



Decor 400

# *Userfriendly Guide*





# At a glance

**Handset park**  
When the Decor 400 is wall-mounted, you can hook the handset on this if you need to temporarily move away from the phone.

**Handset hook**  
Keeps the handset in place when the phone has been wall-mounted

**One-touch memory buttons**  
Press to dial a stored number.  
*See page 7*

**Recall button**  
For use with PBXs and Select Services.  
*See page 8*

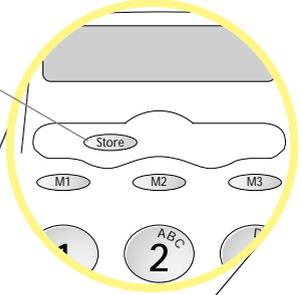
**Timer button**  
Used to time your outgoing calls.  
*See page 6*

**Handsfree button**  
Allows you to use the phone without picking up the handset.  
*See page 6*

**Quickdial button**  
Allows you to use up to 10 numbers stored in the memories under the keypad.  
*See page 7*

**Redial button**  
Redials the last number dialed.  
*See page 6*

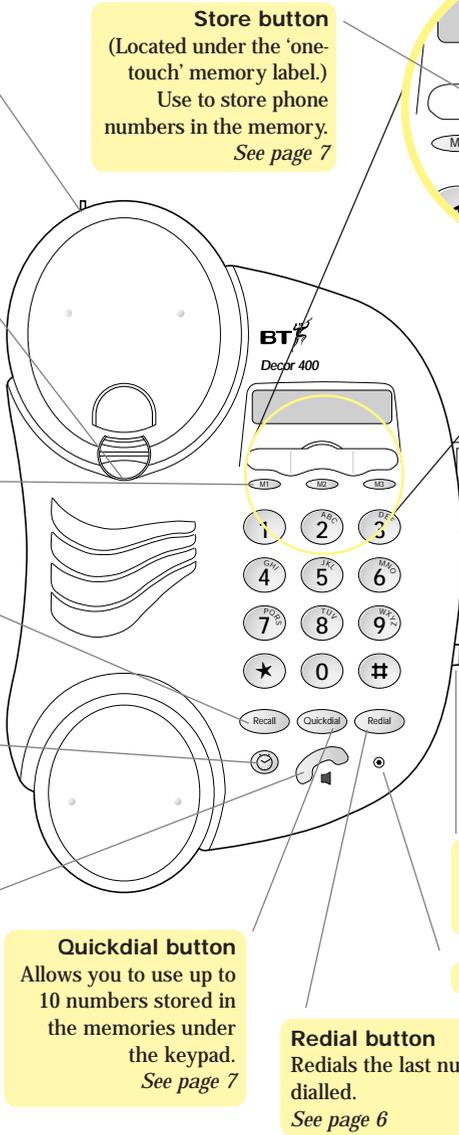
**Store button**  
(Located under the 'one-touch' memory label.)  
Use to store phone numbers in the memory.  
*See page 7*



**Quickdial memory label**  
Lets you keep a reference of one-touch/quick dial numbers stored in the memory.  
*See page 7*

**Handsfree speaker volume control**  
*See page 6*

**Microphone**





# Introduction

*Your Decor 400 is designed for ease of use and made to the high standards set by BT*

We thank you for making the right choice and expect that your phone will give you many years of quality service.

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

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## Hints and tips boxes

*In this user guide, we've included helpful tips and useful notes. They are shown in a yellow box.*

## For your records

Date of purchase:

.....

Place of purchase:

.....

Serial number:

(on base of the telephone)

.....

Purchase price:

.....

(for warranty purposes, proof of purchase is required, so please keep your receipt)



# Installing your Decor 400

## Emergency calls

*The emergency services can be contacted in the UK by dialling 999. You may also dial 112, which is valid in any country that is a member of the European Community.*

*You may not be able to make an emergency call in certain situations:*

- *If the telephone line is disconnected.*
- *If there is a fault on the line from your phone or on the network.*

*If your Decor 400 is connected to a PBX (switchboard), you may have to dial an access number before 999 to contact the emergency services.*

## IMPORTANT

**Check that your Decor 400 is complete. When you unpack you must have:**

*Decor 400 phone with telephone line cable attached*



*Screws and wall plugs for wall mounting*



## Situating your Decor 400

Situate your Decor 400 close enough to a phone socket so that the cables will reach.

Do not stand it on carpets or other similar surfaces that generate fibres.

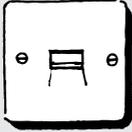
Do not cover or enclose the machine; allow a free flow of air to its surfaces.

Your Decor 400 can be wall-mounted. See 'Wall-mounting' on page 11.

## Warning

*Your Decor 400 is only designed to be operated in a normal office or domestic environment. It should not be used in bathrooms or near water.*

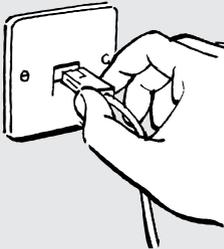
## Check your telephone wall socket



If you do not have a modern style socket, call **Freefone 0800 800 150** and ask for a BT engineer to come and fit the correct socket.

This is a chargeable service.

## Plug your Decor 400 into the wall socket



## Set the ringer volume



The ringer volume switch is located on the underside of your Decor 400 and effects the volume at which your phone rings.

There are two settings:

**HI**

A loud ring; your Decor 400 is preset to this position.

**LOW**

A quiet ring.

**Your Decor 400 is now ready for use**



# Using your Decor 400

## To make a call

- 1 Lift the handset and listen for a dialling tone. Display shows:



- 2 Dial the number you require.  
To end the call, replace the handset.

## To receive a call

- 1 When the phone rings pick up the handset and speak.

## Using the Handsfree button

The Handsfree feature allows you to use the phone without picking up the handset, giving

you more freedom while you are speaking on the phone. You can hear the callers voice through the built-in speaker. Adjust the speaker volume with the handsfree speaker volume control on the side of the phone.

- 1 **To make a call**  
Press the HANDSFREE button.



The HANDSFREE light comes on and you can hear a dialling tone.

- 2 Dial the number you require.
- 3 Lift the handset or press the HANDSFREE button.



**To receive a call**

- 1 When the phone rings, press the HANDSFREE button and speak.



## To redial the last number dialled

- 1 Lift the handset or press the HANDSFREE button.



- 2 Press the REDIAL button. The phone will automatically dial the last number dialled.



## To time the length of a call

Your Decor 400 allows you to time the length of a call by simply pressing the TIMER button.



- 1 Lift the handset or press the HANDSFREE button and dial the phone number you require.

- When the call is answered, press the **TIMER** button.



- The display shows the current duration of the call in minutes and seconds.

00:00

The timer will stop automatically when the handset is replaced, or the **HANDSFREE** button is pressed to end the call.

- To know the length of the last call just press the timer button.



### To store phone numbers in the 'one-touch' memory

Your Decor 400 has three 'one-touch' memory buttons.

These allow you to store three numbers that may be dialled at the touch of a button.

You can store a phone number on each of these buttons and dial the number by pressing just one button; so there is no

need to dial all the digits every time.

To store numbers in the memory you use the **STORE** button.

This is located under the 'one-touch' memory label. Lift up the plastic cover and label to reveal the **STORE** button.

- Lift the handset or press the **HANDSFREE** button.



- Press the **STORE** button.



Display shows E.



- Dial the phone number to be stored. Display shows number dialled.

- Press the **STORE** button.



- Press the 'one-touch' memory button (M1, M2 or M3) under which you want to store the number.



- The phone number is now stored.

*Each memory location can store a maximum of 16 digits.*

### To dial a number stored in the 'one-touch' memory

- Lift the handset or press the **HANDSFREE** button.



- Press the 'one-touch' memory button (M1, M2 or M3) under which the phone number you require is stored.



- The phone number is dialled automatically.

### To store phone numbers in the Quickdial memory

Your Decor 400 also has 10 'two-touch' memory locations in the keypad, which are dialled by using the **QUICKDIAL** button.

- Lift the handset or press the **HANDSFREE** button.



- Press the **STORE** button.



Display shows E.



- 3 Dial the phone number to be stored.
- 4 Press the STORE button.

 Store

Display shows E.

 E

- 5 Press the 0-9 keypad button under which you want to store the number.
  - ▶ The phone number is now stored.
- Repeat these steps for any other numbers you want to store, using a different 0-9 location code for each one.

*Stored numbers can include switchboard and network services that use the ★ and # buttons as well as the PAUSE function.*

**Quickdial memory label**  
Use the memory directory label to keep a record of which 0-9 location code you have used for each number.

### To dial a number stored in the Quickdial memory

- 1 Lift the handset or press the HANDSFREE button.



- 2 Press the QUICKDIAL button.

 Quickdial

- 3 Press the 0-9 location under which the number you require is stored.

- ▶ The phone number is dialled automatically.

### To store a phone number you have dialled

When making a call, you can store the number you have just dialled.

- 1 Before replacing the receiver press the STORE button *twice*.

 Store

- 2 Press the 0-9 keypad button under which you want to store the number.

- ▶ The phone number dialled is now stored.

### To store a pause in the memory

Some switchboards can take a short time to pick up an outside line. You can insert a pause in the middle of a number to allow for this delay.

A pause can also be stored as part of a number in the memory.

*When storing a phone number in the 'one-touch' or Quickdial memories:*

- 1 Enter the first part of the phone number (the access code) which gives you an outside line. Follow the procedure on how to store a number. *See page 7.*
- 2 Now enter a pause by pressing the REDIAL button.
- 3 Enter the remaining part of the phone number.
  - ▶ The phone number is dialled automatically with a pause of around one second inserted.

 Redial

### Using the RECALL button

 Recall

This button signals a time break recall. If you are connected to a PBX (Private Branch Exchange), contact your PBX supplier for further information.



# Technical information

## Environment

Your Decor 400 should be kept free of dust, moisture, high temperature, vibration and should not be exposed to direct sunlight. It should not be used in bathrooms or near water.

## Warning

Your Decor 400 is only designed to be operated in a normal office or domestic environment where the relative humidity does not exceed 60%.

## 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 that may be connected to any one telephone line. Your Decor 400 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.

## Connection information

- Your Decor 400 may be connected to public networks in the United Kingdom.
- It may also be connected to switching systems that use tone (MF) signalling, with timed break recall. If in doubt, your switch supplier or maintainer should be able to offer help. Advice on connection to BT switching systems can be obtained by dialling **BT Freefone 0800 800 152**.

Generally your Decor 400 can be connected to any switchboard where a simple modern telephone can be used to make and receive calls.

## Guarantee

If you own your Decor 400 - under BT's guarantee.

▶ **BT guarantees the product for one year provided that:**

- The goods have only been used for their intended purpose, and have not been subjected to misuse, or been wilfully or accidentally damaged.
- The goods have not been tampered with or repaired by anyone other than BT, its staff or agents. If a fault does occur in this product, and you bought the unit yourself, provided that you return it to the place of purchase and produce your receipt, it will either be repaired or replaced free of charge. The terms and conditions of this guarantee do not affect your statutory rights.

● If you own your Decor 400 - outside guarantee.

If your Decor 400 needs repair after the guarantee period has ended, it must be repaired so as to remain compliant with the approval requirements for connection to the telephone network. We recommend that you call BT on **Freefone 0800 800 150**, or visit your nearest BT shop, and you will be informed of our recommended repair agents.

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# Wall-mounting

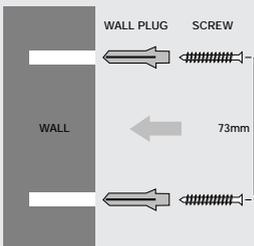
Your Decor 400 can be wall-mounted using the screws and wall plugs provided.

Use the wall-mounting template opposite as a guide for the drill holes.

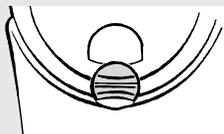
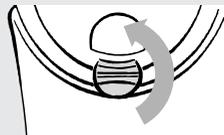
*Before you wall-mount your Decor 400, check that:*

- the wall can support the weight of the phone;
- the position you choose leaves sufficient space so that the phone is clear of any obstruction on the wall, such as a shelf or cupboard.

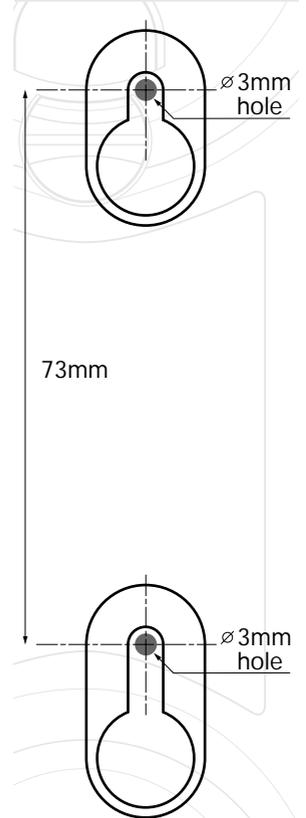
- 1 Drill two holes for the screws and insert the wall plugs provided (if required).



- 2 Drive the screws into the wall, leaving about 4mm free on which to hang the phone.
- 3 Press the phone line cable into the channel on the bottom of the phone, so that the phone lies flat against the wall.
- 4 Hang the holes on the back of the phone over the screwheads and gently pull the phone downward to make sure it is securely in place.
- 5 Rotate the handset hook 180°, so that you can hang up the handset when the phone is wall-mounted.



## Wall-mounting template





*Offices in Europe, North America,  
Japan and Asia Pacific.*

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CE compliant to 89/336/EEC  
(EMC Directive) & 73/23/EEC  
(Low Voltage Directive)

<b>APPROVED</b> for connection to telecommunication systems specified in the instructions for use subject to the conditions set out in them