

Your BT4000 is now ready to use.

- 3 If you ever need to remove the batteries, simply slide open the battery compartment cover and ease them out.
- 3 Place the handset on the charger to charge for 24 hours.
- 2 Activate the batteries as shown above.

1 For each additional handset and charger: plug the mains power adaptor into the socket on the back of the charger, secure the cable behind the retaining clip and plug the other end into the wall power socket and switch on.

Set up your additional handsets (multi-packs only)

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



- 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, follow the set-up wizard.
- 3 Once setup is complete your handset will display **Please check** the time cord. Place the handset on the base to charge until step 4.
- 4 After 24 hours, plug the telephone line cord into the telephone wall socket.



2 Charge

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 BT4000 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 BT4000, 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

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 your phone, 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

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

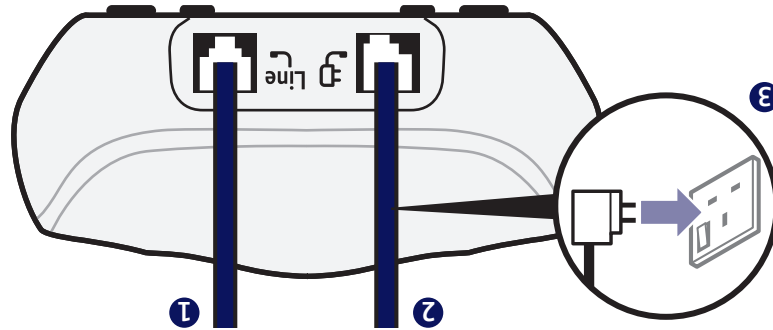
Hereby, British Telecommunications plc declares that the radio equipment type BT4000 Telephone (069264, 069265) is in compliance with Directive 2014/53/EU.

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 59.29mW 17.73dBm

- 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.
- 3 Plug the other end of the power adaptor into the wall power socket and switch on.



1 Plug in

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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BT4000

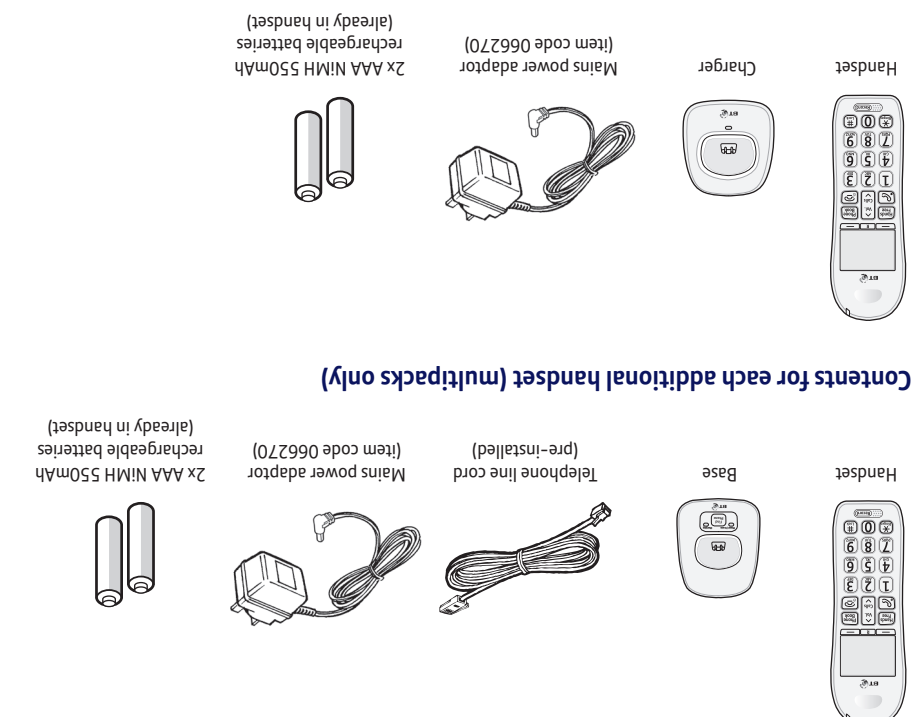
Digital Cordless Phone

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

User Guide

- 1 Plug in**
- 2 Charge**
- 3 Go!**

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 BT4000 by using any other type of batteries.

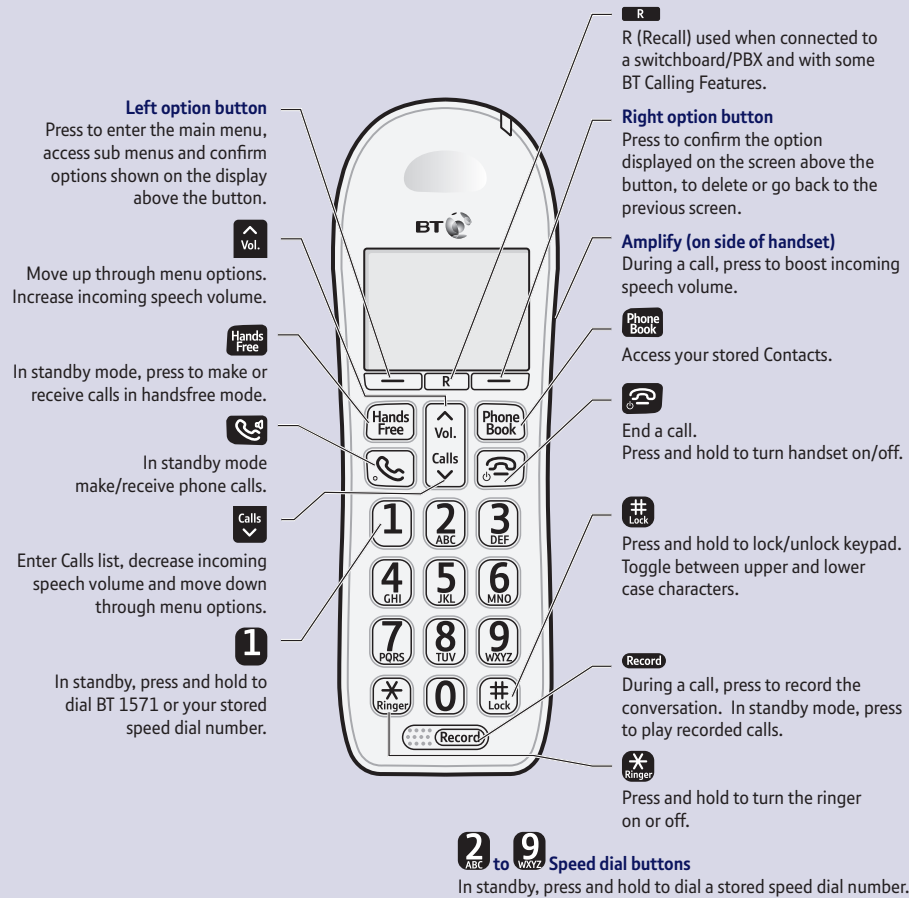


Check box contents

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.

Your phone

Handset



Finding your way around your phone

Your BT4000 has an easy to use menu system. Each menu has a list of options.

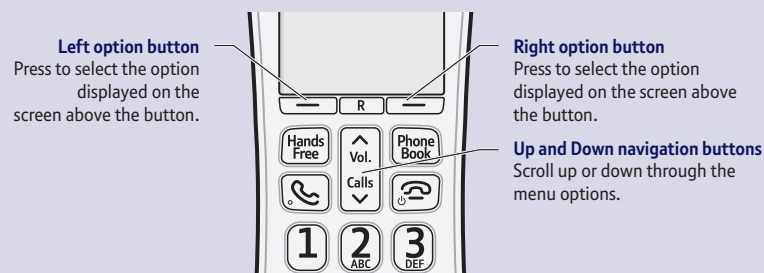
When the handset is switched on and at the home screen:

- 1 Select **Menu** by pressing the Left option button to open the main menu.
- 2 Use the **Vol.** or **Calls** button to scroll through the available menu options.
- 3 When the menu you want is displayed, select **OK** by pressing the Left option button.
- 4 Use the **Vol.** or **Calls** button to scroll through the available sub menu options. When the sub menu you want is displayed, select **OK** by pressing the Left option button.

Select the **Back** option if you want to return to the previous screen.

To exit a menu and return to the home screen, press **Call**.

If no buttons are pressed for 30 seconds, the handset returns to the home screen automatically.



3 Go!

Making calls

Press **Call** then dial the phone number. Press **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 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 **Call**.

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 100)

From the home screen, press **Phone Book**. Select **Options**. **Add contact** is displayed, press **OK**.

Enter the name using the letters on the keypad. 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.

Press **Next** and enter the phone number and press **Save**. The display will show **Contact saved**.

Dialling a contact

From the home screen, press **Phone Book**. Scroll **Vol.** or **Calls** to display the entry you want and press **Call** to dial.

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

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 30 outgoing calls)

The number of new calls will be shown on the home screen when incoming calls have been missed e.g. **1 new call**. You can clear the notification by viewing the calls list on any handset registered to the base. **Missed**, **Answered**, **Dialled** or **Blocked** (incoming calls only) will be displayed on the top line of the display when viewing calls in the calls list so you can differentiate between the types of calls.

Press **Calls**, then **Vol.** or **Calls** to scroll through and view the list. To dial an entry, press **Call** when the entry is displayed.

Save a calls list entry to your contacts

Press **Calls**, then scroll **Vol.** or **Calls** to display the entry you want and select **Options**. **Save number** is displayed (or press **Calls** to display **Save number if needed**), press **OK**. Enter the contact name and press **Next**.

The number will be displayed, (edit if necessary by selecting **Clear** to delete digits and enter any new ones). Select **Save** to save the entry.

Set the handset ringtone for external or internal calls and the ringer volume

Select **Menu**, scroll **Vol.** to display **Settings** and press **OK**.

Sounds is displayed, press **OK**. **Ringing** is displayed, press **OK**.

Press **Vol.** or **Calls** to display either **External ringtone** or **Internal ringtone** and press **OK**.

Press **Vol.** or **Calls** to display and listen to the melodies and press **OK** to select your choice.

Saved will be displayed.

Set the handset ringer volume

Select **Menu**, scroll **Vol.** to display **Settings** and press **OK**.

Sounds is displayed, press **OK**. **Ringing** is displayed, press **OK**.

Press **Calls** to display **Ringing volume** and press **OK**. Press **Vol.** to increase the volume or **Calls** to decrease or turn the ringer off. Press **OK** to save.

4 Block calls

Block Nuisance Calls

The BT4000 can block calls from certain call types, e.g. international calls or from specific numbers to help prevent nuisance calls. You can store up to 10 specific blocked numbers. Calls from numbers stored in your blocked calls list cannot leave a message on your answer machine but calls blocked by call type can. Please note, other products connected to the line are not compatible with this feature and will still ring.

Select **Menu**, scroll **Calls** to **Call control** and press **OK**.

Press **Calls** to display **Block calls** and press **OK**. You now have 2 choices:

i) To block calls by type, when **By call type** is displayed, press **OK**. Select which types of call you want **Allowed** or **Blocked** using **Vol.** or **Calls** to display the call type: **Int'l calls**, **Withheld numbers**, **No Caller ID** or **Payphone**, press **OK**, then use **Vol.** or **Calls** to display **Allowed** or **Blocked** and press **OK** to save.

ii) To block calls by a specific number, press **Calls** to display **By number** and press **OK**. If the block calls list is empty, press **Add** and use the keypad to enter the number (or press **Options** to select a number from your phonebook or calls list) and press **Save**.

If numbers are saved already, select **Options**. **Add blocked number** is displayed, press **OK**, enter the number (or press **Options** to select a number from your phonebook or calls list) and press **Save**. **Add**. Enter the number you want to block (or you can select **Options** and select a number from your contacts or calls list) then select **Save**.

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?	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. If you use BT Infinity, you will not need to use an ADSL microfilter. For other types of broadband, please check with your provider if a microfilter is required.

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*.