



UK's best selling phone brand†

Quick User Guide



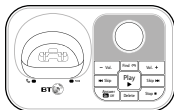
BT7610 Nuisance Call Blocker

Digital Cordless Phone with Answering Machine

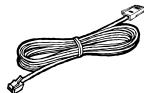
Check box contents



Handset



Base



Telephone line cord
(pre-installed)



Mains power adaptor
(item code 066773)



2 x AAA Ni-MH
750 mAh rechargeable
batteries
(already in handset)

Contents for each additional handset (multipacks only)



Handset



Charger



Mains power adaptor
(item code 066773)



2 x AAA Ni-MH
750 mAh rechargeable
batteries
(already in handset)

! Important

Only use the mains power adaptors, cables and rechargeable batteries supplied in this box or this product might not work. Any replacement rechargeable batteries must be of the same type. BT accepts no responsibility for damage caused to your BT7610 if you use any other type of batteries.

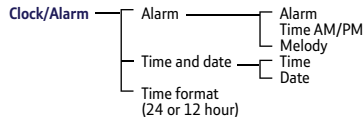
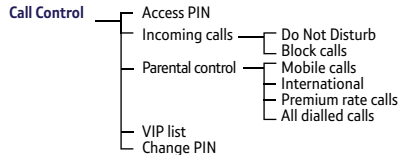
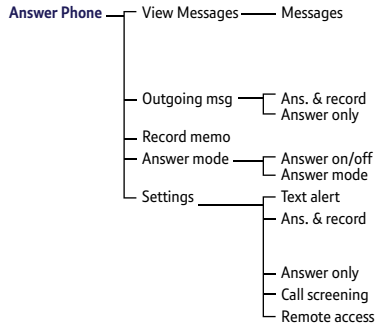
If you need some help, call us on **0800 218 2182*** or go to **bt.com/producthelp**

Contents

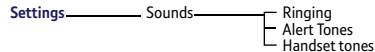
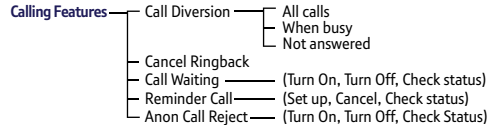
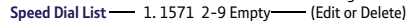
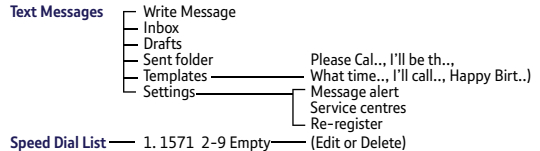
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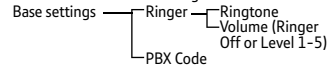
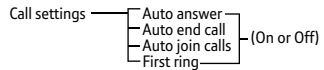
Menu map



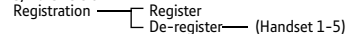
* If a message has been left on the answer machine.



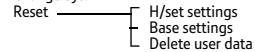
Handset name



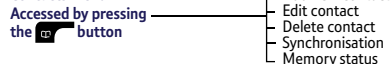
S/ware version



Change Sys. PIN



Contacts menu

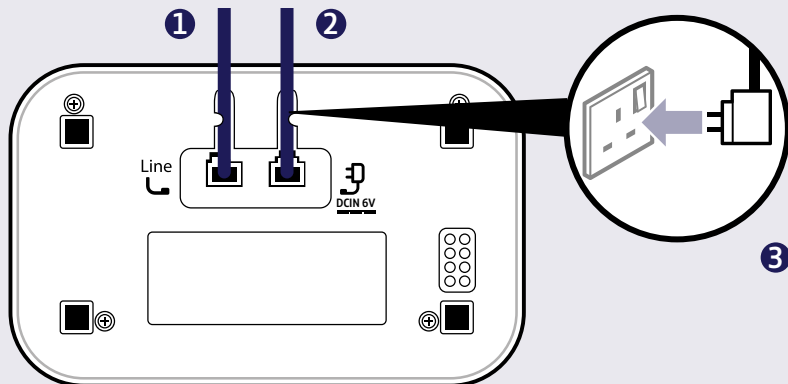


Calls list Menu



Quick set up guide

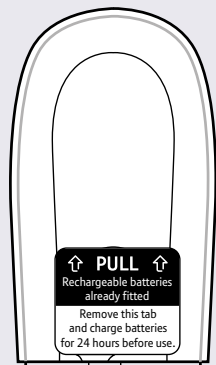
1 Plug in



- 1 The telephone line cord is already fitted but **don't** plug the other end into the wall socket yet.
- 2 Plug the mains power adaptor into the base, with the cable clipped in the groove provided.
- 3 Turn the cable when clipping into the groove so that the narrow part fits between the clips before turning the cable back to secure.
- 3 Plug the other end of the power adaptor into the wall power socket and switch on.

2 Activate the batteries

1. Activate the batteries by pulling the plastic tab away from the back of the handset.



2. The start-up animation will appear on the screen and the handset will check for a link with the base station. Once found the screen will show **Please set the time and date.**

3 Charge

Place the handset on the base and leave to charge for **24 hours**.



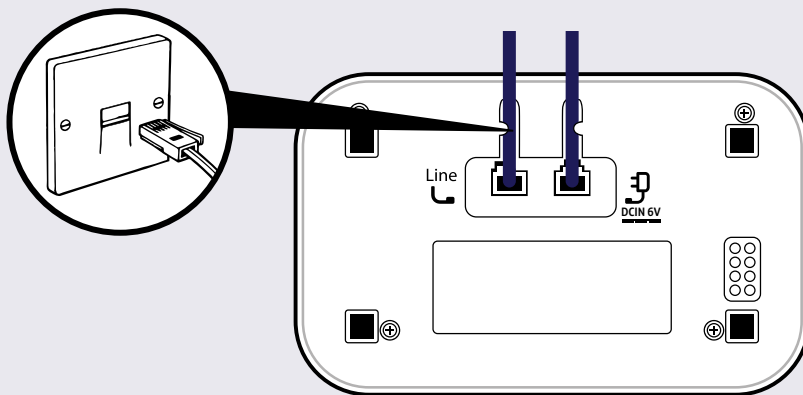
! **Important**
Charge the handset batteries for
24 hours or your phone might
not work.



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4 Connect the phone line cord


After 24 hours, plug the phone line cord into the phone wall socket.





! If you ever need to remove the batteries, simply slide open the battery compartment cover and ease out the batteries.






5 Follow the set up wizard

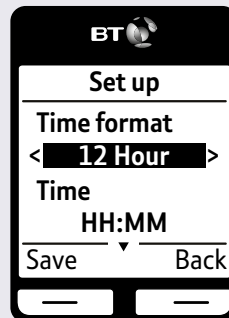
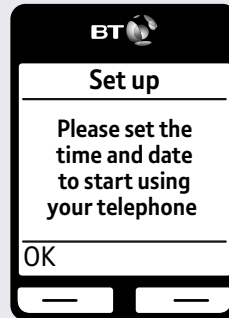
Set the time and date

1. Select **OK** by pressing the Left option button  under the screen. The set up wizard will begin. Follow the prompts to complete the set up process.

 **Tip:** when prompted to select **OK** you can press the  button in the centre of the keypad if you prefer.



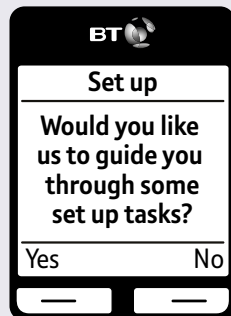
2. Use the  or  button to select the time format, 12 Hour or 24 Hour (if you select 12 Hour you will also need to scroll  and select AM or PM).
3. Press  and enter the time in the format you have chosen.
4. Press  and enter the date in the format **DD/MM/YYYY**
5. Press **Save**. **Saved** is displayed.



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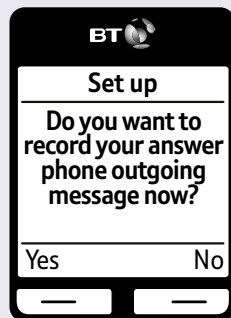
Complete the set up tasks

6. If you wish to continue following the set up wizard, select **Yes**. (If you don't want to follow the wizard, select **No** and you can start using your phone straight away. You can always set up tasks via the menu later).



Record your outgoing message

7. If you wish to complete this step, select **Yes** (or **No** to continue to the next step).
8. **Record message** is highlighted, press **Select**.
9. Follow the voice prompt and speak your message into the phone after the tone.
10. Select **Save** when you've finished.
11. Your message will be played back to you.
12. Select **OK** (or **Delete** if you want to replace it).
13. Select **Back**, to continue with the set up wizard.

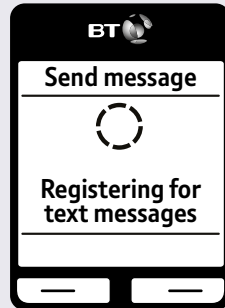


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Register for text messaging

14. If you wish to complete this step, select **Yes** (or select **No** to continue to the next step).
15. If you selected **Yes**, a text message will be sent to BT to register you to BT's text messaging service.

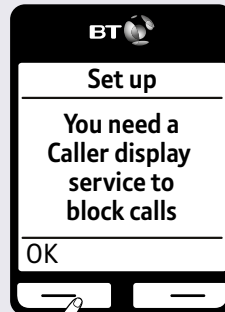
You will see a confirmation message that the text has been sent (and in due course you will receive a confirmation text message in return).



Important

You need to have a **Caller Display** service from your network provider to use **Block Calls, Visual Voicemail, Calls List, Text Messaging** and other **Caller Display** enabled features. Charges may apply. There is no subscription charge for text messaging (other than the subscription to Caller Display). Visit bt.com to find out how much it costs to send a text message, the cost will depend on your call package.

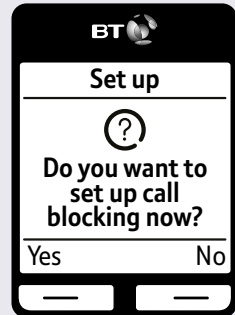
16. Select **OK** to move to the next step.



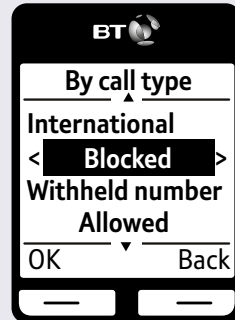
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Set up call blocking

17. If you want to set up call blocking by call type now, select **Yes** (or select **No** to continue to the next step).
18. Follow the instructions to set up your 4 digit Access PIN for the first time. This PIN will be the same one that you will need for Remote Access as well. Press **OK**.

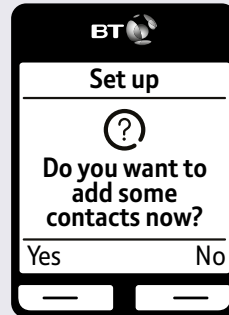


19. Use the **<** or **>** button to select **Blocked** or **Allowed** for **International** calls then press **Calls** and repeat for **Withheld number**, **No Caller ID** and **Payphone** and press **OK** when finished.

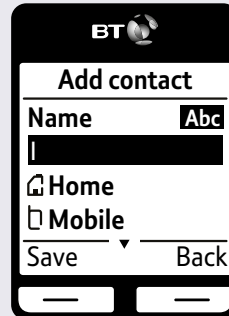


Add contacts

20. If you want to add some contact numbers now, select **Yes** (or select **No** to continue to the next step).

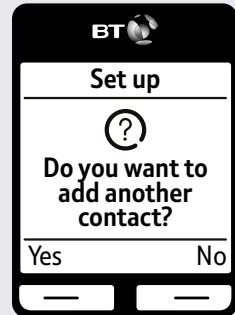


21. Enter the contact name using the keypad and press **Calls**.
22. Enter the home phone number. You can then press **Calls** and enter a mobile number and then a work number if you want to.
23. Select **Save** when you've finished.



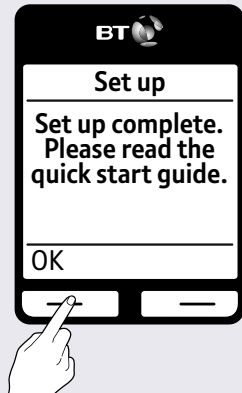
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24. Select **Yes** if you want to enter more contacts or **No** if you don't want to for now.
Follow steps 21, 22 and 23 on page 13 for instructions on how to add a contact.



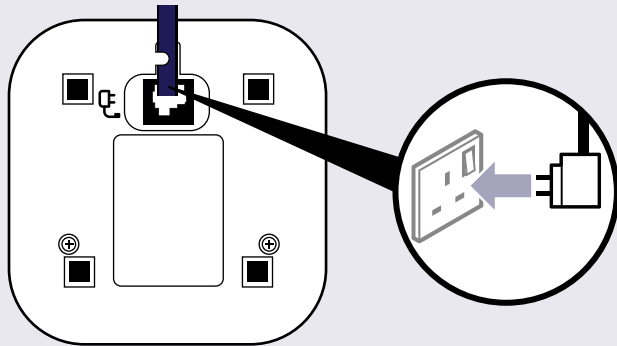
25. Select **OK** to complete the set up wizard.
You can now start using your phone.

Please read the rest of this Quick User Guide for instructions on how to use the most popular features of your BT7610 phone.



6 Set up your additional handsets (multi packs only)

1. For additional handsets and chargers: plug the mains power adaptor into the back of the charger and plug the other end into the mains wall socket and switch on the power.



2. Activate the batteries as explained on page 6. If you set the time and date on the first handset then it will be shared with all other handsets in your multi pack once you activate the batteries.
3. Place the handset on the charger to charge for 24 hours.










If you need some help, call us on **0800 218 2182*** or go to bt.com/producthelp

Getting to know your phone


Finding your way around your phone

Your BT7610 has an easy to use menu system.

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

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

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

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

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

Handset buttons

Left option button

See page 16.

Up/Volume

Move up through menu options, increase volume, page 22.

Contacts

Access stored Contacts, page 23.

Talk/Handsfree

Make/receive calls, page 21.

Switch handsfree on/off, page 22.

Calls/Down

Enter calls list, page 24, decrease volume, page 22 and move down through menu options.

1 (Speed dial)

Press and hold to dial BT 1571 or a stored speed dial number.

* (Star)

Press and hold to turn handset ringer on/off.

Right option button

In answer machine mode, deletes current message playing.

OK

From home screen, press to access a highlighted event e.g. missed calls, answer phone messages and text messages on the display.

R (Recall)

R (Recall) for use with some BT Calling Features and when connected to a switchboard/PBX.

< / >

Left and right navigation buttons. In text edit/entry mode, press to move cursor.

End call/on or off

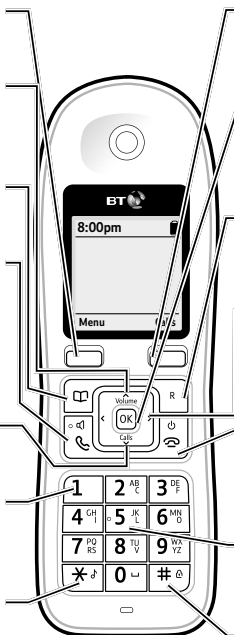
End a call, page 21. Press and hold to switch handset on/off. In menu mode, press to return to home screen.

2-9 (Speed dial)

Press and hold buttons 2-9 to dial a stored speed dial number.

#

Press and hold to lock/unlock keypad. Toggle between upper/lower case characters.



Base

Vol-
Decrease the speaker volume during playback, the call screening volume during idle and the base ringer volume.

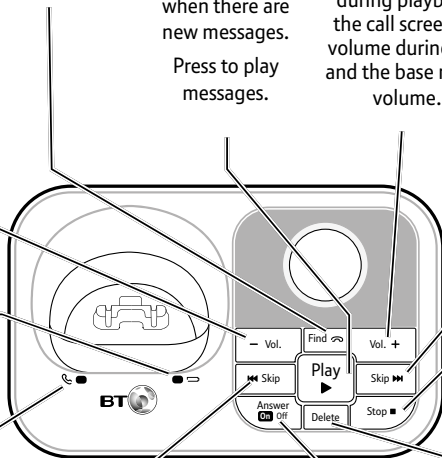
Find
Press to locate handsets.

Play
Green light on button flashes when there are new messages.
Press to play messages.

Vol+
Increase the speaker volume during playback, the call screening volume during idle and the base ringer volume.

Skip>>
Skip forward to start of next message during playback.

Red charging light
On when handset is in base charging.



Stop
Stop message during playback.

Green In use light
On when base is connected to power. Flashes when phone rings, during a call and registration.

Skip<<
Repeat current message.
Press twice to skip to previous message.

Answer on/off
Turn answer machine on/off.
Red light on button is on when answer machine is on.

Delete
During playback, press to delete message playing.
In idle, press to delete all old messages.


Using the phone

Block nuisance calls

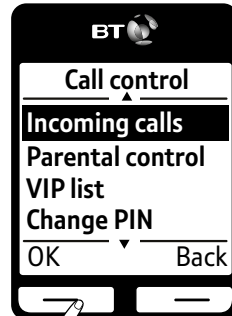
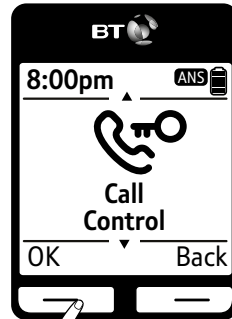
For information on more Call control settings, see the full online user guide at bt.com/producthelp

Block calls by type (e.g. withheld or international numbers)

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

 You must subscribe to a Caller Display service from your network provider for the block nuisance calls feature to work. Charges may apply. Please check with your telephone service provider.

2. If you didn't set your PIN in the set up wizard, follow the instructions to set your PIN for the first time and select **OK**.
3. **Incoming calls** is highlighted, press **OK**.
4. Press **Calls** to highlight **Block calls** and press **OK**.
5. When **By call type** is highlighted, press **OK**.

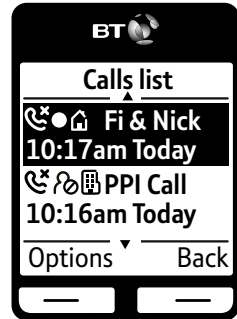
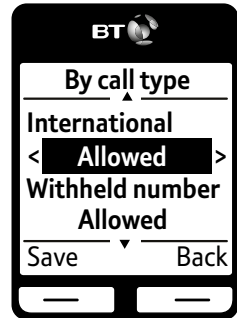




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- Use the **<** and **>** buttons to select either **Blocked** or **Allowed** for **International calls** and then press **Calls** and follow the same procedure for **Withheld number**, **No Caller ID** and **Payphone number**, then select **OK**.

Block calls by number


- Press **Calls**, highlight the number you wish to block and select **Options**.
- Scroll **Calls** to **Block number** and press **OK**.
If you haven't set up your access PIN yet, you will be prompted to follow the instructions.
If the access PIN has been set you will be prompted to enter the 4 digit PIN, then select **OK**.
- The number you selected to block is highlighted select **OK**.



 Calls from numbers stored in your blocked calls list cannot leave a message on your answer machine but calls blocked by call type can. Calls that are blocked appear in your calls list with  in front of them.

Making calls


Make an external call

1. Press .
2. When you hear the dial tone, enter the number.


End a call

1. Press .

Receive a call

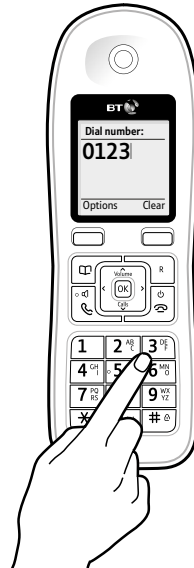
When you receive a call, the phone rings and the display shows **Incoming call** and .

If you've got a caller display service, the display shows the incoming call, the caller's number (if available) or the caller's name.

1. Press  to accept the call.



Mute



1. During a call, select **Mute** by pressing the Right option button. The display shows **Call muted** and your caller can't hear you.
2. Select **Unmute** to return to your caller.



22 Using the phone




Incoming speech / Handsfree volume

1. Press  or  to increase or decrease the volume.
Subsequent presses will change the volume, you will hear the volume level with each press.

-  From the home screen, you can press  to change the Ringer volume settings too.






Make a handsfree call

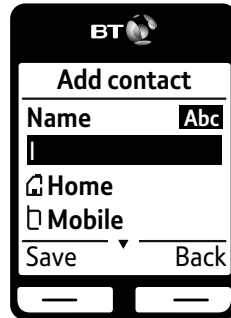
1. Enter the number then press  twice.
☎ is displayed. You hear your call over the handset loudspeaker.
2. Press  to switch the call between the earpiece and the loudspeaker.
3. Press  to end the call.








Contacts

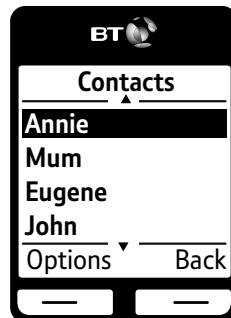
Store a contact

1. From the home screen, press .
2. Select **Options**. **Add contact** is highlighted, press **Select**.
3. Enter the new contact name using the keypad then press  and enter the home phone number. You can then press  and enter a mobile number and then a work number if you want to. Select **Save** when you've finished. The display will show **Contact saved**.



View/dial a contact

1. From the home screen, press  to open your contact list.
2. Press  or  to scroll through and view the entries.
3. To dial an entry, press  when the entry is highlighted. If the entry has more than one number saved under it you will need to highlight the number you want and then press  again.

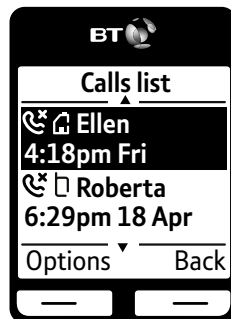


Caller Display and the Calls list

! For Block Calls, Caller Display and the Calls list, you must subscribe to a Caller Display service for these features to work. Your network provider may charge you for this service.

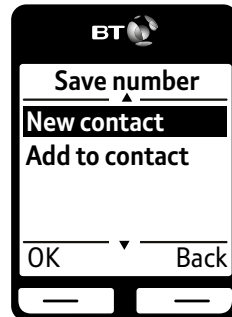
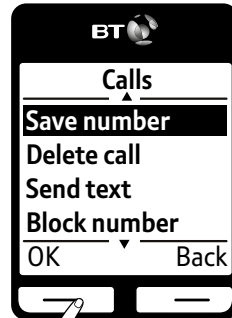
View and dial from the Calls list (up to 50 incoming and 30 outgoing calls)

1. Press **Calls** or select **Calls**. The most recent entry is at the top of the list. (If there are no entries **List empty** will be displayed.)
2. Press **Calls** or **Volume** to scroll through and view the list.
3. To dial an entry, when the entry you want is highlighted, press **Call**.








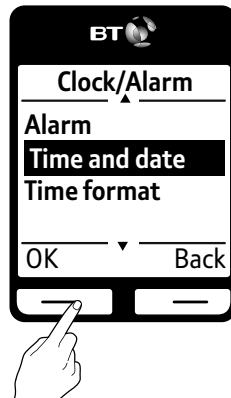
Save a Calls list entry to your contacts

1. Press **Calls** or select **Calls**, then press **Options** or **Volume** to highlight the entry you want and select **Options**.
2. Highlight **Save number** and press **OK**.
3. You now have two options:
 - i) To save this as a new contact, highlight **New contact** and press **OK**. Highlight the type of number, then press **OK**. Enter the contact name and select **Save**.
 - ii) To add to an existing contact, highlight **Add to contact** and press **OK**. Scroll to highlight the entry you want and press **OK**. Highlight the number type where you want to save the number (Home, Work or Mobile) and press **OK**.








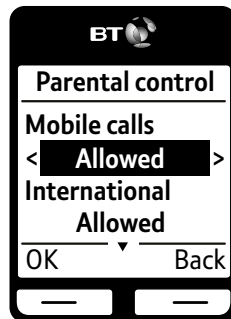
Set the time and date

1. Select **Menu**, scroll  to display **Clock/Alarm** and press **OK**.
2. Press  to highlight **Time and date** and press **OK**.
3. Enter the digits for the time, (you will also need to select AM or PM if 12 hour format has been set using  or ). Then press  and enter the date. Select **Save**.



Set Parental control

1. Select **Menu**, scroll  to **Call control** and press **OK**.
2. Enter the access PIN and select **OK**. Press  to highlight **Parental Control** and press **OK**.
3. Press  or  to select **Allowed** or **Barred** for **Mobile Calls**, then press  and follow the same procedure for **International**, **Premium rate** and **All dialled calls** then select **OK**. The display will show **Parental control settings saved**. You will then be prompted to add some VIPs if you haven't already assigned any.

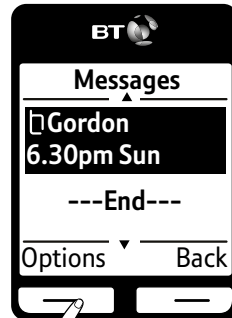
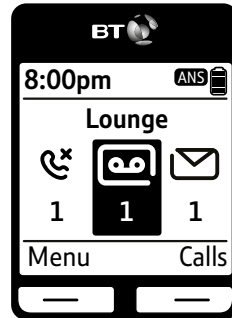


Answer machine

Message playback using the handset



1. Highlight the answer phone icon on the home screen and press **OK**, or
 - i. Select **Menu**, **Answer Phone** is displayed, press **OK**.
 - ii. **View Messages** will be displayed, press **OK**.


2. A list of your answer phone messages will be displayed with the most recently received highlighted at the top.
3. Use **Volume** or **Calls** to scroll through the list to highlight the message you wish to listen to and press **OK**.
 - i. If you have more than one message stored and want to listen to them all, select **Options**. **Play all** will be highlighted, press **OK**.





4. As each message is played, the handset will display the number or the name if you have Caller Display and a name/number match and the time and date it was received. If you have any old (already listened to) messages these will be played after your new messages.

During playback you have the following options:

 or  to adjust the playback volume.

 to switch private playback through the handset to handsfree playback.

1 or  once to repeat the current message playing from the beginning.


4^{OH} or  twice within a second to skip back to the previous message.

6^{OH} or  once to skip forward to the next message.

Delete or **3**^{OF} to delete the current message playing.


At the end of playback, you will hear, “End of messages,” and the same message will be displayed. The answer phone icon on the home screen will be renumbered to take into account any deleted messages.


Message playback using the base


Press . If you have messages they will be played, new (unplayed) messages first followed by old (played) messages.


During playback:


Press  to stop playback. The base will return to idle.

Press  to pause and resume playback.

Press  to delete the message being played.

Press  to skip forward to the start of the next message.

Press  to skip back to the start of the current message.

Press  twice to skip back to the start of the previous message.

Press   to increase or decrease the playback volume level.

At the end of playback the base will return to idle mode and messages will be renumbered to take into account any deleted messages.

Help

Phone doesn't work

- Have you activated the batteries correctly? See page 6.
- Check that the mains power is correctly connected.

No dial tone or line cord error message displayed on screen

- Is the telephone cord plugged into the base and phone wall socket?
- Check that the mains power is correctly connected.
- Only use the telephone cord supplied with the phone.

Can't make or receive calls

- Check that the mains power is correctly connected.
- The batteries may need recharging.
- Check that product call barring is not active – see Parental control on page 26.
- Has there been a power cut? If so, place the handset back on the base for ten seconds and try again. If it still doesn't work, disconnect the batteries and mains power for ten minutes, then reconnect and try again.

You have a dial tone, but the phone won't dial out

- If you're connected to a switchboard, check whether you need to dial an access code, see the full user guide, go to bt.com/producthelp.

Handset doesn't ring

- The ringer volume may be switched off, see page 22.
- Check that the mains power is correctly connected.
- Do Not Disturb may be switched on, see the full user guide, go to bt.com/producthelp.
- Block nuisance calls may be switched on, see page 19.
- Make sure the handset is registered to the base, see the full user guide, go to bt.com/producthelp.

If you need some help, call us on **0800 218 2182*** or go to bt.com/producthelp

General information

For information on safety instructions, cleaning, technical information or connecting to a switchboard, please refer to the 'General Information' section in the full user guide at bt.com/producthelp

Guarantee

Your BT7610 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 BT7610, or any component thereof, (other than batteries), which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished or repaired product.

The conditions of this guarantee are:

- The guarantee shall only apply to defects that occur within the 12 month guarantee period.
- Proof of purchase is required.
- The equipment is returned to BT or its agent as instructed.

This guarantee does not cover any faults or defects caused by accidents, misuse, fair wear and tear, neglect, tampering with the equipment, or any attempt at adjustment or repair other than through approved agents. This guarantee does not affect your statutory rights.

To find out what to do, if your phone is in or outside of the 12 month guarantee, please look in the full user guide at bt.com/producthelp

If you need some help, call us on **0800 218 2182*** or go to bt.com/producthelp

How to recycle your equipment

The symbol shown here and on the product means that the product is classed as electrical or electronic equipment, so DO NOT put it in your normal rubbish bin.



It's all part of the Waste Electrical and Electronic Equipment (WEEE) Directive to recycle products in the best way – to be kinder to the planet, get rid of dangerous things more safely and bury less rubbish in the ground.

You should contact your retailer or supplier for advice on how to dispose of this product in an environmentally friendly way.

Warning

You won't be able to call 999 from this phone if there's a power cut, so make sure you've got another way to call for help in an emergency.

R&TTE Directive & Declaration of Conformity

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).

For a copy of the Declaration of Conformity please refer to bt.com/producthelp

For a Better Future

We're always looking to make our products last longer and use less power, so we don't have such a big impact on the environment.

To find out about what we are doing, visit
bt.com/betterfuture

Offices worldwide

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Registered Office: 81 Newgate Street, London EC1A 7AJ.
Registered in England No. 1800000.
Printed in China.

Designed by The Art & Design Partnership.

Available in other formats including braille, large print or audio CD.
If you would like a copy, please call 0800 145 6789*.

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

† UK's No.1 Phone Brand based on sales. Source GfK RT UK,
Landline Phone sales, Jan 2000-May 2013.

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