

BT Studio 4100


# User Guide



Bringing it all together



This new interactive user guide lets you navigate easily through the pages and allows you to be directed straight to any websites or email addresses that are referenced.

Simply hover the cursor over the page number, website or email reference and click when the hand icon changes to the  icon.



Think before  
you print!

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

You must first set up your phone before you can use it. This doesn't take long as it is easy to do. Just follow the simple instructions on the next few pages.

### Need help?

If you have any problems setting up or using your BT Studio 4100, please call our Helpline on Freephone 0800 218 2182\* or email [bt.helpdesk@vtecheurope.com](mailto:bt.helpdesk@vtecheurope.com). Our dedicated advisors are more likely to be able to help you than the retailer where you made your purchase.

Alternatively, you may find the answer in the 'Help' section at the back of this guide or online at [www.bt.com/producthelp](http://www.bt.com/producthelp).

### Hearing aid?

Please note that the BT Studio 4100 works by sending radio signals between the base and handset. These signals may interfere with some hearing aids, causing a humming noise.

- \* Calls made from within the UK mainland network are free. Mobile and International call costs may vary.

### Got everything?

- BT Studio 4100 handset
- BT Studio 4100 base
- 2 x NiMH AAA 500mAh rechargeable batteries (already fitted)
- Battery compartment cover (already fitted)
- Mains power adaptor (item code 048610)
- Telephone line cord

If you have purchased a BT Studio 4100 multiple pack you will also have the following for each handset:

- BT Studio 4100 handset
- BT Studio 4100 charger
- Battery compartment cover (already fitted)
- 2 x NiMH AAA 500mAh rechargeable batteries (already fitted)
- Mains power adaptor for the charger (item code 048610)

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# Getting started


## Location

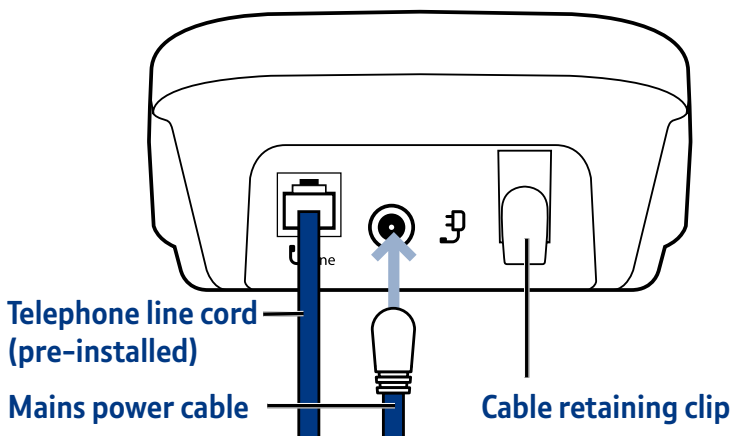
You need to place your BT Studio 4100 base within 2 metres of a mains power and telephone socket so that the cables will reach.

Make sure it is at least 1 metre away from other electrical appliances to avoid interference.

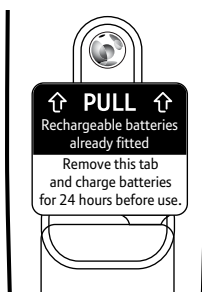
Your BT Studio 4100 works by sending radio signals between the handset and base. The strength of the signal depends on where you site the base. Putting it as high as possible ensures the best signal.

## Setting up

1. Plug the mains power cable (item code 048610) into the power socket marked  on the back of the base and secure the cable behind the retaining clip. Plug the other end into the mains socket and switch on.



2. Remove the protective film from the handset screen and activate the batteries by pulling the plastic tab away from the back of the handset.





## Warning

Do not place your BT Studio 4100 in the bathroom or other humid areas.

## Handset range

The BT Studio 4100 has a range of 300 metres outdoors when there is a clear line of sight between the base and the handset. Any obstruction between the base and handset will reduce the range significantly. With the base indoors and handset either indoors or outdoors, the range will normally be up to 50 metres. Thick stone walls can severely affect the range.

## Signal strength

The  symbol on your handset screen indicates when you are in range. When you are out of range, the  symbol flashes, and the screen displays **SEARCHING**. You should move closer to the base if this happens to ensure the full functionality of your phone.

## Important

Do not connect the telephone line until at least one of the handsets is fully charged.

The base station must be plugged into the mains power at all times.

## Which socket?


: Power socket

 Line: Telephone line socket

## Talk/Standby time

Under ideal conditions, fully charged handset batteries should give about 10 hours talk time or 100 hours standby time on a single charge.











- Place the handset on the base to charge the batteries for at least 24 hours.

The main handset is pre-registered to the base as Handset 1. This is shown on the display. When the handset is fully charged the display shows the  symbol.


- After 24 hours plug the telephone line cord into the telephone wall socket.


**Note:** If you ever need to remove the batteries, simply slide open the battery compartment cover and using the finger holes grip the batteries and pull them out.

## Set the time format: 24 or 12hr

- Press the  button to open the main menu.
- Press  or  until the display shows HS SETTINGS and press  **soft key**. DATE & TIME is displayed, press the  **soft key** again.
- TIME FORMAT is displayed. Press the  **soft key** and the current format is displayed. Press  or  to change between 24hr and 12hr. Press the  **soft key**, you will hear a confirmation tone.
- Press the  button to return to standby.

### Battery low warning

If the  symbol is flashing, you will need to recharge your handset before using it.

If the battery icon is flashing and scrolling digits  the battery is very low and you will need to charge it for 24 hours before use to ensure maximum battery performance.

### Battery performance

To keep your batteries in the best condition, leave the handset off the base for a few hours at a time (after the initial 24 hour charge).

New NiMH batteries do not reach full capacity until they have been in normal use for several days. Running the batteries right down at least once a week will help them last as long as possible.
























### IMPORTANT

Only use the power supply and telephone line cord supplied with your BT Studio 4100 otherwise the telephone may not work.

Under no circumstances use non-rechargeable batteries. Only use NiMH rechargeable batteries with a capacity of 500mAh. Using inappropriate batteries will invalidate your guarantee and may damage the telephone.

The charge capacity of rechargeable batteries will reduce with time as they wear out, so reducing the talk/standby time of the handset. Eventually they will need to be replaced. New batteries can be obtained from the BT Freelance Helpline 0800 218 2182\*.

## Set the date and time

1. Press the  button to open the main menu.
2. Press  or  until the display shows HS SETTINGS and press the  **soft key**. DATE & TIME is displayed, press the  **soft key** again.
3. Press  or  until the display shows SET TIME and press the  **soft key**.
4. The current time setting is displayed, enter 2 digits for the hour and 2 for the minute using the 24hr format (eg for 10.54pm, press    ) and press the  **soft key**, you will hear a confirmation tone.
5. Press  and SET DATE is displayed. Press the  **soft key**.
6. The current date setting is displayed, enter 2 digits for the day, 2 for the month and 2 for the year using the dd-mm-yy format (eg for 23rd May 2008 press      ) and press the  **soft key**, you will hear a confirmation tone
7. Press the  button to return to standby.

**Your BT Studio 4100 is now ready for use.**

Batteries and handset may become warm during charging. This is normal. If you have more than one handset registered to your base, you only need to set the date and time on one handset and the other handsets will be automatically updated.

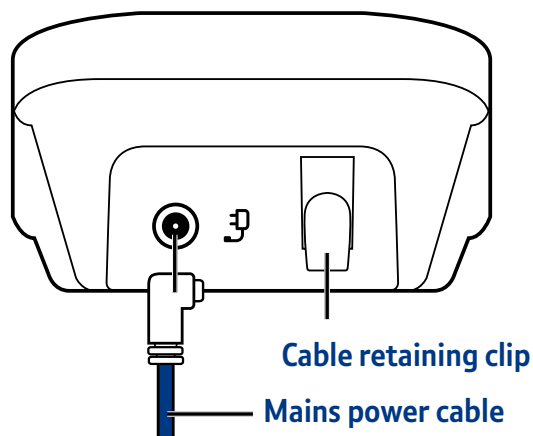
## BT Studio 4100 multiple pack owners only

### Location

You need to place your BT Studio 4100 charger close enough to a mains power socket so that the cable will reach.

### Setting up the charger

1. Plug the power adaptor cable (item code 048610) into the underside of the charger and secure the cable behind the retaining clip. Plug the other end into the mains wall socket and switch the power on.



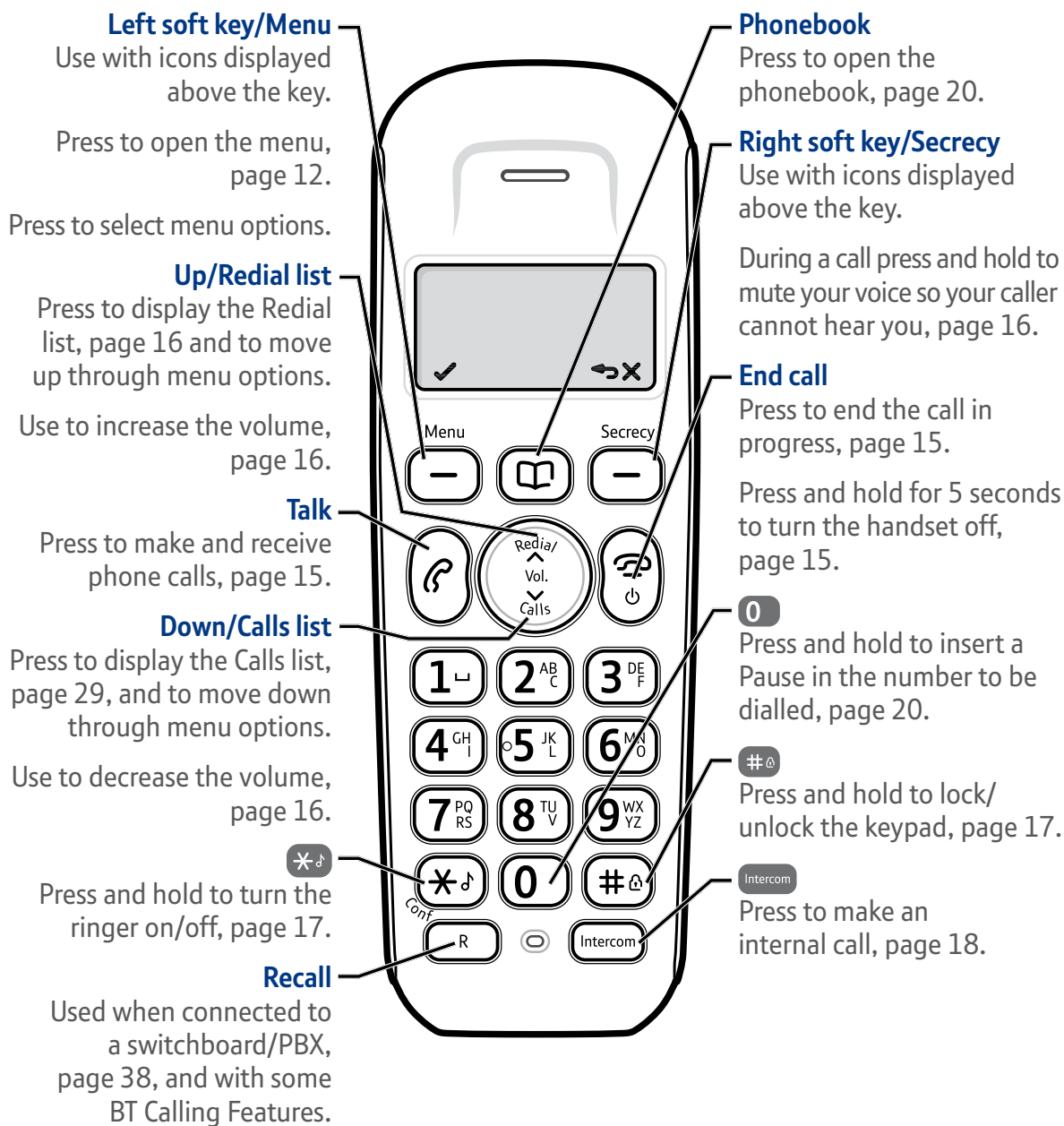
2. Remove the protective film from the handset screen and activate the batteries by pulling the plastic tab away from the back of the handset.
3. Place the handset on the charger and charge for at least 24 hours.

**Your BT Studio 4100 multiple pack is now ready for use.**



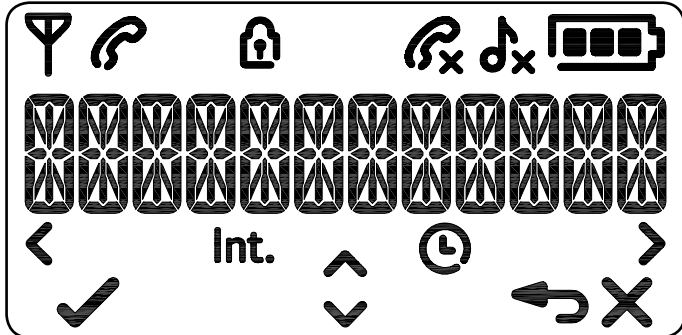
# Getting to know your phone

## Handset



## Handset display icons

These are the symbols you will see on your handset's display.



### Battery

- Battery full
- Battery 2/3 full
- Battery 1/3 full
- Low battery, needs charging

### Handset

- Steady – handset in use
- Flashing – incoming call

### Int. Int

- Steady – internal calls connected
- Flashing – incoming internal call or on hold

### Alarm

- On – alarm set
- Flashing – alarm time reached

### Keypad lock

- Keypad lock on

### Ringer

- Handset ringer turned off

### Antenna

- On – in range
- Flashing – edge of range

### Left/right

- Characters off the display to the left/right
- Press button to scroll through the number

### Up/down

- Menu options exist above/below those shown on the display

### Clear (Right soft key)

- Press and hold to mute/unmute during a call
- Clears characters when in entry mode
- Stops the alarm

### Back (Right soft key)

- Return to previous menu
- Cancel current action

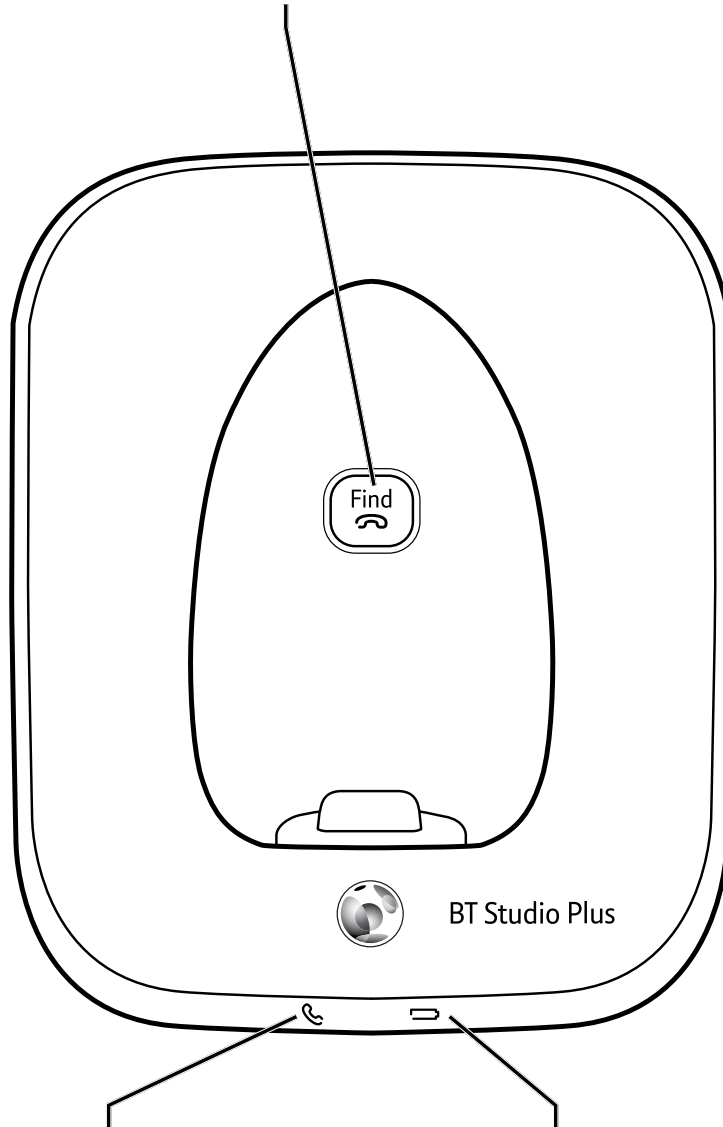
### Menu (Left soft key)

- Open the main menu
- Press to confirm options

# Base

## Find

Press to page/  
locate a handset, page 18.



## Green Power In Use LED

Flashes when the phone rings,  
during a call and during  
handset registration.




## Red Battery charging indicator

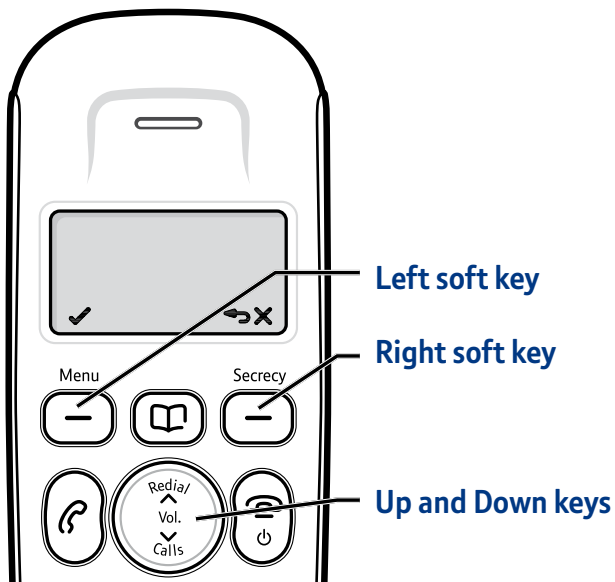
On when the handset is charging  
on the base.

## Navigating the menus


Your BT Studio 4100 handset features an easy to use menu system. Have a look at the menu map on the next page.

When the handset is switched on and in standby:

1. Press the  button to open the main menu and press  or  to scroll through the menu options.




## Menu navigation

Press  or  to scroll through the menu options.

Press **Left soft key**  to select a displayed option.

Press **Right soft key**  to go back to the previous display screen.

Press and hold **Right soft key**  to return to the standby display screen.

Press **Right soft key**  to delete characters or numbers.

## Menu map







CALL LIST*	DETAILS STORE NUMBER DELETE DELETE ALL
PHONEBOOK*	ADD VIEW EDIT DELETE DELETE ALL CAPACITY
BS SETTINGS	BASE RINGER RING VOLUME DELETE HS CHANGE PIN
HS SETTINGS	DATE & TIME ALARM RINGER TONES HS NAME DISPLAY AUTO ANSWER
BT SERVICES	HELPDESK BT 118500 DIVERT ON DIVERT OFF DIVERT CHECK C WAIT ON C WAIT OFF C WAIT CHK
REGISTRATION	
RESET	

\*You will need to press the **Left soft key** ✓ to open the sub menu.

## Default

You can reset your BT Studio 4100 back to the default settings.

This will not delete your phonebook entries. To delete your phonebook, see page 22 “Delete all phonebook entries”.


1. Press the  button to open the main menu.
2. Press  or  until the display shows RESET and press .
3. PIN? is displayed, enter the PIN (default 0000) and press .
4. CONFIRM? is displayed, press .

## Default settings table

Handset	Default Value	Base	Default Value
Redial List	EMPTY	System PIN (4-digit)	0000
Call List	EMPTY	Base Ringer Melody	MELODY 1
External Ringer Melody	MELODY 1	Ringer Volume	VOLUME 5
Internal Ringer Melody	MELODY 2		
Ringer Volume	VOLUME 1		
Earpiece Volume	VOLUME 1		
Handset Name	HANDSET		
Key Tone	OFF		
Low Battery Tone	ON		
Out of Range Tone	ON		
Ringer On/Off	ON		
Auto Answer On/Off	ON		
Date Format	DD/MM/YY		
Date	01/01/10		
Time Format	24 HR		
Time	00:00		
Alarm	OFF		
Key Lock	OFF		

# Using the phone

## Switch the handset on/off


1. Press and hold  for 5 seconds to switch the handset on and off.

## Make a call

1. Press .


Enter the telephone number and the number is dialled.

## Preparatory dialling


Use preparatory dialling to see and check the number on the display before you dial out. The display can only show 12 digits at a time, if you enter a number with more than 12 digits,  will be displayed to the left of the number to indicate more digits.


1. Enter the number first then press  to dial.

## End a call

1. Press  or place the handset back on the base.


## Receiving calls

When you receive an incoming call, the telephone will ring and the  icon will flash. The In use light on the base will also flash.

1. If the handset is not in the base/charger, press  to answer the call.

Or


If the handset is on the base/charger, lift the handset to answer the call.

2. To turn the handset ringer off when receiving a call press the **Right soft key** . The display will briefly show VOLUME OFF.

### Call timer

Your handset automatically displays the duration of every external call.

The call time will remain on the display until 5 seconds after the call has ended.

Press **Right soft key**  to delete an incorrect digit when preparatory dialling.

If you have subscribed to a Caller Display service, your caller's number will also be shown. If the number is withheld the display will show WITHHELD. If an exact number match is found in the Phonebook, the name and number will alternate in the display. See page 29 for more information.

### Internal calls

When you receive an internal call, the calling handset number will be shown on the handset display.

If two handsets are engaged on an internal call and an external incoming call is received, beeps will be emitted at both internal handsets. The internal call has to be ended before the external call can be answered.

## Earpiece volume

Adjust the volume during a call:



To increase the volume, press .

To decrease the volume, press .

The first press will show the current volume level, subsequent presses will adjust the level from 1-5.





## Secrecy

During a call, you can talk to someone nearby without your caller hearing.












1. Press **Right soft key**  for 2 seconds. The display shows **SECURITY ON** and your caller cannot hear you.
2. Press **Right soft key**  again for 2 seconds to return to your caller.

## Redial

Your BT Studio 4100 stores the details of the last 10 calls made into a redial list. Stored redial numbers can be up to 20 digits long.

1. Press  to display the Redial list.
2. Press  or  to select any of the last 10 numbers called.
3. Press  to dial the number displayed.

## To copy a redial number to the phonebook

1. Press  to display the Redial list.
2. Press  or  to display the number you want and press **Left soft key**  to select.
3. **STORE NUMBER** is displayed, press **Left soft key**  to select.
4. **NAME** is displayed. Enter a name using the keypad and press **Left soft key**  to confirm.
5. The number is displayed, press **Left soft key**  to confirm.
6. Press  or  to select a ringtone to associate with the name/number and press  to confirm.
7. Press **Right soft key**  to return to standby.

The earpiece volume can only be changed when you are on a call.

If a redial number is stored in the phonebook, the caller's name will be displayed instead of the number.









If there are no redial numbers stored, **LIST EMPTY** will be displayed.

If you dial the same number on more than one occasion, only the most recent call details will be stored, any previous occurrence will be deleted.








For help with entering names see page 20.



## To delete a number from the redial list




1. Press  to display the Redial list.
2. Press  or  to display the number to be deleted and press **Left soft key** .
3. Press  or  to display DELETE and press **Left soft key**  to select and the number will be deleted.
4. Press **Right soft key**  to return to standby.

## To delete the entire redial list



1. Press  to display the Redial list.
2. With any of the redial numbers displayed, press **Left soft key** .
3. Press  or  to display DELETE ALL and press **Left soft key**  to select.
4. CONFIRM? is displayed, press **Left soft key**  again to confirm and delete the entire redial list.
5. LIST EMPTY is displayed. **Right soft key**  to return to standby mode.

## Keypad lock

You can lock the keypad to prevent accidentally dialling numbers while carrying the handset around.

1. Press and hold  until the  icon is displayed.
2. To unlock the keypad, press and hold  again.

## Handset ringer volume on/off

1. Press and hold  to switch the ringer on or off.  
If you switch the ringer off, the  icon will be displayed.



When the keypad is locked incoming calls can still be answered. Once the call has ended, the keypad lock is re-activated.

### IMPORTANT

Emergency calls to 999/112 CAN be made when the keypad lock is on.




## Page the handset(s)

You can alert handset users that they are wanted or locate a missing handset.

1. Press  on the base. The handset(s) will beep and display **PAGING**.
2. Press  on the base again or press any button on the handset to stop the handset beeping.


## Making internal calls

If you purchased a BT Studio 4100 multi-pack, you can make internal calls between handsets.

1. Press  and enter the number of the handset you want to call (or press  to call all handsets registered to the base). The other handset(s) will ring and display your handset number to let the handset user know who is calling. When the other handset answers hold your conversation as normal.
2. Press  to end the call.



## Receiving internal calls

When you receive an internal call, the calling handset number will be shown on the handset display.

1. Press  to answer the call,

## Transferring calls

If using a BT Studio 4100 multi-pack, you can transfer an external call to the other handset.

1. During an external call, press .
2. Enter the number of the handset you want to call. The other handset will ring and display your handset number to let the handset user know who is calling. The external caller will be put on hold and hear music.
3. When the other handset answers, press  to transfer the call.

You cannot answer the beeping handset as you would a call.

Stopping the beep at a handset stops the beep at all handsets.






If you only have two handsets you do not need to enter the handset number to call.

If two handsets are engaged on an internal call and an external incoming call is received, beeps will be emitted in the earpiece of both handsets and the incoming call details will be shown on screen. The internal call has to be ended before the external call can be answered.

If you only have two handsets you do not need to enter the handset number to call.

### 3-Way conference calls

If you are using a BT Studio 4100 multi-pack, you can hold a 3-way conference call with an external caller and another internal handset.










1. During an external call, press  and the display will show INTERCOM. Press the **Left soft key**  to confirm.
2. Enter the number of the other handset you wish to join the call. The other handset will ring.
3. The other handset answers the caller by pressing .
4. Press and hold the  button for 2 seconds, the display shows CONFERENCE. The external caller, and the two internal handsets are all connected to the conference call.
5. Any caller can leave the conference by pressing .

If you only have two handsets you do not need to enter the handset number to call.

# Phonebook




You can store up to 50 names and numbers in the phonebook of each of your BT Studio 4100 handsets for quick and easy dialling. Numbers can be up to 20 digits and names up to 12 characters. Phonebook entries are stored alphabetically.

## Store a number

1. Press  to open the phonebook. The first entry or LIST EMPTY is displayed.
2. Press **Left soft key** , ADD is displayed, press  to select.
3. NAME is displayed, enter the name for the entry using the keypad (see 'Entering names' below if you need help). Press  to store.
4. NUMBER is displayed, enter the number for the entry using the keypad and press  to save.
5. Press  or  to select a ringtone to associate with the name/number and press **Left soft key**  to confirm.
6. Press **Right soft key**  to return to standby.

## Entering names

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


1. Press  once to enter D.
2. Press  once to enter A.
3. Press  twice to enter N.

## Writing tips

If you make a mistake, press **Right soft key**  to delete the last character or digit.


Press  repeatedly to enter the following: SPACE – 1

Press  repeatedly to enter the following symbols: \* ? / \ ( )


Press  repeatedly to enter the following symbols: # & ' , -

If there are no stored entries, LIST EMPTY will be displayed.

If you try to store a new entry and the phonebook is full, you will hear an error tone and PB FULL will be displayed.










If the number you store has more than 11 digits, the display shows  to the left of the number to indicate more digits ahead.

### Insert a pause in a number
















You may need to do this if you are connected to a switchboard. When entering a number, usually after entering the switchboard access code (e.g. 9) press and hold  until P appears in the display.

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.



## Dial/view a number

1. Press  to open the phonebook. The first entry is displayed.
  2. Press  or  to scroll through the phonebook to the entry you want.
- Or, search alphabetically, using the keypad to enter the first letter of the name you want, then scroll to the exact entry using the  or  buttons.
3. Press  if you want to dial the number.
  4. Or press the **Left soft key** , then scroll  to VIEW and press  to display the number for an entry.

## Edit a phonebook entry









1. Press  to open the phonebook. The first entry is displayed.
2. Press  or  to scroll through the phonebook to the entry you want.
3. Press **Left soft key** , then  or  to display EDIT and press  to select.
4. The stored name is displayed followed by a flashing cursor. Edit the name using the **Right soft key**  to delete incorrect characters and enter new ones using the keypad, then press .
5. The number is displayed followed by a flashing cursor. Edit the number using the **Right soft key**  to delete incorrect digits and enter new ones using the keypad, then press  to save.
6. The current ringtone is played and displayed. Use  or  to choose a new ringtone if required and press .
7. Press  to return to the standby screen.

### Searching for a name








Example: To search for Jaime, press **5\*** once to display the first entry beginning with J, then use  and  to scroll to Jaime.

See page 20 for help with entering names.

## Delete a phonebook entry

1. Press  to open the phonebook. The first entry is displayed.
2. Press  or  to scroll through the phonebook to the entry you want.
3. Press **Left soft key**  then  or  to display **DELETE** and press  to select.
4. Press  to return to standby mode.

## Delete all phonebook entries















1. Press  to open the phonebook. The first entry is displayed.
2. Press the **Left soft key**  then  or  to display **DELETE ALL**.
3. Press  and **CONFIRM?** is displayed. Press  and then all the phonebook entries will be deleted and **LIST EMPTY** is displayed.
4. Press  to return to standby mode.

If you have purchased a BT Studio 4100 multiple pack, entries are only deleted on the handset you are using.

# Handset settings















## Handset ringer melody


There are 5 different ringer melodies to choose from for both internal and external calls.

1. Press the  button to open the main menu.
2. Press  or  until the display shows HS SETTINGS and press .
3. Press  or  until RINGER is displayed and press .
4. Press  or  to select either INT RING or EXT RING for internal or external call ringer melody and press .
5. The current ringtone is played, use  or  to listen to the alternatives and press  to confirm your choice.
6. Press and hold  to return to standby.

## Handset ringer volume















There are 5 volume levels and Ringer Off to choose from.

1. Press the  button to open the main menu.
2. Press  or  until the display shows HS SETTINGS and press .
3. Press  or  until RINGER is displayed, press  to select.
4. Press  or  until RING VOLUME is displayed, press .
5. The current ringtone is played at the current volume setting. Press  or  to listen to new volume levels or off, press  to store.
6. Press and hold  to return to standby.

You can also turn the handset ringer off by pressing and holding the  button.











## Handset tones on/off

Your BT Studio 4100 has a series of tones designed to alert you to certain situations. A tone will sound: when the battery is low; when you move out of range of the base and there is no coverage; to confirm each button press (key beeps). You can switch the handset tones on or off.

1. Press the  button to open the main menu.
2. Press  or  until the display shows HS SETTINGS and press .
3. Press  or  until TONES is displayed, press  to select.
4. Press  or  to select the tone you want: KEY BEEPS, BATTERY LOW or OUT OF RANGE and press  to select.
5. Press  or  to display either ON or OFF and press  to confirm. You hear a confirmation tone.
6. Press and hold  to return to standby.

## Handset name












You can give each handset a name up to a maximum of 10 characters, for example KITCHEN. The handset will still display its number.

1. Press the  button to open the main menu.
2. Press  or  until the display shows HS SETTINGS and press .
3. Press  or  until HS NAME is displayed, press  to select.
4. Press  to delete characters and use the keypad to enter the name you want, then press  to confirm.
5. Press and hold  to return to standby.






















## Display

You can choose to display the handset name or the time in the standby screen.


1. Press the  button to open the main menu.
2. Press  or  until the display shows HS SETTINGS and press .
3. Press  or  until DISPLAY is displayed, press  to select.
4. Press  or  to select TIME or HANDSET NAME, then press  to confirm.
5. Press and hold  to return to standby.

## Alarm

1. Press the  button to open the main menu.
2. Press  or  until the display shows HS SETTINGS and press .
3. Press  until ALARM is displayed and press  to select.
4. Press  or  to select ON or OFF and press .
5. If you select ON you should now enter the time in 24hr format, i.e. for 07.30am enter       , and press . The  icon will show on the standby screen to indicate that the alarm is set.
6. Press and hold  to return to standby.

Use any key to disable the alarm when it is activated.

## When the alarm goes off


The alarm will only go off on the handset were it has been set (this is indicated by the  icon on the standby screen). Turn the alarm off by pressing any handset button, even if the keylock has previously been activated.












The alarm will sound even if the handset ringer has been set to off. The ringer will remain set to off after the alarm has sounded. The alarm will sound with the handset ringer melody that has been set and the screen will show ALARM ON.

If the alarm sounds during a call, you will hear a beep in the earpiece.

The alarm setting is for a single event, so once the alarm ringer has been deactivated the alarm time will need to be set again if required.

## Auto answer

If auto answer is on (set as default) you can answer a call by taking the handset out of the base, you do not have to press the  button to take the call.










1. Press the  button to open the main menu.
2. Press  or  until the display shows HS SETTINGS and press .
3. Press  or  until AUTO ANSWER is displayed and press .
4. Press  or  to select ON or OFF and press .
5. Press and hold  to return to standby.

The default setting is Auto answer ON.

# Base settings











## Base ringer melody

There are 5 different ringer melodies to choose from.

1. Press the  button to open the main menu.
2. Press  or  until the display shows BS SETTINGS and press .
3. BASE RINGER is displayed, press  to select and the current ringtone is played.
4. Press  or  to listen to the available ringtones and press  to select.
5. Press and hold  to return to standby.












## Base ringer volume

There are 5 volume levels and ringer off to choose from.













1. Press the  button to open the main menu.
2. Press  or  until the display shows BS SETTINGS and press .
3. Press  to display RING VOLUME and press , the current ringtone is played.
4. Press  or  to adjust the volume setting or turn it off (VOLUME OFF), press  to select.
5. Press and hold  to return to standby.

## Change PIN code

Your System PIN can help prevent unauthorised users from changing the settings on your phone.

1. Press the  button to open the main menu.
2. Press  or  until the display shows BS SETTINGS and press .
3. Press  or  until CHANGE PIN is displayed, press  to select. OLD PIN? is displayed.
4. Enter the existing PIN code using the keypad and press . NEW PIN? is displayed.
5. Enter a new 4 digit PIN code using the keypad and press . CONFIRM? is displayed.
6. Re-enter the new PIN code and press . You hear a confirmation tone.
7. Press and hold  to return to standby.

## Delete handset

1. To de-register a handset from the Studio 4100 base station, press the  button to open the main menu.
2. Press  or  until the display shows BS SETTINGS and press .
3. Press  or  to display DELETE HS and press .
4. PIN? is displayed, enter the PIN and press .
5. Press  or  to select the handset you wish to delete and press .
6. Press and hold  to return to standby.

The default PIN setting is 0000.

If you change your PIN, keep a note of the new number by writing it in the space provided on page 39.

You cannot delete the handset you are using to carry out this action.

Default PIN is 0000.

# Caller Display and the Call list

If you subscribe to Caller Display, you can see your caller's number (provided it is not withheld) on your handset display before you answer the call.






If you have stored a name for the calling number in your handset phonebook, the name and number will alternate in the handset display.

## Call list













When a call is not answered or is picked up by the answering machine, the display shows X NEW CALLS (where X is the number of calls) and your caller's telephone number will be stored in the Call list. The Call list holds the last 40 incoming calls (missed and answered).

When the Call list is full, the oldest call will be replaced by a new call, the most recent call will always be at the top of the list.

## View/dial a number

1. Press , the most recent missed call is displayed. New missed calls are shown with the  icon in the display.
2. Press  or  to scroll through the Call list.
3. Press  to dial the number displayed.

## To copy a Call list number to the phonebook

1. Press  to display the Call list, then press  or  to scroll to the entry you want and press  to select.
2. Press  until STORE NUMBER is displayed then press .
3. NAME is displayed. Enter a name using the keypad and press  to confirm.
4. The number is displayed, press  to confirm.
5. Ringtone MELODY 1 is played, press  or  to choose a ringtone to associate with the phonebook entry. Press .
6. Press  to return to standby mode.

## IMPORTANT

To use Caller Display you must first subscribe to your network provider's Caller Display service. A quarterly fee may be payable.

For more information on BT Calling Features, call BT free on 0800 800 150.







If the caller has withheld their number the display shows WITHHELD.

If a call is received from an international number INTERNAT'L is displayed.








If a number is stored in the phonebook, the caller's name will be displayed instead of the number.

If there are no Call list numbers stored, LIST EMPTY will be displayed.








## View Call details

1. Press  to display the Call list, then press  or  to scroll to the entry you want and press  to select.
2. DETAILS is displayed press  to select.
3. The date and time details of the call will be displayed.
4. Press  to return to standby mode.

## Delete a number

1. Press  to display the Call list, then press  or  to scroll to the entry you want and press  to select.
2. Press  to display DELETE and press  to select.
3. Press  to return to standby mode.

## Delete the entire Call list

1. Press  to display the Call list and press .
2. Press  or  to display DELETE ALL and press  to select.
3. CONFIRM? is displayed, press  again to confirm.
4. LIST EMPTY is displayed. Press  to return to standby mode.





# 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 also two empty entries so you can enter two important numbers of your choice, e.g. your doctor and dentist numbers.

- BT Helpdesk
- BT 118500 directory enquiries
- Call Divert on
- Call Divert off
- Check Call Divert
- Call Waiting On
- Call Waiting Off
- Check Call Waiting






## BT Helpdesk

1. Press the  button and scroll  to BT SERVICES, press .
2. HELPDESK is displayed, press  to call the BT Studio product Helpdesk.

## BT 118500 (Directory Enquiries)

1. Press the  button and scroll  to BT SERVICES, press .
2. Scroll  to BT 118500 and press  to call.

## Call Divert on

1. Press the  button and scroll  to BT SERVICES, press .
2. Scroll  to DIVERT ON.
3. Press  to dial the service and then enter the number you want to divert calls to.

## 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.

Call Divert will divert all incoming calls to another number of your choice.






Call Waiting lets you know if another person is trying to contact you while you are on a call. If a second caller rings you will hear a beep in the handset. Providing you have also subscribed to Caller Display, the screen will show the caller's details.

If you always divert your calls to the same number, you can change the service number for convenience.






Follow steps 1 and 2 opposite and press . Scroll to EDIT, press  twice and after the existing number enter in the number you usually divert to (do not delete any of the digits that are already there). Press  to confirm.

Then when you call 'Divert on', your divert will be set up without having to enter any additional digits.









## Call Divert off/check

1. Press the  button and scroll  to BT SERVICES, press .
2. Scroll  to either DIVERT OFF or DIVERT CHECK.
3. Press  to dial the service. Follow the spoken instructions, or listen for confirmation/status of your instructions.






## Call Waiting on/off/check

1. Press the  button and scroll  to BT SERVICES, press .
2. Scroll  to either C WAIT ON, C WAIT OFF or C WAIT CHK.
3. Press  to dial the service. Follow the spoken instructions, or listen for confirmation/status of your instructions.









## Add an entry

1. Press the  button and scroll  to BT SERVICES, press .
2. Scroll  to EMPTY and press .
3. ADD is displayed, press .
4. Enter the name you want and press .
5. Enter the number you want and press . The entry is saved.

## Dial a stored entry

1. Press the  button and scroll  to BT SERVICES, press .
2. Scroll  to the entry you want to dial and press .

## Delete an entry or delete all entries

1. Press the  button and scroll  to BT SERVICES, press .
2. Scroll  to the entry you want to delete, press .
3. Scroll  to DELETE to delete the selected service entry or DELETE ALL to delete all the services and press .
4. Press  to confirm if required.

Call Divert will divert all incoming calls to another number of your choice.

Call Waiting lets you know if another person is trying to contact you while you are on a call. If a second caller rings you will hear a beep in the handset. Providing you have also subscribed to Caller Display, the screen will show the caller's details.

You can also scroll through the menu to EDIT, and edit any stored names or numbers.

If you accidentally delete all the service entries you can restore them by a phone reset, see page 14.









# Registering additional handsets

You can use up to five BT Studio 4100 handsets with your BT Studio 4100 base to extend your phone system without needing to install extension sockets for each new phone.

If you have purchased a BT Studio 4100 multiple pack any additional handsets come pre-registered to the base.

If you have purchased an additional handset separately you must register it to your BT Studio 4100 base before it can be used.

## Registering a handset

1. Press the  button then  or  until REGISTRATION is displayed, then press .
2. PIN? is displayed. Enter the base PIN (original setting 0000) and press .
3. The handset will display SEARCHING, press and hold the  button on the base until you hear a long beep and the green In use light begins to flash.
4. The handset will temporarily display REGISTERED then will display HANDSET and will be automatically assigned the next handset number.

If registration is not successful first time, please repeat the process again in case the base registration period ran out of time.

If there are already 5 handsets registered to the base, the registration will fail. You must de-register (delete) another handset before you can register the new one. See page 28, “Delete handset” for instructions.

# Help

If you experience any problems, please call the Helpline on 0800 218 2182\* or email [bt.helpdesk@vtecheurope.com](mailto:bt.helpdesk@vtecheurope.com). Additional answers to Frequently Asked Questions can be found by visiting [www.bt.com/producthelp](http://www.bt.com/producthelp)

## Handset not registering?

- Is SEARCHING displayed on the handset? You need to move closer to the base.
- Check that the base is plugged into the mains power and switched on.
- Check that there are charged batteries in the handset and that they are fitted correctly.

## Forgotten your PIN number

- Try entering the default PIN = 0000. If you have changed the number and cannot remember it, contact the BT Helpline on 0800 218 2182\* or email [bt.helpdesk@vtecheurope.com](mailto:bt.helpdesk@vtecheurope.com)

## No display

- Check that the handset batteries are charged and correctly fitted. If necessary, replace the batteries.

## Nothing happens when you press any button

- Is the  icon displayed? If so, the key lock is on, press and hold  to unlock the keypad.

## No connection between handset and base

- You may be out of range, is the  icon flashing? If so, move closer to the base.

## Handset is not charging properly

- Make sure the handset is placed properly on the base/charger. When charging, the battery symbol is shown filling up.
- Clean the charging contacts with a soft, slightly damp (not wet) cloth.

## Handset does not ring

- Check that the batteries are inserted correctly.
- Check that the handset ringer has not been switched off, see page 23.

## Your caller cannot hear you

- Check to see if the display says **SECURITY ON**. If so, the security feature is switched on. Press the **right soft key** **X** to speak to your caller again.

## Incoming caller's number is not displayed even though you have Caller Display

- The caller has to allow their number to be sent. The number could be withheld or is unavailable.

# General information

## IMPORTANT

The BT Studio 4100 cordless telephone is not designed for making emergency telephone calls when the power fails.

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

## Safety information

Only use the power supply supplied with your BT Studio 4100. Using an unauthorised power supply will invalidate your guarantee and may damage the telephone.

Only use the telephone line cord supplied with your BT Studio 4100, otherwise your telephone may not work correctly.

For the handset, use only AAA Nickel Metal Hydride (NiMH) rechargeable batteries with a minimum capacity of 500mAh. Never use other batteries or conventional alkaline batteries as this could lead to a short circuit or destroy the battery casing.

Do not open the handset (except to replace the handset batteries). This could expose you to high voltages or other risks.

Radio signals transmitted between the handset and base may cause interference to hearing aids.

It is recommended that advice from a qualified expert be sought before using this product in the vicinity of emergency/intensive care medical equipment.

It is recommended that if you have a pacemaker fitted you check with a medical expert before using this product.

Never dispose of batteries in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals. Please dispose of batteries as instructed.

## Cleaning

Simply clean the handset and base with a damp (not wet) cloth, or an anti-static wipe.

Never use household polish as this will damage the product. Never use a dry cloth as this may cause a static shock.

## Environmental

Do not expose to direct sunlight.

The BT Studio 4100 handset may become warm when the batteries are being recharged. This is normal. We recommend that you do not place the product on antique/veneered wood to avoid damage.

Do not stand your product on carpets or other surfaces which generate fibres or place it in locations preventing the free flow of air over its surfaces.

Do not submerge any part of your product in water and do not use it in damp or humid conditions, such as bathrooms.

Do not expose your product to fire, explosive or other hazardous conditions.

There is a slight chance your phone could be damaged by an electrical storm.

We recommend that you unplug the power and telephone line cord during an electrical storm.

## 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 it, 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.

## Connecting to a switchboard

### Switchboard compatibility

This telephone may be connected to most types of switchboard, however in the event of any difficulties, consult your switchboard Service Provider.

### Recall (R)

Recall is used when connected to certain switchboards/PBXs and some BT Calling Features, or those services available via your network provider. The BT Studio 4100 supports time break recall but not earth loop recall.

## Guarantee

Your BT Studio 4100 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 Studio 4100, 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.

## Within the 12 month guarantee period:

If you experience difficulty using the product, prior to returning your product, please read the Help section beginning on page 34 or contact the BT Studio Helpdesk for assistance on 0800 218 2182\* or email [bt.helpdesk@vtecheurope.com](mailto:bt.helpdesk@vtecheurope.com). Additional answers to Frequently Asked Questions are available from [www.bt.com/producthelp](http://www.bt.com/producthelp)

In the unlikely event of a defect occurring, the helpdesk will issue a Fault Reference Authorisation (FRA) number and instructions for replacement or repair. Please note you will need the FRA number before returning the product. This does not affect your statutory rights.

## 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 suggest that you call our recommended repair agents on 0870 240 5029.

## Returning your phone

If the Helpline is unable to remedy your problem they will issue a Fault Reference Authorisation number and ask you to return the product to your original place of purchase. Where possible, pack the product in its original packaging. Please remember to include all parts, including the line cords, power supply units and the original batteries.

## Additional/Replacement Items

For a full range of replacement items for the BT Studio 4100 range please call 0800 218 2182\*.

## For your records

Date of purchase:

Place of purchase:

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

Enter your base system PIN code here:

[ \ \ \ ]

\* Calls made from within the UK mainland network are free. Mobile and international calls may vary.

## Technical information

### How many telephones can you have?

All items of 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. The BT Studio 4100 has a total REN of 1, i.e. for a base and up to 4 handsets. Any other instrument provided by BT may be assumed to have a REN of 1 unless stated otherwise.

A total REN of 4 is allowed per telephone line. 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.

### WARNING

Only use the approved power supply, item code 048610 for the main base and for the additional handset charger.

Only use approved AAA NiMH 500mAh rechargeable batteries.

Do not immerse batteries in water or throw them into a fire, or dispose of them with ordinary domestic refuse. Please dispose of batteries as instructed.

BT accepts no responsibility for damage caused to your BT Studio 4100 by using any other types of batteries.

**Caution:** there is a risk of explosion if the batteries are replaced by an incorrect type.

### R&TTE

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.bt.com/producthelp](http://www.bt.com/producthelp)

### User Guide formats

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 218 2182\*.





Working together, supporting energy saving products

BT & British Gas have joined forces to help our customers find new ways to save energy around the home, so we can all do our bit for the environment & save money too!

BT is a **sustainability leader**

{ To find out how we're  
making our products  
greener visit

[bt.com/betterworld/products](http://bt.com/betterworld/products) 

#### Offices worldwide

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