



Paragon 200

Digital Telephone Answering Machine

User Guide

This product is intended to be connected to analogue networks in the United Kingdom

Please open this page for an 'at a glance'
guide to your Paragon 200.



**Please open this page for a further
'at a glance' guide to your Paragon 200.**



At a glance

Inductive coupler
In the handset.

Directory label

Sel

Lets you select the function you want from the range of options.

OK

Confirms the setting you want.

Answer On/Off

Switches the answering machine on and off. Also lets you set it to answer only.

M1-M3 One-touch buttons

Store/dial any one of your 3 most used numbers at the touch of a single button.

Redial/Pause

Redial the last number called. Also lets you enter a pause when storing numbers in the memory.

Display



Lets you skip forwards or backwards through your messages during playback.

Used to select setup options.

Allows you to change the display contrast.

Vol

Adjusts the volume of the loudspeaker when playing back messages and memos.

Del

Deletes messages.

Play/Memo

Plays back messages. Also used to record memo messages.

Message and Ring indicator

Recall

For use when connected to a switchboard, or for BT Select Services.

Secrecy

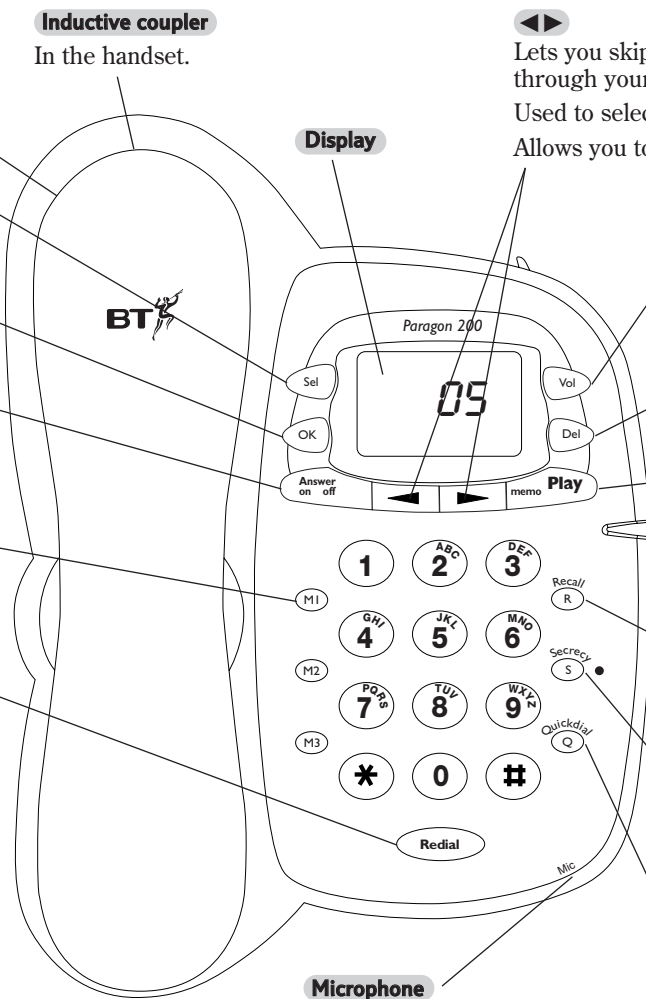
Allows you to talk to someone close by without the person on the other end of the line hearing your conversation.

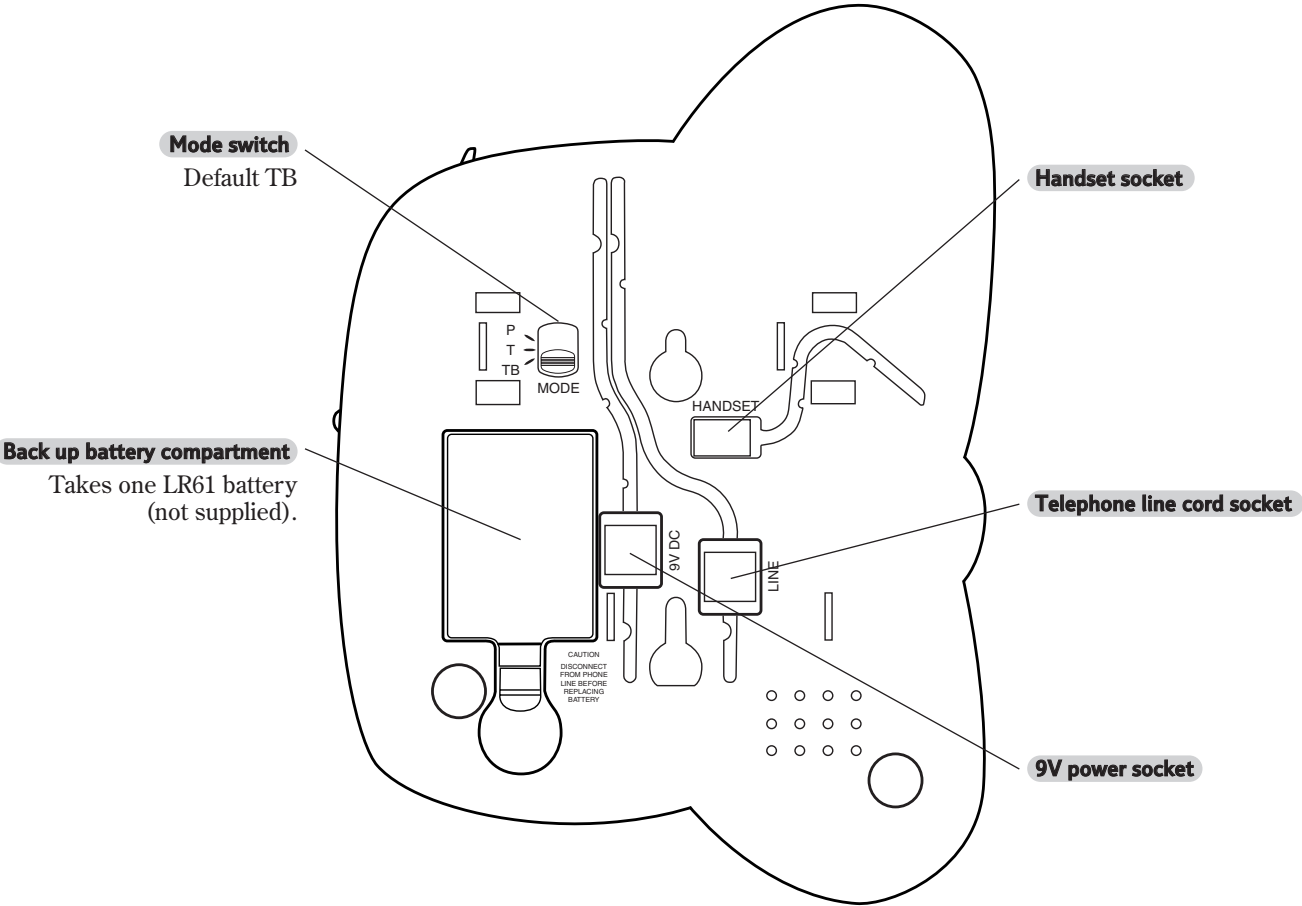
Quickdial

Lets you store and dial up to 10 numbers by pressing just two buttons.

Microphone

For recording memos and your outgoing message.





In this guide

<i>At a glance</i>	1
<i>Introduction</i>	4
<i>Unpacking your Paragon 200</i>	4
<i>For your records</i>	4
<i>Setting up</i>	5
<i>Plan the location of your Paragon 200</i>	5
<i>Using the telephone</i>	9
<i>Using the Inductive Coupler</i>	9
<i>Making and ending calls</i>	9
<i>Using the one-touch buttons</i>	10
<i>Using the quickdial memory</i>	11
<i>Using the answering machine</i>	12
<i>Selecting the answering machine mode</i>	12
<i>To use the pre-recorded outgoing message</i>	12
<i>Message and Ring indicator</i>	14
<i>To use Caller Return (Auto 1471)</i>	15
<i>Using Remote Access</i>	15
<i>Optional settings</i>	17
<i>General information</i>	19
<i>Safety</i>	19
<i>Guarantee</i>	19
<i>Help and advice</i>	20
<i>Technical information</i>	20
<i>Wall-mounting template</i>	22
<i>Index</i>	23

Introduction

Your Paragon 200 has been designed for ease of use and made to the high standards set by BT.

You can expect your Paragon 200 to give you many years of trouble-free service.

Please read the instructions carefully before use and keep this User Guide for future reference.

For your records

Date of purchase:
Place of purchase:
Serial number (on the underside of the telephone base):
Purchase price:

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

Enter your PIN here

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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See page 15/16 for more information about your PIN.

Unpacking your Paragon 200

If anything is missing, please contact your place of purchase immediately.

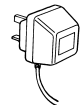
- Paragon 200 telephone answering machine.



- Handset and cord.



- Plug mounted, 13 amp mains adaptor.



- Line cord.



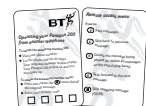
- Wall mounting plugs and screws.



- Plinth for desk mounting



- Remote access card.
Spare memory label.



Setting up

Follow these steps to set up your Paragon 200 ready for use.

Plan the location of your Paragon 200

Situate your Paragon 200 close enough to both the phone and mains power sockets so that the cables will reach.

Your Paragon 200 should be kept free of dust, moisture, high temperature, vibration and should not be exposed to direct sunlight. Do not stand it on carpets or other surfaces which generate fibres or place it in locations which prevent the free flow of air over its surfaces.

Warning

The apparatus is designed to be operated in a normal office or domestic environment where the relative humidity does not exceed 75%. It should not be used in bathrooms or near water.

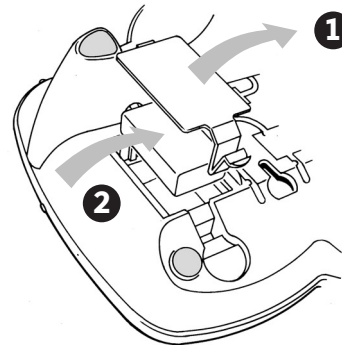
1 Insert back-up battery

Although **optional** we recommend fitting an alkaline battery which will provide up to 25 hours back-up and ensure your messages are saved in the event of a mains power failure.

Ensure the Paragon 200 is disconnected from the telephone line.

To fit the battery.

- 1 Lift the cover.
- 2 Insert one LR61 9V battery (not supplied).

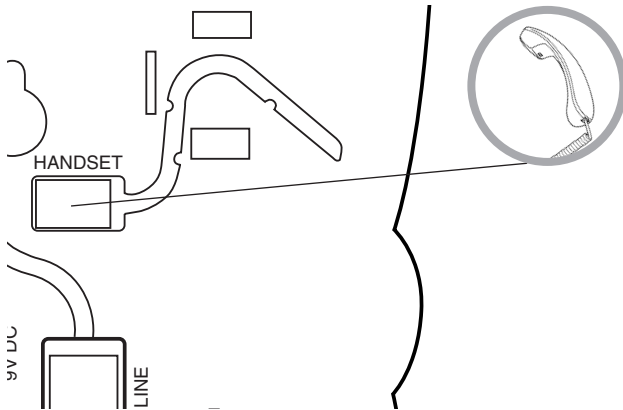


Battery low warning

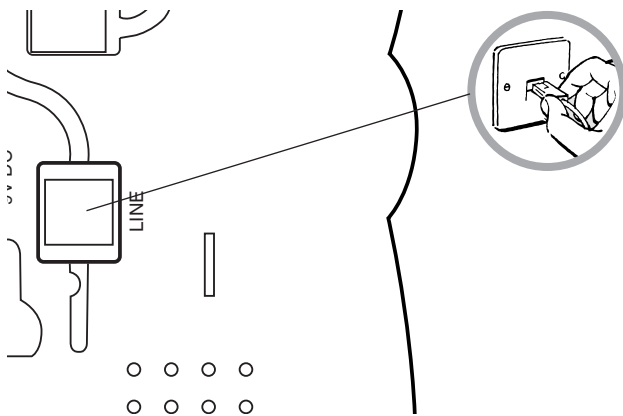


The display indicates when the battery power is low. If no battery is inserted, it remains on the display.

2 Connect handset cord to base



3 Connect the telephone line cord

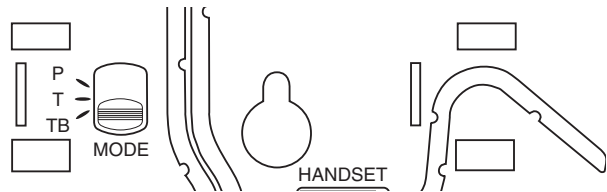


If you do not have a modern phone socket, call **Free^{ph}one 0800 800 150** and ask for a BT engineer to come and fit the correct socket. This is a chargeable service.

4 Check Dial Mode setting (default TB)

Use the dialling mode switch on the underside of your Paragon 200.

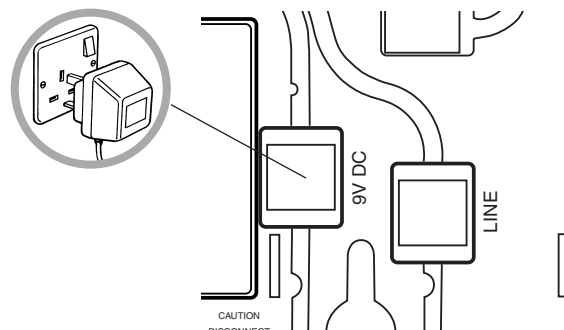
Your Paragon 200 should be pre-set to **TB** which gives you Tone dialling. This ensures the phone will work with all modern digital exchanges.



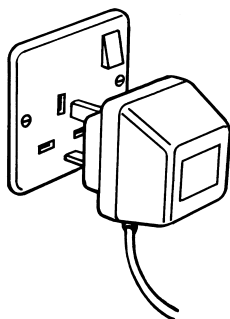
If you do not get a dialling tone, try setting the dialling mode to **P**.

If you are connecting to a switchboard, check with your switchboard operator or communications manager which dialling mode you need. Your Paragon 200 is approved for all compatible switchboards.

5 Plug the mains adaptor cord into the back of the telephone



6 Plug the mains adaptor into the wall socket and switch on



The Paragon 200 automatically goes through a start-up process during which the display shows *init.*, and both the secrecy LED and message indicator flash once.

On completion the unit will beep and the display will show the number of messages.

Your Paragon 200 is now ready to record messages.

Please Note

Your machine automatically adds the time and day to each incoming message recorded.

7 Fit plinth for desk mounting and track cables

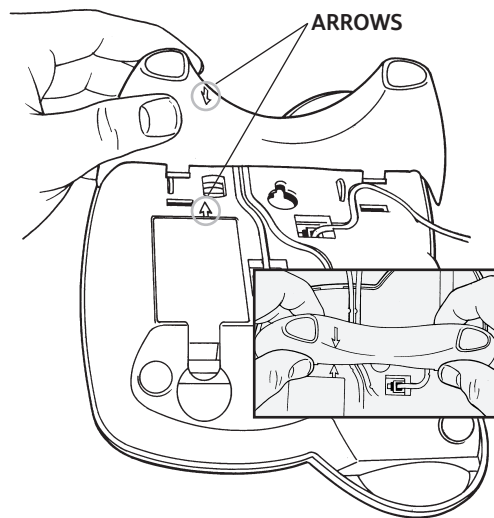
If you use your Paragon 200 as a desk phone you will need to fit the stand on to the base.

Ensure all the cables on the underside of the base are in their respective channels.

Proceed by holding the stand as shown in the illustration, ensuring the two arrows are facing each other.

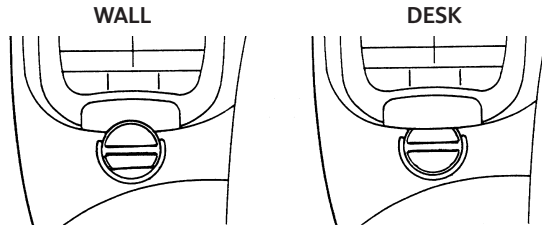
Now lower the stand so that the two lugs nearest to you, fit into the corresponding holes on base, as shown.

Push and squeeze until the stand clicks into place from front and back as shown in the inset.

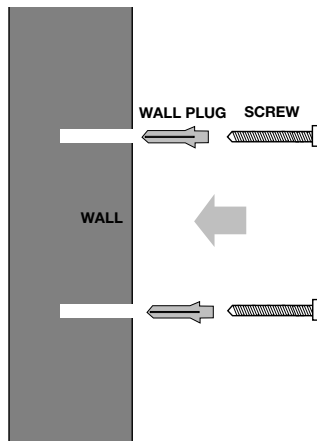


8 Wall-mounting your Paragon 200

- 1 Turn around the handset clip to prevent the handset from falling when the product is wall-mounted.



- 2 Use the template on page 22 to drill holes in the wall. Leave a small gap between the screw heads and the wall.



- 3 Place your Paragon 200 over the screw heads and slide down.

9 To set the day and time

Press buttons in the order shown



Press and release until TIME is shown on the display.



The prompt says *"Please enter the day"*.



Display the current day:

MON = Monday

TUE = Tuesday

WED = Wednesday

THU = Thursday

FRI = Friday

SAT = Saturday

SUN = Sunday



To confirm the day setting. The prompt says *"Please enter the time using the 24 hour clock"*.

KEYPAD

Enter the current time using the keypad. Use the 24 hour clock, e.g. 0930 = 9.30am; 1500 = 3.00pm.



To confirm the time setting.

The prompt now announces the day and time settings. The display will go back to showing the number of messages.

Using the telephone

Using the Inductive Coupler

Your Paragon 200 has an inductive coupler in its handset, to improve sound quality for people using hearing aids.

Switch your hearing aid to **T** and adjust the position of the phone until you obtain the best sound.

Making and ending calls

To make a call

Press buttons in the order shown

- HANDSET** Lift the handset.
KEYPAD Dial the number you want.

To end a call

- HANDSET** Replace the handset

To use the secrecy function

This allows you to talk to someone close by without the person on the other end of the telephone line hearing the conversation.

During your call:



Press and release. You cannot be heard. The LED next to **SECRECY** button is lit up to confirm.



Press and release. To resume your telephone conversation. The LED goes out.

To redial the last number

- HANDSET** Lift handset



The number is dialled. The display shows the number as it is dialled.

To adjust the earpiece volume during a call



To increase the volume in the earpiece. Display indicates the level.



To decrease the volume in the earpiece.

After you replace the handset, the volume automatically returns to the middle level.

Using the one-touch buttons

To store a one-touch number

Press buttons in the order shown

You can store 3 one touch numbers of up to 32 digits long.



Press and release, the display shows **MEMORY**.



The prompt says *“Please select the location”*.



Press the button under which you want to store the number.

The prompt says *“Please enter the number”*.

KEYPAD

Enter the phone number you want to store.



The prompt announces the phone number and the memory button where it is stored.

Note

*If you make a mistake when entering a number, press the **DEL** button to delete the last digit.*

*To stop the process at any time, press the **ANSWER ON/OFF** button.*

To make a one-touch call

HANDSET

Lift handset



Press the one-touch button you want. The number is dialled.

To delete/change a one-touch number

To change:

Simply follow the steps to store a one-touch number. The new number replaces the existing number.

To delete:



Press until the display shows **MEMORY**.



The prompt says *“Please select the location”*.



The prompt says *“Deleted”*.

Using the quickdial memory

To store a quickdial number

You can store numbers of up to 32 digits long.

Sel

Press until the display shows **MEMORY**.

OK

The prompt says *“Please select the location”*.

0-9

Select the **0-9** location under which you want to store the number.

The prompt says *“Please enter the number”*.

KEYPAD

Enter the phone number you want to store.

OK

The prompt announces the phone number and the quickdial location where it is stored.

Note

*If you make a mistake when entering a number, press the **DEL** button to delete the last digit.*

*To stop the process at any time, press the **ANSWER ON/OFF** button.*

To make a quickdial call

HANDSET

Lift handset

Quickdial
Q

Press **QUICKDIAL**.

0-9

Press the **0-9** button under which the number you want is stored. The number is dialled.

Note

You may find it helpful to keep a note of the location number (0-9) you set for quickdial numbers. Use the directory label under the earpiece of the handset.

To delete/change a quickdial number

To change:

Simply follow the steps to store a quickdial number. The new number replaces the existing number.

To delete:

Sel

Press until the display shows **MEMORY**.

OK

The prompt says *“Please select the location”*.

0-9

The prompt says *“Please enter the number”*.

Del

The prompt says *“Deleted”*.

Using the answering machine

Selecting the answering machine mode

To switch the answering machine on, off and to Answer Only

Setting	Description	Display
On	Receives incoming calls and records messages.	Number of messages eg. 00 or 01 etc.
Off	Does not record messages.	Screen is blank
Answer Only	Will play your outgoing message but will not record messages.	AO

To set to any of the above settings press and release the Answer On/Off button until the prompt announces your required setting.

NB: You will not lose messages when switching between these settings.

To use the pre-recorded outgoing message

When your answering machine is switched on, the pre-recorded message will automatically greet callers with:

"Hello, your call cannot be taken at the moment, so please leave your message after the tone."

Callers can skip this message by pressing the # button and record their message after the tone. The pre-recorded message remains in the memory and you can always choose to use it again.

Default for Answer Only Outgoing Message.

"Hello, your call cannot be taken and you cannot leave a message. So please call back later."

To listen to and switch between the male and female pre-recorded Out Going Message (OGM)

Press buttons in the order shown



Press and release until the display shows OGM.



Default is played.



Press either button **during** playback to switch between a male or female voice for your OGM message.

To record your own outgoing message

Press buttons in the order shown

Sel

Press and release until the display shows OGM.

OK

The prompt says *“Please record your message after the tone. To end recording press OK.”* Speak your message clearly. (You can also lift your handset at this point and record your message). The display counts up your recording time in seconds.

OK

To stop recording. Your new OGM is played back.

Note

Your Paragon 200 has a total recording capacity of 15 minutes. Your outgoing message is limited to a maximum of 2 minutes.

To delete your personal OGM

Sel

Press and release until the display shows OGM.

memo Play

Your current OGM is played.

Del

To delete the message. The pre-recorded OGM is played. *“Hello, your call cannot be taken at the moment, so please leave your message after the tone.”*

Note

If you delete your own recorded outgoing message, it will automatically be replaced by the pre-recorded message.

To record a memo

Press buttons in the order shown

You can use your Paragon 200 to record a memo which can be played back by another user.

memo Play

Hold the button down the prompt says *“Please speak after the tone”*.

Speak your memo.

memo Play

Release the **PLAY/MEMO** button to end recording. Whilst recording the display counts up the time in seconds.

Answer on off

The memo will automatically be played back to you. You can press **ANSWER ON/OFF** to cancel playback.

Del

Press **DEL** during memo playback to delete the memo.

Message and Ring Indicator

The indicator blinks when you have new messages or memos. When you have played them back, the indicator goes off.

It will also flash when the telephone rings.

To playback your messages

Press buttons in the order shown

memo **Play**

Your messages are played back in chronological order. The display will show the day and time the message was left. When all the messages have been played back, the prompt says *“End of messages.”*

During playback you also have the following options:



Skip to the next message.



Once to replay the current message or twice to replay the previous message.

Del

Deletes the current message. The prompt says, *“Message deleted”* and the next message is played.

memo **Play**

Pauses playback. The display flashes. Press again to resume. If you pause playback for more than 60 seconds, your Paragon 200 will automatically return to normal mode.

To privately playback your messages through the handset

memo **Play**

Press the **PLAY/MEMO** button.

Lift the handset to listen to your messages through the handset.

Replace the handset to listen through the loudspeaker again.

To delete all messages

All messages are automatically saved after playback.

When the last message has finished playing.

Del

Display counts down from 8-0 at the end of which the messages are deleted.

Note

*If you have deleted a message in error you can press **ANSWER ON/OFF** during the countdown and it will cancel the deletion.*

The display will show the number of messages.

To adjust the playback volume

During playback:



Adjust the loudspeaker volume.
The level is shown at the bottom of the display.

To use Caller Return (Auto 1471)

Caller Return automatically dials 1471 after a caller has left a message on your answering machine and records the announcement giving the telephone number (if available) and the time of the call. So even if a caller chooses not to leave a message, you may still have their telephone number recorded.

To switch on Caller Return



Press and release until the display shows 1471.



Switches between ON and OFF.



Prompt will confirm the setting displayed.

While the Caller Return setting is switched ON, the display shows 1471.

To use Call Screening

You can let your Paragon 200 answer a call and have the loudspeaker switched on so you can hear the caller. This gives you the option of picking up the handset and speaking to them or letting them leave a message.

While the Paragon 200 is answering a call or while idle.



Adjust the loudspeaker volume.
The level is shown at the bottom of the display.

Using Remote Access

You can switch on your answering machine from another phone and, providing you are using a *TouchTone*™ keypad, play back your messages and memos.

The pre-set code is 0000.

To set your PIN

Press buttons in the order shown

Sel

Press and release until the display shows SECURITY CODE.

OK

The prompt says *“Please enter your 4 digit security code”* and displays the current PIN.

KEYPAD

Enter the 4-digit PIN you want.

OK

To confirm the PIN displayed.

Please note

When calling your Paragon 200 from another phone, it allows two attempts to enter the correct PIN. If this is not done, you hear the message “Thank you for calling” and the machine hangs up.

To switch on your answering machine

If you have forgotten to switch on your answering machine

Ring your answering machine from another phone

After 20 rings, your Paragon 200 will automatically answer the call.

HANG UP

Your answering machine is now switched on.

To play back messages

Ring your answering machine as normal.

*

Press and release during the outgoing message. The prompt says *“Please enter your 4 digit security code”*.

PIN

Use the keypad to enter your security PIN. Wait to hear the confirmation beep after each digit.

After the last digit, the prompt says *“You have X messages”* and begins to play them.

You can now control your answering machine by pressing the appropriate button on the keypad:

2

Play messages.

4

Skip back to previous message.

5

Delete the message being played (or delete all messages at the end of play back).

6

Skip forward to the next message.

Optional Settings

To adjust the number of rings before your answering machine takes a call

This is called the Answer Delay. You can choose from 2-9 rings or Time Saver.

Time Saver is useful if you are ringing up from another phone to see if you have any messages. With Time Saver set, your Paragon 200 will answer your call after 6 rings if there are no messages, or after 2 rings if you have messages recorded. So if you hear a 3rd ring, you can hang up and save the time and cost of connecting to your phone.

 Sel

Press and release until the display shows **ANS DELAY**.

 OK

Select the number of rings you want.



Or

Time saver.

 OK

To confirm the setting.

To adjust the ring tone

You can choose between three different ring tones

 Sel

Press and release until the display shows **RINGER**.

 OK

The prompt says *“Please select the ringer”*.



Switch between the options. Display shows **t1**, **t2** or **t3**.

You hear a sample of the tone.

 OK

To confirm the option displayed.

To adjust the ringer volume

Press buttons in the order shown

You can select between three different volume levels, off, medium and loud.

 Sel

Press and release until the display shows RINGER.

 OK

The prompt says *“Please select the ringer.”*

 Vol


To adjust the ringer volume. You will be able to hear the change in the volume setting. The level is shown at the bottom of the display.

 OK

To confirm the level displayed.

Note

If you switch the ringer volume off, RINGER OFF remains in the display.

To adjust the display contrast

While your phone is idle:



Press to decrease or increase the contrast.

General information

Safety

- Use only the power adaptor supplied.
- There is a slight chance that your phone could be damaged by an electrical storm. We recommend that you unplug your Paragon 200 from the mains power and telephone line socket during storms.
- The Paragon 200 will produce a certain amount of heat during operation. We advise against placing these products on antique, veneered or wooden surfaces as damage may occur.
- Do not use your Paragon 200 in damp, humid conditions such as bathrooms.
- Do not expose the equipment to fire or water.
- Simply clean your Paragon 200 with a damp cloth (not wet) or an antistatic wipe. Never use a dry cloth as this may cause a static shock.

Guarantee

Your Paragon 200 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 Paragon 200, 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 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 provided.
- 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 guarantee

If you experience a problem with your Paragon 200 you should contact the Paragon Helpline on **Lo-call 0845 330 0076**. Calls are charged at local call rates. If the problem is not remedied, you will be advised to contact your original point of purchase.

Some retailers offer extended warranty schemes for cover outside the initial 12-month period. Please ask them for details.

Outside guarantee

If your Paragon 200 needs repair after the guarantee period has ended, call the Paragon Helpline on **0870 444 3219**.

If you have to return your Paragon 200

Pack the unit securely, preferably in the original packaging. All parts must be returned including the mains power adaptor. We cannot take responsibility for goods damaged in transit.

Help and advice**Emergency calls**

The emergency services can be contacted in the UK by dialling **999** or **112** which is valid in any country that is a member of the European community.

No dialling tone

Check that your machine is connected to the phone socket.

Display does not come on

Check that your machine is correctly connected to the mains power and that the power is switched on.

Is the answering machine switched to ANSWER OFF? Press Answer On/Off.

Check that the mains power cable is plugged in to the back of the machine.

Outgoing message does not record

Speak clearly – within 20cm of the microphone – when recording your message.

Incoming message does not record

Check that your machine is set to ANSWER ON and that the recording capacity is not full.

The caller may be speaking too quietly or has a bad connection.

Cannot access your machine from another phone

Make sure the phone you are calling from has a *TouchTone*™ keypad.

When entering your security PIN, allow enough time - at least 2 seconds between each digit for your Paragon 200 to recognise each one.

To reset

If your Paragon 200 will not respond to any button presses, remove the back-up battery and turn off the power for 10 seconds. Turning the power back on will reset your machine to ANSWER ON mode. However, please note that during resetting, all messages will be lost.

Technical information**RTTE**

This product is intended to be connected to analogue networks in the United Kingdom. This equipment complies with the essential requirements for the Radio Equipment and Telecommunications Terminal Equipment Directive 1999/5/EC.

Customer Helpline

If you still have problems with your Paragon 200, call the Paragon Helpline on
0845 330 0076.

If the power fails

You will still be able to make and receive telephone calls on your Paragon 200 even if the mains power fails and there is no back-up battery installed.

However, the answering machine will not work until the mains power is restored and the display will be blank.

How many phones 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 one telephone line. The Paragon 200 has a REN of 1. Any other instrument provided by BT may be assumed to have a REN of 1 unless otherwise stated. A total REN of 4 is allowed.

Connection to the BT telephone network

Paragon 200 is fully approved for connection to the BT network provided it is used according to the instructions in this guide. The telephone line must provide Multi-frequency (*TouchTone*) dialling capabilities for some features.

Connecting to switchboards

Paragon 200 is only approved for use with a compatible switchboard including those which do not provide secondary proceed indication.

If you would like a list of suitable switchboards, contact BT on **154**. If you do not have a compatible switchboard, it cannot be guaranteed that the machine will operate correctly under all possible conditions of connection. If you have any difficulties, contact BT on **154**.

Generally, Paragon 200 can be connected to any switchboard where a simple modern telephone can be used to make and receive calls. Paragon 200 is suitable for connection to switchboards which return secondary proceed indication.

Wall-mounting template

If wall-mounting your Paragon 200, drill two holes for the screws using this template and insert the wall plugs provided (if required).



WALL-MOUNTING

Index

A adaptor cord	6	Call screening	15
Answer delay	17	Caller return (Auto 1471)	15
Answering machine		D ay	8
answer mode	12	Delete	
answer only default outgoing message	13	all messages	14
delete all messages	14	one-touch number	10
delete personal OGM	13	personal OGM	13
male/female OGM	12	quickdial number	11
message indicator	14	Desk mountings	7
on/off	12	Dialling mode	6
playback messages	14	Display contrast	18
playback volume	15	E arpiece volume	10
pre-recorded OGM (default)	12	End a call	9
privately playback messages	14	G uarantee	19
record memo	13	H andset cord	6
record own OGM	13	Help	20
At a glance	1	I nductive coupler	9
B atteries		M ains adaptor	7
back-up battery	5	Making a call	9
battery low warning	5	Memo	13
C alls		Message indicator	14
end	9	N umber of rings	17
make a call	9		
make a one-touch call	10		
make a quickdial call	11		
redial	9		
secrecy	9		

O ne-touch button		Secrecy	9
delete/change number	10	Set	
make a call	10	day	8
store a number	10	time	8
P IN	16	Store	
Playback messages	14	one-touch number	10
Plinth	7	quickdial number	11
Pre-recorded OGM		Switchboard connection	21
listen to	12	T echnical information	20
switch between male and female	12	Telephone line cord	6
Privately playback messages	14	Time	8
Q uickdial memory	11	V olume	
delete/change number	11	earpiece	10
make a call	11	playback	15
store a number	11	ringer	18
R ecord		W all mounting	8, 22
memo	13		
own OGM	13		
Redial last number	9		
Remote access	15		
playback messages	16		
set your PIN	16		
switch on answering machine	16		
REN (Ringer Equivalent Number)	21		
Returning your Paragon 200	20		
Ring tone	17		
Ringer volume	18		
RTTE	20		
S afety	19		



Offices worldwide

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