



# Decor 2200 Corded Phone

## User Guide



You'll need a Caller Display service from your network provider to use Caller Display enabled features, including accessing your Calls list. Charges may apply.

This User Guide provides you with all the information you need to get the most from your phone.

Before you make your first call you will need to set up your phone. Follow the simple instructions in 'Getting started', on the next few pages.

### **Need help?**

If you need some help, go to [bt.com/producthelp](http://bt.com/producthelp) or call us on 0800 145 6789\*. If you call the Helpline for advice, it is a good idea to call us using a mobile or a different phone, so we can talk you through any instructions on your Decor 2200.

### **☆ Important**

Only use the telephone line cord supplied.

### **Hearing aid?**

The Decor 2200 is fitted with an inductive coupler so it is compatible with hearings aids.

### **Got everything?**

- Decor 2200 telephone with handset attached
- Telephone line cord (pre-installed)
- 4 x AA batteries (pre-installed)
- User Guide

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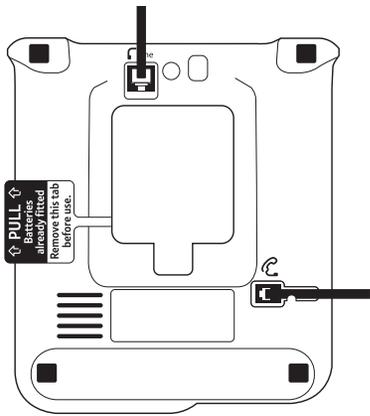
# Getting started

## Location

You need to place your Decor 2200 within 3 metres of a telephone line socket so that the cable will reach.

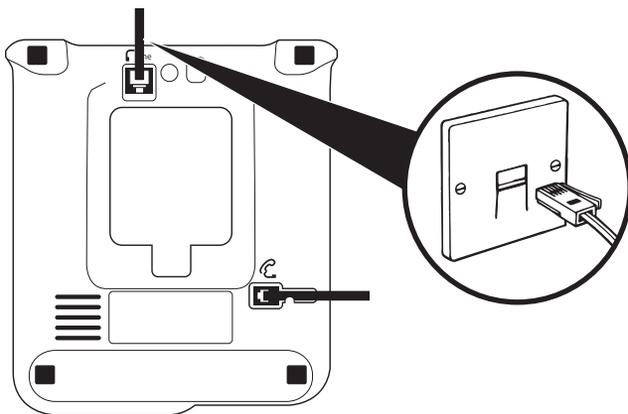
## Activate the batteries

Activate the batteries by pulling the plastic tab away from the underside of the phone.



## Connect the telephone line

Plug the telephone line cord into the telephone wall socket.



## Set the display time and date

See page 17 for instructions.

Your Decor 2200 is now ready for use

## Battery low warning

When the batteries are low and in need of replacing the display will show the battery low icon .

## Removing the batteries

If you ever need to remove the batteries, first ensure that the phone is disconnected from the phone line and then turn the phone over and remove the battery compartment cover by pressing in on the plastic clip and lifting the cover off. Pull the ribbon to remove the batteries.

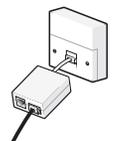
## ☆ Important

Only use the telephone line cord supplied otherwise your telephone may not work.

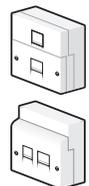
## Using broadband on the same phone line?

To avoid problems with your broadband or noise on your phone line, you might need to plug it 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 these:



# Getting to know your phone

## Menu

Press to access the Settings menu.

When viewing the Calls list or directory, press to access the sub menu list.

## R (Recall)

Used with switchboard services and certain BT Calling Features.

## 3 Line display

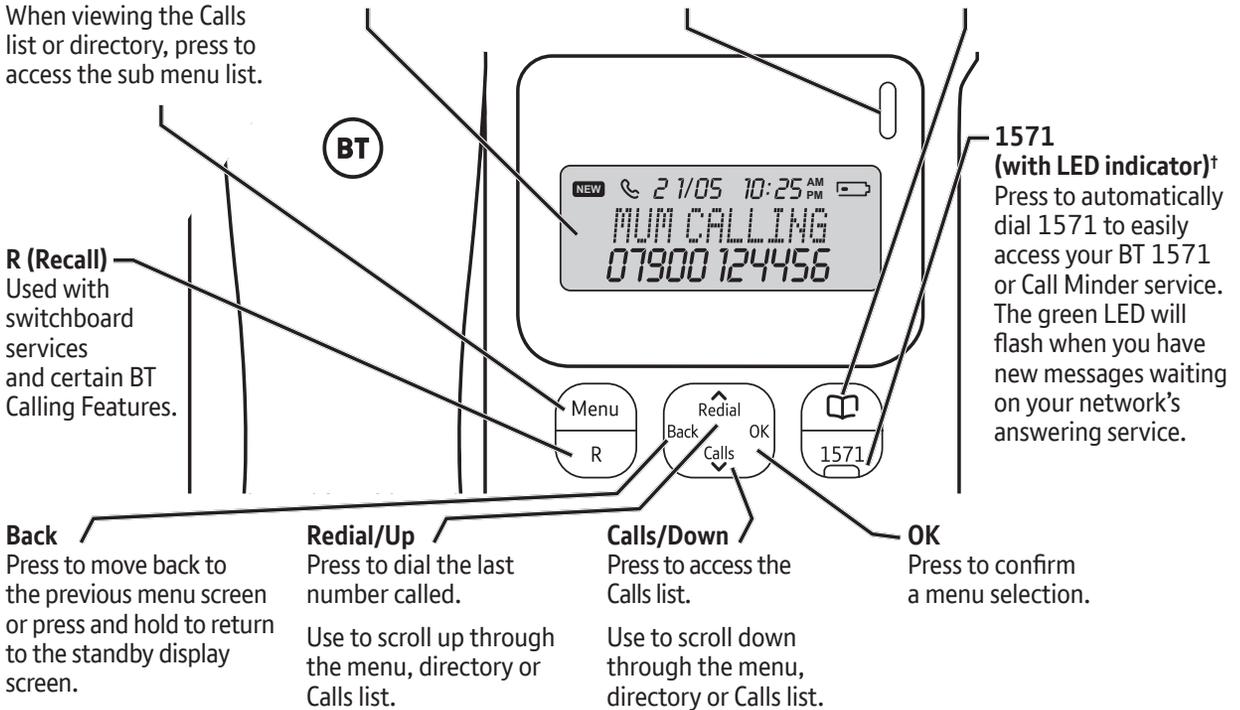
In standby, displays the date and time.a

## Calls light

Red light flashes to indicate an incoming call.

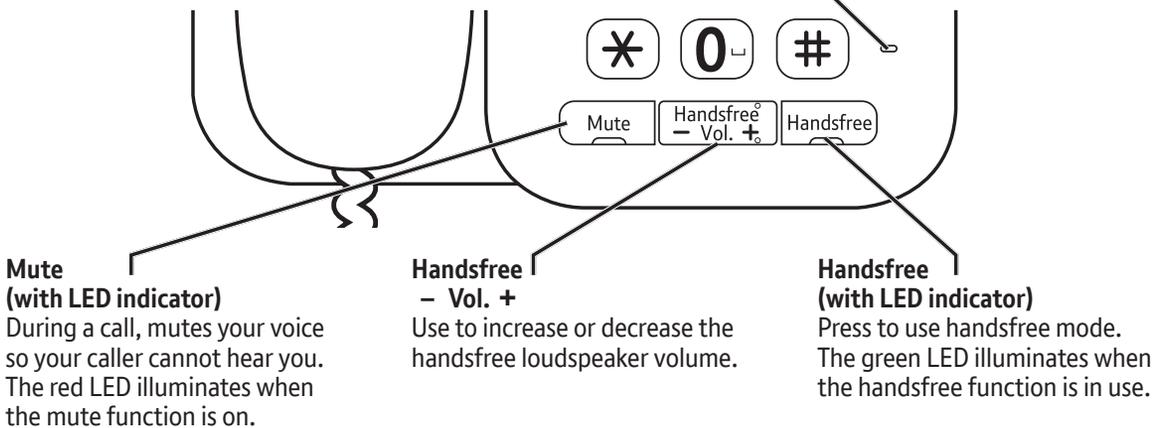
## Directory

Use to store and dial directory entries.



## Microphone

When using handsfree your voice is projected through the base microphone.



† To use the 1571 feature, you must subscribe to your network provider's network answering service and batteries must be installed.

# Using your phone

## Making and receiving calls

### Make a call

1. Lift the handset and wait for the dial tone (or press the  button).
2. Enter the telephone number.

### Call timer

Your phone automatically times the duration of every call. The timer will activate 5 seconds into an outgoing call and will continue to display the time until 5 seconds after the call has ended. The timer will be displayed as soon as you pick up the handset to receive an incoming call.

### Preparatory dialling

Preparatory dialling lets you view the telephone number on the display before it's dialled out. If the number you enter is more than 15 digits, only the last 15 digits will be displayed.

1. Enter the telephone number first. If you make a mistake, press the  button to delete incorrect digits.
2. Lift the handset, or press the  button to dial the number.

### End a call

Replace the handset on the base or if using handsfree mode, press the  button.

### Receive a call

When you receive a call, the telephone rings and the red incoming call LED will flash. Simply pick up the handset to answer the call or press the  button to answer in handsfree mode.

When the handset is off the hook or Handsfree is in use the display will show the  icon.

If you have subscribed to a Caller Display Service the caller's number (and name if stored in the directory) will be displayed when you receive a call, see page 12.

## Handsfree

Handsfree mode lets you talk to your caller without holding the handset. It also allows other people in the room to listen to your conversation over the loudspeaker. The green LED on the button will illuminate when handsfree mode is in use and the  icon will be displayed on the screen.

### Make a call in handsfree mode

Press the  button and then enter the telephone number to be dialled.

### Answer a call in handsfree mode

When the phone rings, press the  button to answer the call.

### Switch to handsfree mode during a call

1. During a call, press the  button and replace the handset on the base.
2. To switch back to using the handset, simply pick the handset up.

### Adjust the handsfree volume

Use the  buttons to increase or decrease the loudspeaker volume.

## Last number redial

The redial memory holds the last telephone number dialled (up to 32 digits).

### View the last number dialled

Press the  button. The number will be shown on the display. If all the digits match a number stored in the directory, the name of the entry will be displayed as well.

### Call the last number dialled

Lift the handset or press the  button, then press the  button. The last number called will be redialled.

There are 5 loudspeaker volumes. You cannot change the volume of the handset earpiece.

## Save the redial number to the directory

1. Press the **Redial** button. The last number dialled is displayed.
2. Press the **Menu** button. **Save Number** is displayed. Press **OK**.
3. **Enter Name** is displayed. Use the keypad to enter the name and press **OK**.
4. **Enter Number** is displayed. Use the keypad to enter the telephone number and press **OK**. **Entry Saved** is displayed.

## Delete the last number dialled

1. Press the **Redial** button. The last number dialled is displayed.
2. Press the **Menu** button. **Save Number** is displayed.
3. Press **Calls** to scroll to **Delete Entry** and press **OK**.  
The display will show **Entry Deleted**.

## Mute

When on a call use the mute feature to talk to someone in the same room without your caller hearing.

1. During a call, press and release the **Mute** button to mute the handset microphone. The red LED on the mute button will illuminate to indicate that the mute feature is on. Your caller now cannot hear you speak.
2. To switch mute off, press and release the **Mute** button again. The LED will turn off and your caller will now be able to hear you.

If a redial number is longer than 15 digits, the first 15 digits will be displayed for about 3 seconds and then the screen will scroll to display the remaining digits. After 3 seconds the screen reverts back and continues to scroll back and forth until you change the display information.

For help with entering names, see page 10.

# Directory

You can store 50 names and telephone numbers in the directory. Each name stored can be up to 15 characters and each number up to 24 digits. Directory entries are stored alphabetically.

## Store a name and number in the directory

1. Press the  button.

If the directory is empty, the display will show **Phonebook Empty** for 2 seconds and then **Add Entry**. Press the  button.

Or, if there are already entries stored, the first alphabetical entry will be displayed. Press the  button, **Add New Entry** will be displayed. Press the  button.

2. Enter **Name** is displayed. Use the keypad to enter the name then press .

3. Enter **Number** is displayed. Use the keypad to enter the telephone number and press . **Entry Saved** is displayed.

## View/dial an entry in the directory

1. Press the  button, then use the  or  buttons to scroll through to the entry you want. Or, to search alphabetically, enter the first letter of the name you want e.g. for Emma, press  twice to display all entries beginning with the letter E, then scroll using  or  to the entry you want.

2. When the entry you want is displayed press  to dial in Handsfree mode or pick up the handset.

## Insert a pause in a number

Press the  button in the place where you want a pause inserted in the number.

Numbers stored without a name will be displayed before alphabetical entries.

Press and hold  to exit the directory and return to standby at any time.

## Directory full

If you try to store a new entry and the directory is full, **Directory Full** will be displayed. You will need to delete entries before you can add new ones, see page 11.

## Entering names

Use the keypad to enter the letters shown on the buttons, e.g. to store TOM:

Press  once to enter T.

Press  three times to enter O.

Press  once to enter M.

## Writing tips

If you make a mistake, press  to delete the last digit or character.

To enter a space, press  once.

Press  repeatedly to enter the following punctuation symbols: & - ' . , 1

Press  to toggle between upper and lower case characters.

If the next letter is on the same button that you have just pressed, wait until the cursor moves to the right before trying to enter it.

If the telephone number is longer than 15 digits, the first 15 digits will be displayed for about 3 seconds and then the screen will scroll to display the remaining digits. After 3 seconds the screen reverts back and continues to scroll back and forth until you change the display information.

### Edit an entry in the directory

1. Press the  button, then use the  or  buttons to scroll to the entry you want.
2. Press the  button. Add New Entry is displayed.
3. Press  to scroll to Edit Entry and press .
4. The name will be displayed. Use the  button to delete and the keypad to enter new characters. When the name is correct, press .
5. The number is displayed. Use the  button to delete and the keypad to enter new digits. When the number is correct, press .
6. Entry Saved is displayed briefly and then the screen will return to the directory list.

### Delete an entry in the directory

1. Press the  button, then use the  or  buttons to scroll to the entry you want.
2. Press the  button. Add New Entry is displayed.
3. Press  to scroll to Delete Entry and press .
4. Are You Sure ? is displayed, press  to confirm.
5. Entry Deleted is displayed briefly and then the screen will return to the directory list.

### Delete the entire directory

1. Press the  button.
2. Press the  button. Add New Entry is displayed.
3. Press  to scroll to Delete All and press .
4. Are You Sure ? is displayed, press  to confirm.
5. Entries Deleted is displayed briefly.

# Caller Display and the Calls list

If you have subscribed to a Caller Display service, you will be able to see your caller's number on the display (provided it is not withheld) prior to answering the call. If the caller's name matches an entry you've stored in the directory, you will also see the caller's name on the display.

## Calls list

The Calls list holds the telephone numbers (and names if there is a match with the directory) of the last 30 received calls. The Calls list can display numbers up to 24 digits and names up to 15 characters. Calls are listed newest to oldest. When the list is full and a new call is received, the oldest entry will be deleted automatically.

## New calls

When you have a new call in the Calls list, i.e. a call you did not answer, the **NEW** icon will be displayed on the screen. When all new calls have been viewed, the **NEW** icon will turn off. Only unanswered calls are indicated as **NEW** calls.

## View the Calls list

1. Press the **Calls** button. Calls are listed in order from the newest to the oldest.
2. Press **Redial** or **Calls** to scroll through the list.

## Dial an entry in the Calls list

1. Press the **Calls** button to view the list.
2. Press **Redial** or **Calls** to scroll to the entry you want.
3. To dial the displayed number, lift the handset or press **OK** or **Handsfree**.

## ☆ Important

To use Caller Display you must first subscribe to the service from your network provider. A quarterly fee may be payable. For more information on BT's Calling Features call BT free on 0800 800 150.

To ensure the caller's name is displayed, make sure you have stored the full telephone number, including the dialling code in the directory.

## Caller information is not available

With some incoming calls, the telephone number of the caller is not available and cannot therefore be displayed. In this case your Decor 2200 provides you with some explanatory information:

**Unavailable** – the number is unavailable.

**No Number** – the caller has withheld their number.

**International** – International call.

**Payphone** – call is from a payphone.

**Ringback** – the call is from a number you set as a ringback number.

If the telephone number is longer than 15 digits, the first 15 digits will be displayed for about 3 seconds and then the screen will scroll to display the remaining digits. After 3 seconds the screen reverts back and continues to scroll back and forth until you change the display information.

### Copy a number in the Calls list to the directory

1. Press the **Calls** button to view the list.
2. Press **Redial** or **Calls** to scroll to the entry you want.
3. Press the **Menu** button. *Save Number* will be displayed, press **OK**.
4. Use the keypad to enter a name and press **OK**.
5. Use the keypad to edit the number if necessary and then press **OK**. *Entry Saved* is displayed.

### Delete an entry in the Calls list

1. Press the **Calls** button to view the list.
2. Press **Redial** or **Calls** to scroll to the entry you want.
3. Press the **Menu** button. *Save Number* will be displayed.
4. Press **Calls** to scroll to *Delete Entry* and press **OK**.
5. *Are You Sure?* is displayed, press **OK** to confirm.
6. *Entry Deleted* is displayed and then the screen will return to the Calls list.

### Delete the entire Calls list

1. Press the **Calls** button to view the list.
2. Press the **Menu** button. *Save Number* will be displayed.
3. Press **Calls** to scroll to *Delete All* and press **OK**.
4. *Are You Sure?* is displayed, press **OK** to confirm (or **Back** to cancel).
5. *Entries Deleted* is displayed and then the screen will return to standby.

For help with entering names, see page 10.

Use **Back** to delete incorrect digits.

Press **Back** to cancel the Delete operation.

# 1571 Voice mail indication

If you have subscribed to BT Answer 1571 or Call Minder, your Decor 2200 will indicate when you have received a voice message by the flashing messages light.

BT Answer 1571 and Call Minder are invisible answer machines located at your local exchange which will take messages when you are out or engaged on another call.

To enable your Decor 2200 to let you know you have messages you must first subscribe to a BT messaging service: For BT Answer 1571 answering service, call BT on Freefone 0800 003 800.

For information on Call Minder, call BT on Freefone 0800 800 150.

## To access your voice mail messages

1. Press .
2. Your Decor 2200 goes into handsfree mode and you will hear the telephone dialling out. After a few seconds you will be connected automatically to your voice mail service.

Or

1. Lift the handset and wait for the dial tone.
2. Press . The number is displayed and you will hear the telephone dialling out. After a few seconds you will be connected automatically to your voice mail service.

## Turn 1571 on/off

1. Press the  button. BT services is displayed.
2. Press  or  to scroll to Message Waiting and press .
3. Press  or  to select either On or Off and press . Saved is displayed.

The message waiting indicator is activated by a stuttered dial tone which you can hear when you pick up your phone. BT Calling Features, such as Call Diversion and Call Barring use a stuttered dial tone so therefore will cause the message waiting indicator to flash even if no messages have been left.

## ☆ Important

After an incoming call, or after lifting the handset, your Decor 2200 will check the line for any messages. You will experience at least a 2 minute delay before the message waiting indicator light flashes if messages have been left.

The 1571 light may continue to flash for a few minutes after you have listened to your messages.

# Settings menu

## BT Services

By selecting the BT Services menu you can access a range of useful pre-stored numbers and further BT Calling Features. There are 2 empty memory locations so you can add 2 extra services of your choice and you can also delete or edit the pre-stored numbers and add further numbers of your choice.

### Pre-stored BT services numbers:

BT Answer 1571 – to dial BT’s network answering service

Divert On – to switch Call Divert On

Divert Off – to switch Call Divert Off

Check Divert – to check the status of your Call Divert

Call Wait On – to switch Call Waiting On

Call Wait Off – to switch Call Waiting Off

Check Call Wait – to check the status of your Call Waiting

### Dial a pre-stored BT service

1. Press the  button. `BT services` is displayed, press .
2. Press  or  to scroll to the service you want to dial and press .

### Add a new service

1. Press the  button. `BT services` is displayed, press .
2. Press the  button, then press  or  to scroll to `Add Service` and press .
3. Use the keypad to enter a name for the new service and press .
4. Use the keypad to enter the telephone number and press . `Entry Saved` is displayed.

### ☆ Important

To use BT Services and BT Calling Features you must first subscribe (if required) to the relevant service from your network provider. A quarterly fee may be payable.

For more details on BT’s Calling Features, call BT free on 0800 800 150.

If you are not connected to the BT network, some of these services may not be available. Please contact your network provider. Call Diversion services may allow other divert options. Check with your network provider for details.

For further information, see the BT Calling Features user guide supplied when you subscribe to the services of your choice.

## Edit a service

1. Press the **Menu** button. **BT services** is displayed, press **OK**.
2. Press **Redial** or **Calls** to scroll to the service to edit and press **Menu**. **Edit Service** is displayed, press **OK**.
3. Use the **Back** button to delete and the keypad to enter new characters for the name and press **OK**.
4. Use the **Back** button to delete and the keypad to enter new digits and press **OK**. **Entry Saved** is displayed.

## Delete a service

1. Press the **Menu** button. **BT services** is displayed, press **OK**.
2. Press **Redial** or **Calls** to scroll to the service to delete and press **Menu**. **Edit Service** is displayed, press **Calls** to **Delete service**, press **OK**.
3. **Are You Sure?** is displayed, press **OK** to confirm. **Deleted** will be displayed and then the display will return to the BT services list.

## Restore all services

1. Press the **Menu** button. **BT services** is displayed, press **OK**.
2. Press the **Menu** button, then press **Redial** or **Calls** to scroll to **Restore All**, press **OK**.
3. **Are You Sure?** is displayed, press **OK** to confirm. **Restored** will be displayed and then the display will return to the BT services list.

## Ringer volume

There are 3 volume settings to choose from: High, Low or Off.  
The default setting is High.

1. Press the **Menu** button. **BT services** is displayed.
2. Press **Calls** to scroll to **Ringer volume** and press **OK**.
3. Press **Redial** or **Calls** to change the volume level. On each press the level is shown on the display and you will hear an example ring.
4. When you hear and see the volume level you want, press **OK** to confirm.

If the Ringer volume is set to Off, the Call light will still flash to indicate that someone is calling you.

## Ringer tone

There are 3 ringer tones to choose from. The default setting is Ringer tone 1.

1. Press the **Menu** button. **BT services** is displayed.
2. Press **Calls** to scroll to **Ringer Tones** and press **OK**.
3. Press **Redial** or **Calls** to change the ringer tone. On each press the level is shown on the display and you will hear an example ring.
4. When you hear and see the ringer tone you want, press **OK** to confirm.

## Set the display time and date

The date will be shown on the display when in standby as dd/mm. The default settings are 12:00 (pm) 01/01/11 (dd/mm/yy).

1. Press the **Menu** button. **BT services** is displayed.
2. Press **Calls** to scroll to **Set Time & Date** and press **OK**.
3. The first digit of the time flashes. Use the keypad to enter the time, using 2 digits for the hour and 2 digits for the minutes and press **OK** to confirm.
4. The current date is displayed with the first digit flashing. Use the keypad to enter the date using 2 digits for the day, 2 for the month and 2 for the year and press **OK** to confirm.

## Set the time format (12 or 24 hour)

1. Press the **Menu** button. **BT services** is displayed.
2. Press **Redial** or **Calls** to scroll to **Time Format** and press **OK**.
3. Press **Redial** or **Calls** to select either **12 Hour** or **24 Hour** and press **OK**. **Saved** is displayed.

## Display contrast

There are 5 display contrast levels to choose from. The default setting is Level 3.

1. Press the **Menu** button. **BT services** is displayed.
2. Press **Calls** to scroll to **Contrast** and press **OK**.
3. Press **Redial** or **Calls** to change the contrast level and press **OK** to confirm.

The default time format is 24 hour but you can change this to 12 hour, see below for instructions.

You should set the time/date in the 24 hour format first before changing to the 12 hour format if required.

The default time format is 24 hour.

# General information



Important safety and care instructions.  
Keep for future reference.

Your Decor 2200 from BT is manufactured to comply with European safety standards. Please read the following instructions carefully before installing and using it.

## Important

This product is intended for connection to analogue public switched telephone networks and private switchboards in the UK and Republic of Ireland.

## Installation and location

- For indoor use only in UK and Ireland
- Position all parts away from heat and sun (e.g. away from radiators, window sill or other electrical equipment which can get hot)
- Keep area ventilated (e.g. don't put in cupboards or back of sofas) and don't block any vents with objects or thick carpets
- Keep device and cables out of young children's reach
- Electronic devices hate liquids; don't place in damp areas or near sources of water or splashes
- Product may cause scratches or marks if placed on fragile surfaces (e.g. veneered wood or delicate fabrics); place on a mat if required
- Don't use near flammable substances or in a flammable atmosphere (e.g. warehouse or garage)
- Designed for use at room temperatures between 0 and 40°C

## Care and maintenance

- Treat all parts with care; no shock or vibration, and don't pull or twist any cables
- Regularly check your product for damage to ensure small parts aren't exposed
- Dust with a soft dry cloth; no water or solvent
- Regularly check that objects don't cover any parts or any vents which could cause overheating
- When not in use, store in a dry place and away from extreme heat or cold

## Warnings

- If any parts of your product or any cables appear damaged, discontinue use immediately. Switch off your electrical socket if it is safe to do so and contact our helpdesk. See terms in the Guarantee section of this guide
- Don't try to open your device. There are no serviceable parts and you risk an electrical shock.
- There is a slight chance your product could be damaged by an electrical storm. We recommend that you unplug the power and phone line cord during a storm

## Battery safety information

- Only use batteries of same size and type as advised in the set-up section of this guide
- Take care when disposing of your product. The battery could explode if placed in a fire, a hot oven or is crushed or cut
- Don't subject the product to extremely low air pressure as the battery may explode or leak flammable liquid or gas

## Guarantee

Your Decor 2200 is guaranteed for 1 year from when you bought it. This means we'll either repair it or replace all or part of the product if it's not working properly. If you bought the product more than 28 days ago, we might replace it with a refurbished or repaired one.

### Guarantee conditions:

- The guarantee only covers problems found in the 1 year guarantee period
- You'll need your receipt or other proof of purchase
- Your product is returned to BT or one of our partners as instructed
- This guarantee doesn't cover any problems 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 doesn't affect your statutory rights

### Within the 1 year guarantee period

Before returning your product, please contact the Helpline on 0800 145 6789\*. Additional answers to frequently asked questions are available from [bt.com/producthelp](https://www.bt.com/producthelp). If the helpdesk can't fix the problem, they'll let you know how to get a repair or a replacement. If you need to return your product please pack it in the original box if you still have it and make sure you include all the parts like cables. You'll need a fault reference number from the helpdesk. This does not affect your statutory rights.

### Outside of the 1 year guarantee period

If your product needs repair after the guarantee period has ended, the repair must meet the approval requirements for connection to the phone network. We recommend that you contact BT's recommended repair agent Discount Communications on 0800 980 8999 or a local qualified repairer.

## Disposing of your old electrical and electronic equipment

The Government has a legal requirement to minimise the unsorted waste disposal of electrical and electronic equipment and to maximise its separate collection and environmentally sound management. The symbol shown here and on a product, means you shouldn't throw it in your normal rubbish at the end of its working life.



This product may contain substances that could be harmful to people or the environment if it's not recycled correctly. Check with your retailer to find out how to recycle your old equipment, or if you've bought something from us that has the crossed out wheeled bin symbol on it and it's similar to the

kit you don't need any more, you can send us your old kit and we'll get rid of it in an environmentally friendly way.

Here's the address: WEEE Take Back Scheme, BT Returns, BT DF, Darlington Road, Northallerton, DL6 7ZY.

Website address: **bt.com/weee**

We're not responsible for the costs of returning items. If you don't wish to return kit to us, lots of electronics shops have their own 'take back' schemes where you can recycle very small electrical and electronic goods.

If you're a household user, you can also take it to your local recycling centre – go to [recyclenow.com](http://recyclenow.com) to find the one nearest to you.

## Technical information

### How many telephones can I have?

All items of telephone equipment have a Ringer Equivalence Number (REN), which is used to calculate the number of items which may be connected to any one telephone line. Your Decor 2200 has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephones may not ring. With different telephone types there is no guarantee of ringing, even when the REN is less than 4.

### Switchboard compatibility

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards which support tone dialling and timed break recall. If in doubt, please consult your network service provider.

### Switchboard external line access code

When connected to an internal switchboard, you may need to enter an access code e.g. 9 to get an outside line. So that the switchboard has time to pick up an outside line, you may also need to add a Pause after the access code. A Pause lasts 2.5 seconds.

### To insert a pause

When storing a number in the directory, press the  button in the place you want a pause inserted.

### Recall

The  button is used when connected to certain switchboards e.g. to transfer calls and for some BT Calling Features or other services available from your network provider.



Available in other formats including braille,  
large print or audio CD. If you would like  
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