to RINGER VOLUME, press **✓**.

Current ringtone is played at current volume setting. Press **Redial/ Vol. Calls** or **Calls** to adjust the volume or select switch off and press **✓** to store.

## Help Most problems can be fixed with a few simple checks.

Problem	Solution
No dial tone	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 scrolling digits	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?	Make sure you plug the phone into the wall socket via an ADSL microfilter (not supplied), otherwise you may have problems with this product and your broadband service. 

## Find out more

- New Frequently Asked Questions available at [www.bt.com/producthelp](http://www.bt.com/producthelp)
- If you need more detailed instructions, a full user guide is available to download from [www.bt.com/producthelp](http://www.bt.com/producthelp)
- If you cannot find the answer to your problem in the full online user guide, then please call the free Helpline on 0800 218 2182\* or email [bt.helpdesk@vtecheurope.com](mailto:bt.helpdesk@vtecheurope.com). Our dedicated advisors are more likely to be able to help you than the retailer where you made your purchase.
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