



# User Guide

BT Big Button 100



# Welcome...

to your BT Big Button 100 phone



- Large buttons for easy dialling.
- Handsfree – make and receive calls using the loudspeaker.
- One-touch 1571 button dials your network answering service.
- Easy grip handset.
- Adjustable earpiece and microphone volume .
- 3 one-touch buttons for easy dialling of your most important numbers.
- Store up to 10 more numbers in the memory.
- Last number redial.
- Secrecy – stop your caller hearing you talk to someone else in the room.

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.

■ **Hearing aid friendly** 

The BT Big Button 100 is fitted with an inductive coupler so it is compatible with hearing aids.

■ **Need help?**

If you have any problems setting up or using your BT Big Button 100, please refer to the Help section on *page 19*.

**Got everything?**

- BT Big Button 100
- 4 x AA batteries
- Telephone line cord
- Desk or wall mounting plinth
- Wall mounting plugs and screws

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# Getting started

## Location

You need to place your BT Big Button 100 within 2 metres of the telephone socket so that the cable will reach.

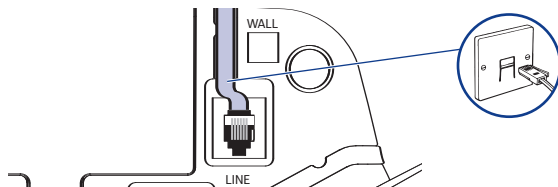
You can also mount your BT Big Button 100 phone on the wall using the screws and wall plugs provided. For wall mounting instructions, *see page 24*.

### 1. Install 4 x AA back-up batteries

Place batteries on top of red ribbon. The back up batteries will enable your loudspeaker, and 1571 indication to work and keep your stored one-touch and 10 memory numbers in the event of line disconnection.

### 2. Connect the telephone line

Plug the line cord into the BT Big Button 100 and the other end into the telephone line wall socket.



### WARNING

Do not place your BT Big Button 100 in the bathroom.

### Battery low warning

When the batteries are due to be replaced the 1571 message indicator light will give a short flash every 2 seconds.

If the back-up batteries are flat or not installed, your BT Big Button 100 will retain stored number information for up to 5 minutes if disconnected from the line.

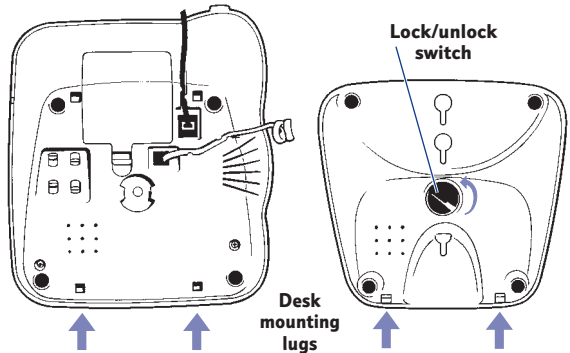
### WARNING

When you change the batteries, please ensure that the phone is disconnected from the telephone line.

### 3. Connect the plinth for desk mounting

If you are going to place your product on a desk or table then attach the plinth in the desk mounting position as shown below.

Slide the plinth into the lugs marked DESK on the underside of the product.



Once correctly inserted, turn the switch to lock the plinth into place.

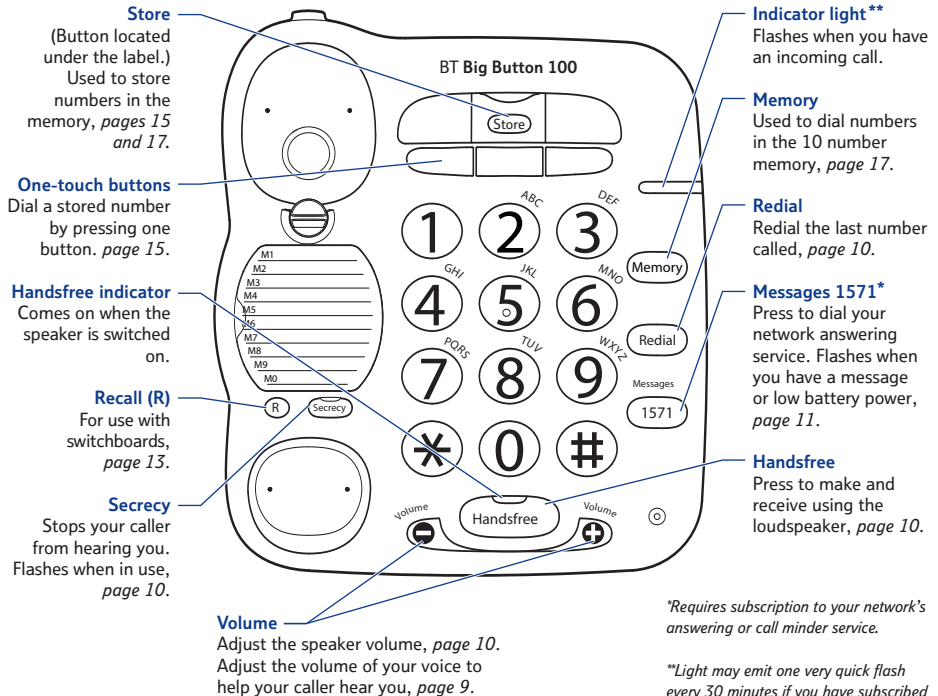


Desk mounting position

For wall mounting instructions, see page 24.

# Getting to know your phone

## Front



*\*Requires subscription to your network's answering or call minder service.*

*\*\*Light may emit one very quick flash every 30 minutes if you have subscribed to a 1571 service; this is caused when the telephone checks the line for new messages.*

## 8 Getting to know your phone

**Underside****Ringer volume**

Set the ringer volume High, Low, Off.

**Ringer tone**

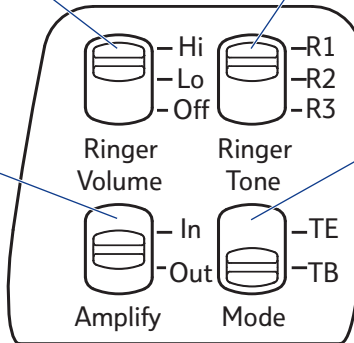
Lets you set the tone of the ringer, High, Mid or Low.

**Incoming/Outgoing volume switch**

Lets you adjust the volume for your caller's voice or your voice, *page 9*.

**Mode selector**

Lets you interact with exchange services. Normal setting is TB.





# Using the phone

## Making calls

1. Lift the handset.
2. Dial the number you want. When the caller answers, simply speak as normal.
3. To end a call, replace the handset.

## Receiving calls

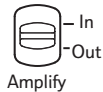
1. When the phone rings, lift the handset.

## Incoming/Outgoing handset volume

**Incoming** – adjust the volume of your caller’s voice in the earpiece.

**Outgoing** – adjust the volume of your voice for your caller’s earpiece.

1. Set the switch on the underside of the base to Incoming or Outgoing.




2. During a call, press Vol  or  to raise or lower the volume.

## 10 Using the phone



The loudspeaker has 5 volume levels. The default setting is 3.

The handset has five volume levels to adjust the incoming voice and three volume levels to adjust the outgoing voice, the default setting is minimum.

### Handsfree calls

1. Press . You can hear the dial tone.
2. Dial the number. When the caller answers, speak close to the phone.

### Adjust speaker volume

1. During a handsfree call, press Vol  or  to raise or lower the speaker volume.



### Redial

You can redial the last number called.

1. Lift the handset or press , then  to dial the last number.

### Secrecy

You can stop your caller hearing you so you can talk privately to someone else close by.

1. During a call, press . The indicator light flashes.
2. Press  *again* to resume your call.

### **1571 Message waiting**

Providing you have subscribed to your network's answering service (e.g. BT Answer 1571 or Call Minder), callers can record messages if you do not answer your phone.

BT Answer 1571 and Call Minder are automated services located at your local telephone exchange which will take messages when you are out, engaged on another call or on the Internet.

BT Answer 1571 is a basic answering service and is completely free of charge to BT customers. To activate the service, dial Freefone **0800 003 800**.

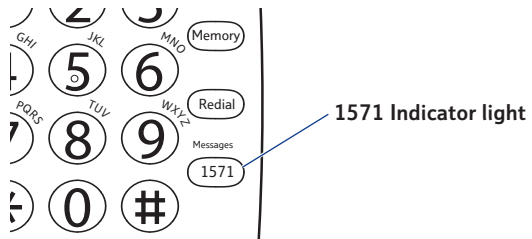
For information on Call Minder, call BT on Freefone **0800 800 150**. This is a chargeable service.

Your BT Big Button 100 has a quick access facility to BT's 1571 service.

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**To listen to your voice messages:**

1. If you have new messages, the 1571 button on your BT Big Button 100 flashes.



2. To listen to your messages, lift the handset or press **Handsfree**, then press **1571**.

**Ringer volume**

There are three settings, **Hi**, **Mid** or **Off**.

1. On the underside of your BT Big Button 100, set the Ringer Volume switch to the setting you want.

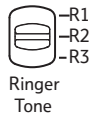


Ringer  
Volume

## Ringer tone

There are three settings, **R1**, **R2** or **R3**.

1. On the underside of your BT Big Button 100, set the Ringer tone switch to the setting you want.



## Recall

The **(R)** button is used to access a range of switchboard services, for example, to transfer calls and with some BT Calling Features or services available via your network provider.

## Enter a pause

If your BT Big Button 100 phone is connected to a switchboard, you may need to enter a Pause in a stored number after the switchboard access code in order to give your phone time to get an outside line.

1. When storing a number press **(Redial)** where you want to enter a pause. This will put a delay of 2.5 seconds in the number to be dialled.

A pause can be stored in the 3 one-touch and 10 memory phone numbers.

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**Default settings**




<b>Feature</b>	<b>Default settings</b>
Ringer volume	High
Ringer tone	R1
Speaker volume	Level 3 (of 5)
Handset amplifier	Level 1 (minimum)

# One-touch memory buttons


You can store up to three numbers using the one-touch buttons.

Each stored phone number can be up to 32 digits long.

## Store a number in the one-touch memory

1. Remove the one-touch memory label as the store button is located underneath. Lift the handset or press .
2. Press  then press the one-touch button, you will hear a button press confirmation tone throughout the process.
3. Enter the number you want to store.
4. Press . You hear a longer confirmation beep. The number is stored.

## Dial a number in the one-touch memory

1. Lift the handset or press .
2. Press the one-touch button. The number stored for that button is dialled.

## Edit a number in the one-touch memory

1. To change a one-touch dial number, simply store a new one. This will overwrite any existing stored number.





You can make a note of your one-touch numbers on the label above the store button. There is also an enlarged label at the back of this guide if you prefer.

You may hear an exchange announcement, during or after the storing sequence, suggesting that there has been an error, or that you should redial the number. This is normal and does not mean that the storing sequence is in error.

## 16 One-touch memory buttons

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### **Delete a number in the one-touch memory**

1. Lift the handset or press .
2. Press  then the one-touch button.
3. Press  to confirm. You hear a confirmation beep.
4. Replace the handset or press .



# 10 Number memory

You can use the ①-⑨ buttons on the keypad to store and dial a total of 10 phone numbers. Each stored phone number can be up to 32 digits long.

## Store a number in the 10 number memory

Remove the one-touch number memory label to reveal the **Store** button.

1. Lift the handset or press **Handsfree**.
2. Press **Store**.
3. Press the ①-⑨ button you want to use as the memory location.
4. Enter the phone number you want (up to 32 digits).
5. Press **Store** to confirm. You hear a confirmation beep. The number is stored.

## Dial a number in the 10 number memory

1. Lift the handset or press **Handsfree**.
2. Press **Memory** then press the ①-⑨ button you want. The stored phone number is dialled.

You can make a note of your memory numbers on the label underneath the handset. There is also an enlarged label at the back of this guide if you prefer.

To cancel storing a number, replace the handset.

You may hear an exchange announcement, during or after the storing sequence, suggesting that there has been an error, or that you should redial the number. This is normal and does not mean that the storing sequence is in error.

**Edit a number in the 10 number memory**

1. To change a stored number, simply store a new one. This will overwrite any existing stored number.

**Delete a number in the 10 number memory**

1. Lift the handset or press **Handsfree**.
2. Press **Store** then the **0**-**9** memory location you want to delete.
3. Press **Store** to confirm. You hear a confirmation beep.
4. Replace the handset or press **Handsfree**.

# Help

## **Flashing 1571 button, but no messages**

- The batteries may be dead. Replace the batteries.

## **No dial tone**

- Check that the telephone line cord is plugged into the phone socket, *see page 5*.

## **Phone does not ring**

- Check that the Ringer Volume is not set to *Off?*, *see page 12*.
- You may have too many phones, fax machines and/or answering machines plugged in which might be overloading the sockets. *See 'Technical Information', page 22*.

## **One-touch buttons and Quick dial number have disappeared**

- Replace batteries and re-enter numbers, *see pages 5, 15 and 17*.

## **Cannot hear the phone ring**

- Set ringer volume to Hi and change the ringer tone settings, *see pages 12-13*.

# General information

This product is intended for connection to analogue public switched telephone networks and private switchboards in the United Kingdom.

## Safety

- Do not open the BT Big Button 100 phone. This could expose you to high voltages or other risks.
- Never dispose of batteries in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.

## Cleaning

Simply clean your BT Big Button 100 with a damp (not wet) cloth, or an anti-static wipe. Never use household polish as this may damage the product. Never use a dry cloth as this may cause a static shock.

## Environmental

- Do not stand your BT Big Button 100 on carpets or other surfaces which generate fibres, or place it in locations preventing the free flow of air over its surface.
- Do not submerge any part of your product in water.
- Do not expose your product to fire, explosive or other hazardous conditions.
- There is a slight chance that your phone could be damaged by an electrical storm. We recommend that you unplug the telephone line cord for the duration of the storm.

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## Guarantee

Your BT Big Button 100 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 Big Button 100 or any component thereof, which is identified as faulty or below standard, or as a result of inferior workmanship of 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.

### **Within the 12 month guarantee period:**

If you experience difficulty using the product, prior to returning it, please read the 'Help' section beginning on *page 19*.

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In the unlikely event of a defect occurring, please return the product with the receipt, to the place of purchase.

### **Outside of the 12 month guarantee period:**

If your product needs repair after the guarantee period has ended, the repair must meet the approval requirements for connection to the telephone network. We recommend that you contact BT's approved repair agent, TecLogic on **08702 405029** or a local qualified repairer.

### **Returning your phone**

Where possible, pack the product in its original packaging. Please remember to include all parts including the line cords. (Please note that we cannot take responsibility for goods damaged in transit.) Please return it to point of purchase. If posting, please obtain and keep proof of posting from the Post Office.

## Technical information

### **How many telephones can you 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 other telephone line. Your BT Big Button 100 has a REN of 1. A total REN of 4 is allowed. If the total REN of 4 is exceeded, the telephone 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 service provider.

## R&TTE Directive

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).

If you would like a copy of the Declaration of Conformity please visit:  
[www.ateamtech.com/products/doc/BB100](http://www.ateamtech.com/products/doc/BB100)

### For your records

Date of purchase:

Place of purchase:

Serial number:

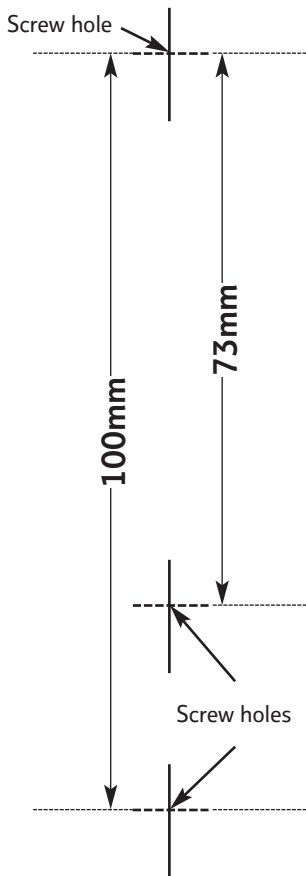
For guarantee purposes proof of purchase is required so please keep your receipt.

### BT accessories and replacement items

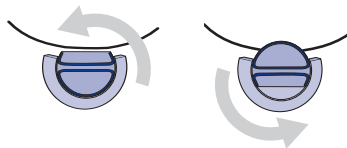
For a full range of accessories and replacement items for BT products please call 0870 240 5522, or visit:



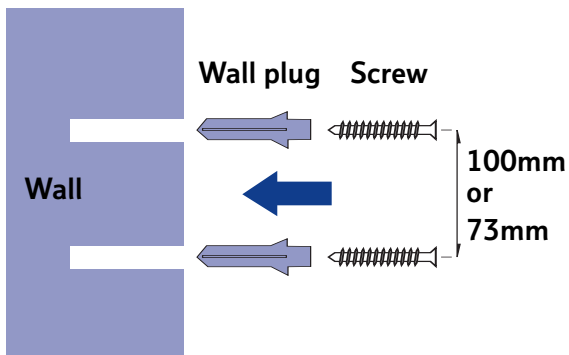
# Wall mounting



1. Turn the handset clip around. This prevents the handset from falling off when your phone is wall-mounted.



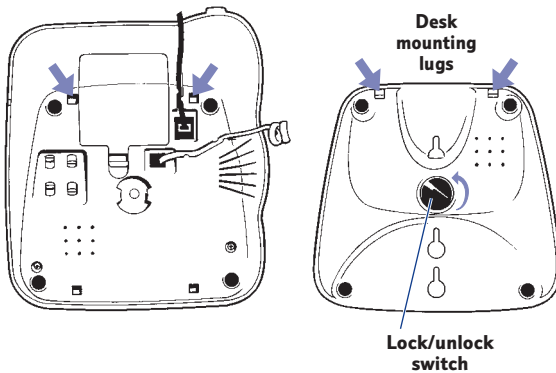
2. Hold the template against the wall and use a pencil to mark the screw hole. You have the choice of either 100mm or 73mm apart.



3. Drill the holes using a 5mm drill bit.
4. Insert the wall plugs if necessary.



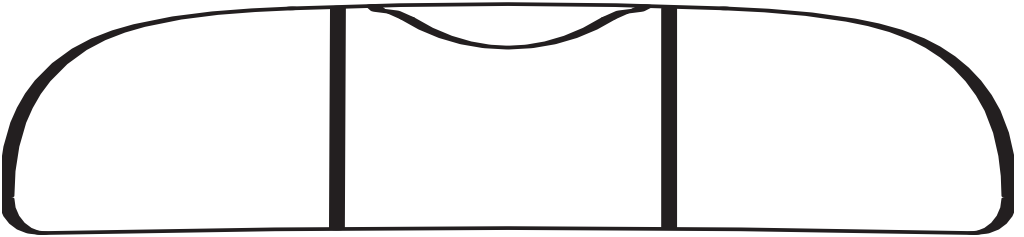
5. Attach the plinth to the BT Big Button 100 by sliding the plinth into the lugs marked WALL on the underside of the product as shown below.



Once correctly inserted, turn the switch to lock the plinth into place.

6. Use the screws supplied to fix the BT Big Button 100 to the wall.





M1

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M2

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M3

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M4

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M5

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M6

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M7

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M8

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M9

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M0

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## Offices worldwide

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

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