



Block up to 100% of Nuisance Calls

Quick Set-up and User Guide



BT8610 Premium Nuisance Call Blocker

Digital Cordless Phone with Answering Machine

Powered by
trueCall[™]
STOPS NUISANCE CALLS

! You need a Caller Display service from your network provider to use Call Blocking and other Caller Display enabled features. Charges may apply.

Top Tips

- **What is BT Call Blocking?**

BT Call Blocking puts you back in control by allowing you to choose the calls you want to take and those you want to block. This means that any caller not on your contact list or already blocked is required to announce their name prior to getting through, allowing you to choose which calls to accept or reject.

- If you turn BT Call Blocking off, all calls will be allowed through, even if they're already on your blocked list. See page 23 to change settings.
- You can customise BT Call Blocking to block certain types of call e.g. International, Number Withheld etc. See page 28 to change settings.
- For compatibility with BT 1571 (or another voicemail service), make sure the answer delay is set for your answer machine to answer before the voicemail service. For BT 1571 do not set the answer delay to more than 5 rings.
- Visit bt.com/producthelp for more information and Troubleshooting tips.

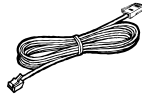
Check box contents



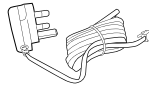
Handset



Base



Telephone line cord
(pre-installed)



Mains power adaptor
(item code 066270)



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

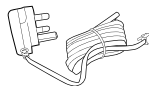
Contents for each additional handset (multipacks only)



Handset



Charger



Mains power adaptor
(item code 066270)



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 BT8610 if you use any other type of batteries.

If you need some help, call us on **0800 145 6789*** or go to **bt.com/producthelp**

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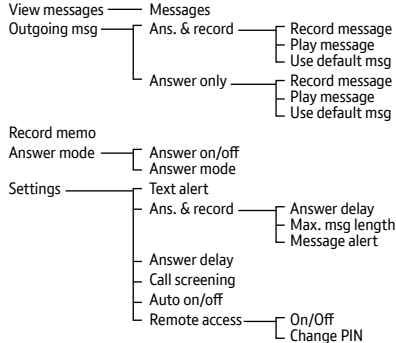
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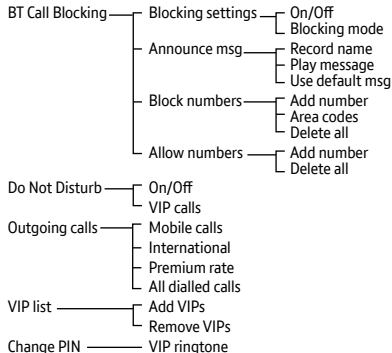
Menu map



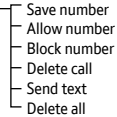
Answer Phone



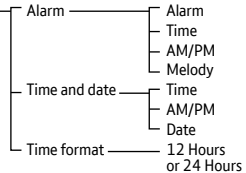
Call Control



Calls List



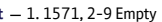
Clock/Alarm



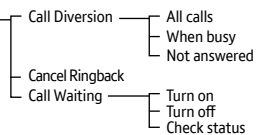
Text Messages

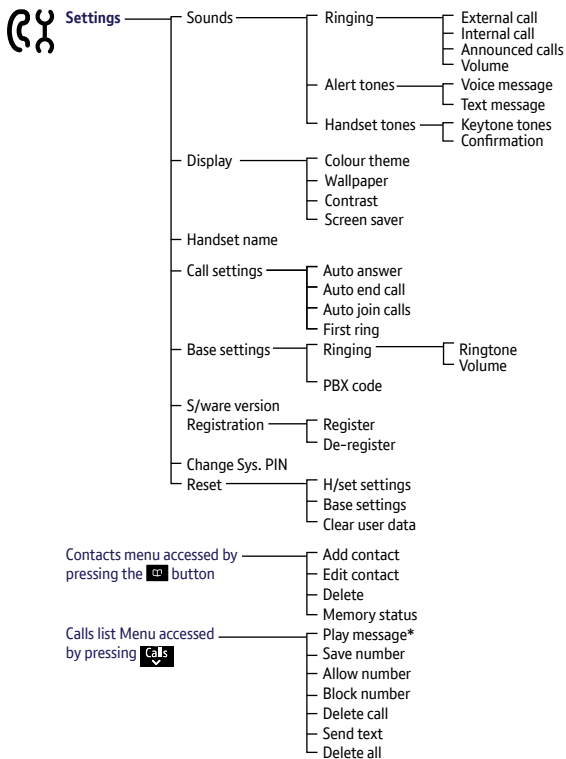


Speed Dial List



Calling Features

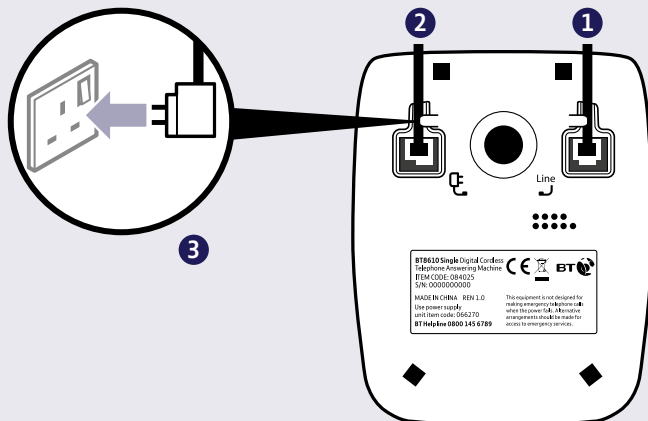




* Only offered if caller left a message on the answer machine.

Quick set up guide

1 Plug in



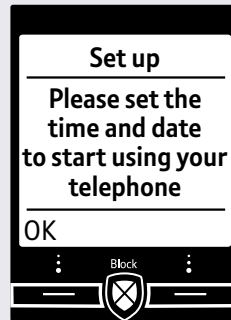
- 1 The telephone line cord is already fitted but **don't** plug the other end into the wall socket yet.
- 2 Plug the mains power adaptor into the base, with the cable clipped in the groove provided.
- 3 Plug the other end of the power adaptor into the wall power socket and switch on.



If you bought a multipack you can use either power adaptor.

2 Activate the batteries

1. Activate the batteries by pulling the plastic tab away from the bottom of the handset. Remove the protective plastic from the screen.

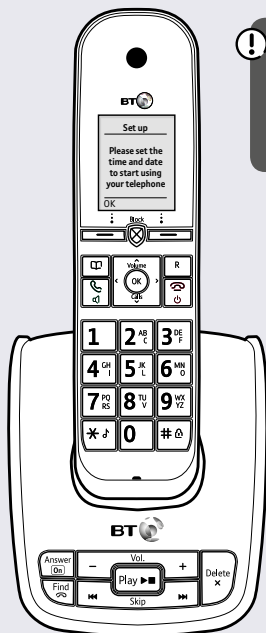


2. The BT logo will appear on the screen, followed by the set up wizard screen displaying **Please set the time and date to start using your telephone**. Place your handset on the base to charge first.

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3 Charge

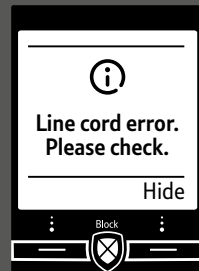
Place the handset on the base and leave to charge for **24 hours**.



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



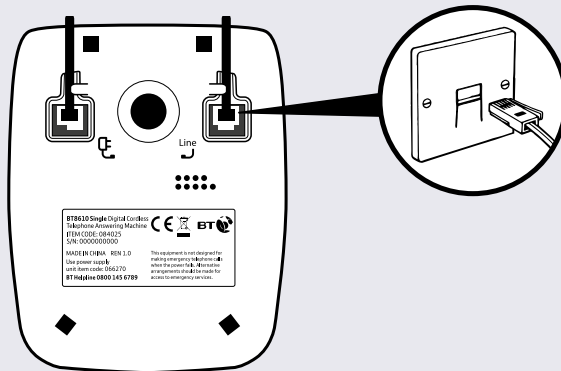
! If your screen displays this message, don't worry. This is normal and will continue to be displayed until you connect the phone line cord in Step 4.



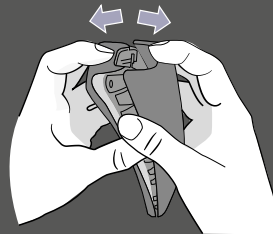
If you need some help, call us on **0800 145 6789*** or go to **bt.com/producthelp**

4 Connect the phone line cord

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




! If you ever need to remove the batteries, place your fingers in the groove at the bottom of the handset and lift the cover up to release it. Then, gently ease the batteries out.





If you need some help, call us on **0800 145 6789*** or go to **bt.com/producthelp**





5 Follow the set up wizard

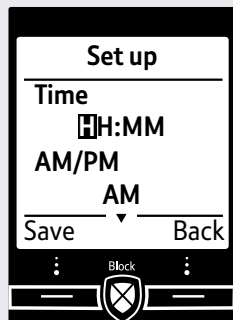
Set the time and date

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.



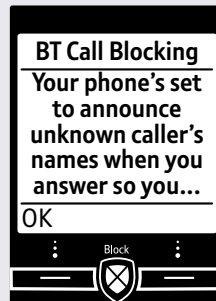
2. Use the keypad to enter the time using the 12 hour clock format e.g. for **3:32 pm** you need to enter **03:32**.
3. Press  press  or  to select **AM** or **PM**.
4. Press  enter the date in the format **DD/MM/YYYY**.
5. Press **Save**. **Saved** is displayed.



- ☰ You need to have a Caller Display service from your network provider to use all the features available e.g. Call Blocking, Visual Voicemail, Calls List, Text Messaging and other Caller Display enabled features. Charges may apply.

BT Call Blocking

- Continue to read and follow the prompts.
Call Blocking is already set to **On**. If you wish to switch it **Off**, see page 23.
- Press **OK**.

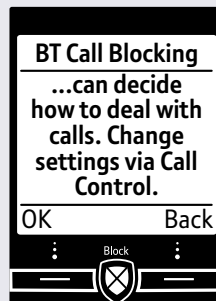


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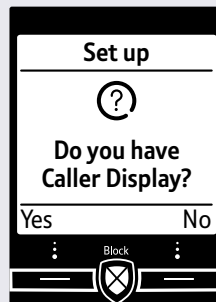
8. Press **OK**.

To allow calls from a contact/ number to ring as normal, follow the instructions on page 30 to add a number to your Allow list.

To allow a number to bypass Call Blocking and Do Not Disturb mode, add it to your VIP list. See page 34 for instructions.

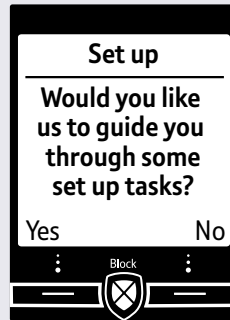


9. Select **Yes** or **No**, and follow the prompts.



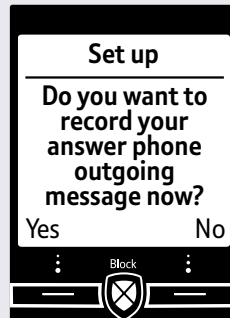
Complete the set up tasks

10. 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 answer phone outgoing message

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



17 Quick set up guide

Add contacts

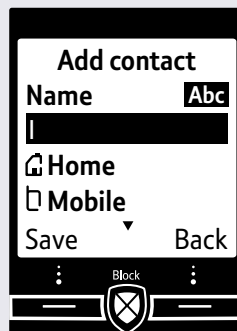
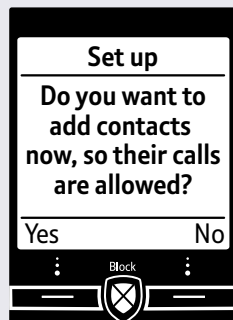
18. It's a good idea to add your contact numbers now so their calls are allowed to go straight through to you, otherwise these callers will have to go through Call Blocking. Select **Yes** (or select **No** to continue to next step).



Please make sure you always add the full telephone number when you save a contact. If you have important numbers that will always need to get through e.g Doctors surgery, National Floodline, Carer Line numbers etc, make sure you've added them to your Contacts or Allowed list.

You can also make any of your contacts a VIP, see page 34.

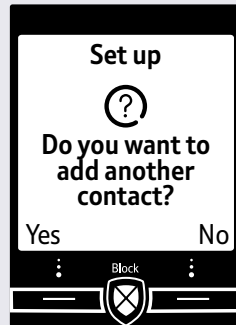
19. Enter the contact name using the keypad and press .
20. Enter the home phone number. You can then press and enter a mobile number and then a work number if you want to. Press then or to select a ringtone.
21. Select **Save** when you've finished.



22. Select **Yes** if you want to enter more contacts (or **No** if you don't want to for now). Follow steps 19, 20 and 21 on page 17 for instructions on how to add a contact.

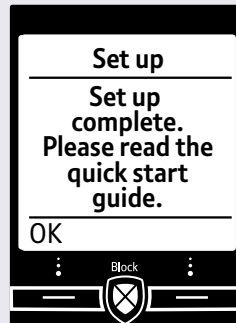


If you want to add contacts at a later time, see page 39 for instructions.



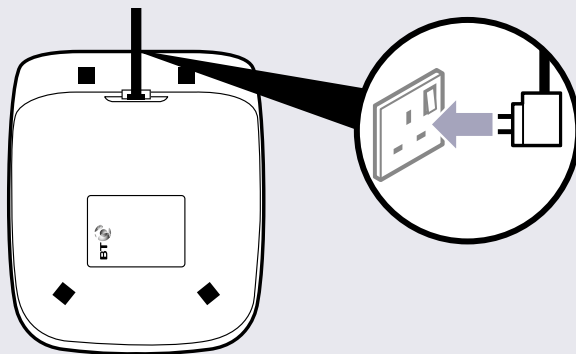
23. Select **OK** to complete the set up wizard. You can now start using your phone.

Please read the rest of this User Guide for instructions on how to use the most popular features of your BT8610 phone.



6 Set up your additional handsets (multi packs only)

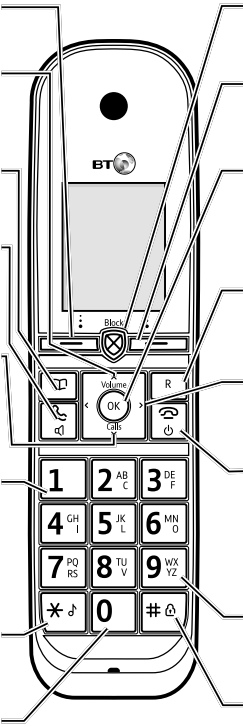
1. For additional handsets and chargers: plug the mains power adaptor into the back of the charger and plug the other end into the mains wall socket and switch on the power.



2. Activate the batteries as explained on page 9. Once you've set the time and date on the first handset then it will be shared with all other handsets in your multi pack after you activate the batteries.
3. Place the handset on the charger to charge for 24 hours.

Getting to know your phone

Handset buttons



Left option button

Up/Volume
Move up through menu options, increase volume, page 37.

Contacts
Access stored Contacts, page 40.

Talk/Handsfree
Make/receive calls, page 36.
Switch handsfree on/off, page 38.

Calls/Down
Enter calls list, page 45, decrease volume, page 37 and move down through menu options.

1 (Speed dial)
Press and hold to dial BT 1571 or a stored speed dial number. Press to enter symbols when entering a contact name or text message.

*** (Star)**
Press and hold to turn handset ringer on/off.

0
Press to enter a space.

Block Button
Access Call Blocking features, page 26.

Right option button
In answer machine mode, deletes current message playing.

OK
In idle mode, 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 36.
Press and hold to switch handset off. When handset is off, press to switch handset on. In menu mode, press to return to home screen.

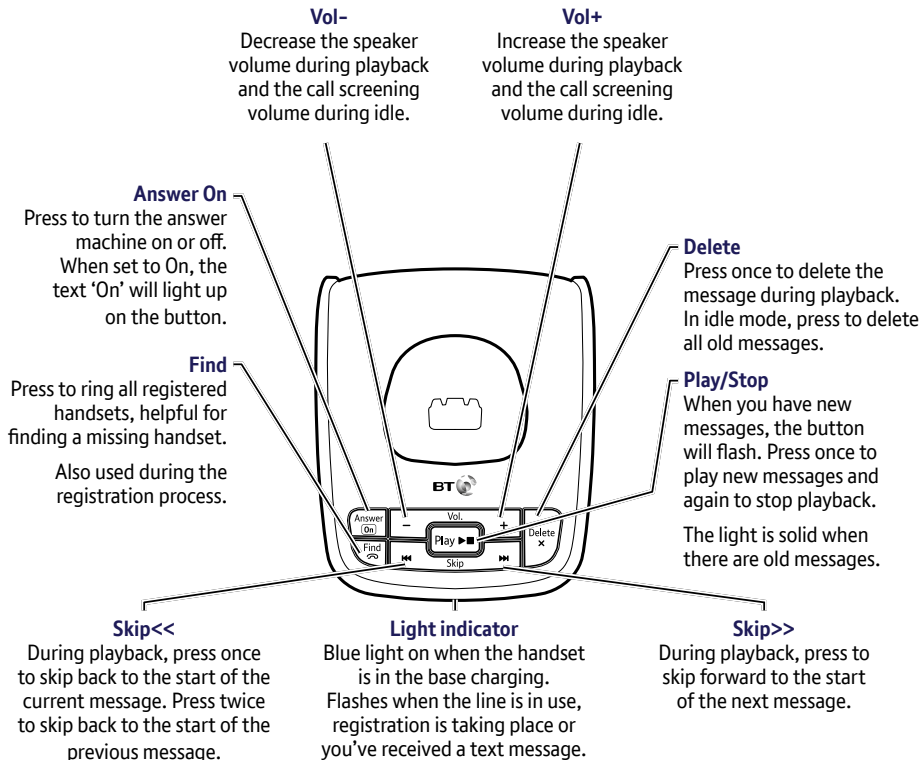
2-9 (Speed dial)
Press and hold buttons 2-9 to dial a stored speed dial number, page 42.

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

If you need some help, call us on **0800 145 6789*** or go to **bt.com/producthelp**

21 Getting to know your phone

Base












If you need some help, call us on **0800 145 6789*** or go to **bt.com/producthelp**


Finding your way around your phone

Your BT8610 has an easy to use menu system.

When the handset is switched on and at the idle 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 60 seconds, the handset returns to the home screen automatically.

Use the  to access the BT Call Blocking settings.


BT Call Blocking

You need Caller Display

This will help you get the most out of your BT Call Blocking. You can get this from your phone service provider. Charges may apply.






Your BT8610 has four Blocking modes that allow you to easily manage incoming calls in different ways:

- **Announce** – All calls not in your Contacts, Allow or VIP list must say their name. Those on your Blocked list hear, “Callers to this number are being screened by BT Call Blocking, the person you are calling is not accepting your call. Please hang up”.
- **International** – All calls from International numbers must announce their name. All other calls come straight through, except those already on the block list, who will hear the message above.
- **Ans Phone** – All calls not in your Contacts, Allowed or VIP list are sent straight to the Answer Phone including those on your Blocked list.
- **Custom** – You choose how you’d like to handle all of your calls.

-  In **Announce mode** (default setting), the BT8610 will filter all first time calls from numbers that are not yet saved in your Contacts, or already on your allowed list. By doing this, you gradually build up these lists and your phone will know how to deal with the call the next time it comes in.







Switch BT Call Blocking on/off

When Call Blocking is set to On, it is On for whichever mode you're using (e.g Announce mode). If you turn Call Blocking Off, all calls will be allowed through, even if they are already on your blocked list.


1. In idle mode, press .
2. Call Blocking settings are PIN protected, so follow the instructions to set your PIN or enter your PIN and select **OK**.
3. **BT Call Blocking** is highlighted, press **Select** or .
4. **Blocking settings** is highlighted, press **Select** or .
5. Press  or  to switch BT Call Blocking on/off, then press **Save**.

Personalise your announce message

You can personalise the BT Call Blocking greeting, by adding your name to the Announce message.

1. Select **Menu**, scroll  to **Call Control** and press **Select** or .
2. Follow the instructions to set your PIN or enter your PIN and select **OK**.
3. **BT Call Blocking** is highlighted, press **Select** or .
4. Scroll to **Announce msg**, press **Select** or .
5. Press **Select**, or , on **Record name** and follow the voice prompt and press **Save**.
6. The recording will play back, if you're happy with it, press .


How do you accept, block or send a call to the answer phone?

1. BT Call Blocking answers a call for you and asks the caller to say (“announce”) who they are.
2. Your BT8610 then rings you with the Announced call on the display and announces the caller’s name when you pick up the phone. (e.g. “You have a call from Mark”).
3. You now have the following choices :
 - To accept the call, press 1
 - To always accept their calls, press 2
 - To block their calls, press 3 or press 
 - To send this call to the answer phone, press 4
 - Or to ignore the call, just hang up (this call will then be sent straight to the answer phone)

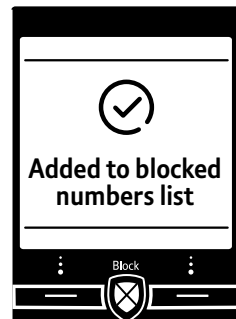
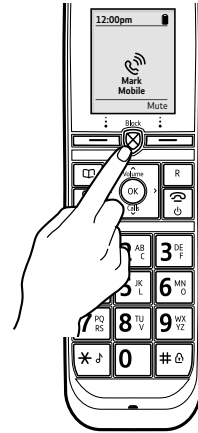
The Block button

The block call button can be used in 3 ways:


1. Incoming call

When you have an incoming call, the handset display will show 'Announced call'. When you pick up the handset you'll hear the caller announcement so you can decide whether to take the call. If you don't want to take the call, press  on the handset and the caller will be advised that their call is not accepted and the call will be disconnected.


The number will be blocked and added to the blocked calls list if Caller ID is displayed. If the number calls again, the caller will hear, "Callers to this number are being screened by BT Call Blocking, the person you are calling is not accepting your call. Please hang up".



2. During a call







If you have already answered the call and you want to block the number press . If the number is displayed you have the option to select **Yes** and the number will be added to the blocked numbers list and the call will end. Or select **No** to go back to the caller.

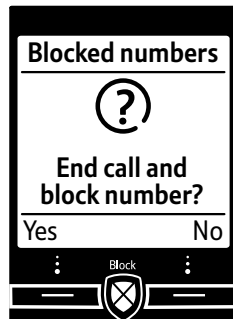
3. In idle mode

Press  as a shortcut to the Call Control menu. See page 32.

How do I change the different BT Call Blocking modes?


You can change the default setting of Announce mode to International, Answer phone or Custom:

1. In idle mode, press .
2. Follow the instructions to set your PIN or enter your PIN and select **OK**.
3. **BT Call Blocking** is highlighted, press **Select** or .
4. **Block settings** is highlighted, press **Select** or .
5. Scroll  to **Blocking mode** and then use the  or  to select the one that you want to change (e.g. International) and press **Save**.










Custom mode

Once you get used to your phone, you might decide to customise your settings depending on the call type. For example, you can allow unknown numbers but block international numbers and send withheld numbers to the answer phone.

 **Remember:** settings will be the same as the last mode you selected, unless you save your own custom options.

Here's how to customise settings for certain types of call

Take care when doing this, as it changes your phone's BT Call Blocking settings.


1. In idle mode, press .
2. Follow the instructions to set your PIN or enter your PIN and select .
3. **BT Call Blocking** is highlighted, press **Select** or .
4. **Block settings** is highlighted, press **Select** or .
5. Scroll  to **Blocking mode** then press  or  to find **Custom**.
6. Press **Save** and scroll to find the type of call that you want to want to change the settings for. You can change :
Blocked numbers / Allowed numbers / International / Withheld / Payphones / Mobile numbers / Unavailable /All other numbers.
And for each of these, you have the choice to: Block / Ans.phone / Allow / Announce.
7. Select **Save**.

If you need some help, call us on **0800 145 6789*** or go to bt.com/producthelp

What happens when you allow a number (caller)

Any numbers in your phone's Contacts are automatically allowed to come straight through to you to answer. To block a contact, see page 25.

- When you get an allowed call, you'll see the caller's number (if available) with the call type below it on your phone's screen.
- If you don't answer a call from an allowed number, it will go through to your answer phone (if it's on) or eventually it will hang up if unanswered.


 **Remember:** if you've allowed a contact, all the numbers you have for a contact will also be allowed.

What happens to my VIP numbers?


These are always allowed to come through to you. If you want BT Call Blocking to look after any of these numbers, you'll need to remove them from your VIP list and then adjust your BT Call Blocking settings for that number.


What happens when you block a number (caller)

You can block a whole number or part of it (e.g. you can block by area codes). To unblock or allow a blocked number, see page 31.

- A caller calling from a blocked number will hear a message telling them that their call has been blocked.
- You'll see the caller's number (if available) in the Calls list with . This means that BT Call Blocking is blocking the call without you having to do anything.

If you need some help, call us on **0800 145 6789*** or go to bt.com/producthelp







 **Remember:** if you've blocked a contact, all the numbers you have for a contact will also be blocked.

 **Calls that are always allowed**
'Ringback' calls and calls from the operator are always allowed, and you can't block these using BT Call Blocking.

How to add numbers straight to your Blocked and Allow lists

Aside from adding numbers to your Block and Allow list as calls come through, you can also add numbers directly to the lists via your Call Control menu.

To add a number to the block list

1. In idle mode, press .
2. Follow the instructions to set your PIN or enter your PIN and select .
3. **BT Call Blocking** is highlighted, press **Select** or .
4. Scroll  to **Block numbers** and press **Select** or .
5. **Add number** is highlighted, press **Select** or .
6. Enter the telephone number you want to block (make sure you enter the full dialling code) and press **Save**.

To block numbers by area code

You can also block numbers by area code. This will mean that any calls beginning with that code, will be blocked. Follow the instructions above from 1 to 4 and then:

5. Scroll **Calls** to **Area codes**, press **Select** or **OK**.
6. On first use, you will see **No area codes stored. Add code?** Select **Yes**.
7. Add the area code (e.g. 01473) and press **Save**.

To add a number to the allow list

1. In idle mode, press **⊗**.
2. Follow the instructions to set your PIN or enter your PIN and select **OK**.
3. **BT Call Blocking** is highlighted, press **Select** or **OK**.
4. Scroll **Calls** to **Allow numbers** and press **Select** or **OK**.
5. **Add number** is highlighted, press **Select** or **OK**.
6. Enter the telephone number you want to allow (make sure you enter the full dialling code) and press **Save**.

Deleting your blocked and allowed lists











When in the Block and Allow number menu's above, you also have the choice to delete the whole list. Remember, if you do this, all calls previously blocked and allowed, will now come back through your BT Call Blocking settings.


Call control settings

- ! To enter the Call control menu you need to enter your access PIN. This will need to be set the first time you try and enter the menu, simply follow the on screen instructions. If you have already changed the remote access PIN when setting your remote access then you will not need to set it again as this PIN is used for both Call control and Remote access.

Set-up Do not disturb







Do not disturb allows calls to be received silently with minimal notification. The default is off.


1. In idle mode, press .
2. Enter the access PIN and select . Scroll  to **Do Not Disturb** and press **Select**.
3. Press  or  to select **On**, **Off** or **Timed**. If you select **Timed** you need to select the on and off times you want, press  and enter the on time, then  again and enter the off time. Press  to highlight whether you want VIP calls to be **Allowed** or **Barred** using  or , then press **Save**. The chosen setting will be displayed and you will hear a confirmation tone.

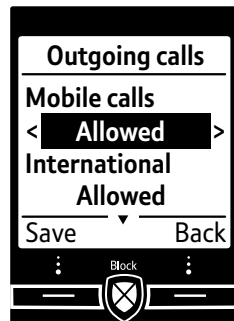
-  When set to On, the idle screen will display **DO NOT DISTURB** instead of the handset name. For more information and general advice on handling unwanted calls please go to bt.com/unwantedcalls

33 Call control settings

Set Outgoing calls control




1. In idle mode, press .
2. Enter the access PIN and select . Press  to highlight **Outgoing calls** and press **Select**.
3. **Mobile calls** is highlighted. Press  or  to select **Allowed** or **Barred** for **Mobile calls**, then press  to **International** and follow the same procedure for each option displayed and then select **OK**. The display will show **Outgoing calls settings saved**. You will then be prompted to add some VIPs if you haven't already assigned any.


 If 'All dialled calls' is set to **Barred**, this will take precedence over the other settings except emergency numbers 999 and 112 which can still be dialled. If set to **Allowed**, the status of the other settings will manage which calls can be made. The default for all **Outgoing calls** settings is **Allowed**.



Assign VIP status to a contact



You can assign VIP status to any of your contacts which means when Do not disturb is switched on, these calls will ring through as normal. The default Do not disturb setting is **Allowed**. If set to **Allowed**, calls from VIPs will ring as normal, if set to **Barred**, all calls including the VIPs will ring silently, see page 32. You can also still make calls to VIP contacts when Outgoing Call Control is switched on.

1. In idle mode, press .
2. Enter the access PIN and select **OK**. Press  to highlight **VIP list** and press **Select**.
3. Read the prompt and select **Info**, read the message and select **Yes** at the end. Your contacts list will be displayed.
4. To assign contacts as VIP, highlight the contact and press . Select additional contacts if required by repeating above.
5. Select **Options**, **Add selected** will be highlighted, press **OK** and the selected entries will be added to your VIP list.

 If you've already added contacts to your VIP's, the list will be displayed when you enter the VIP list menu. You can then select **Options** to add further VIPs, remove VIPs or assign a VIP ringtone.

35 Call control settings

Change the access PIN


1. In idle mode, press .
2. Enter the existing 4 digit remote access PIN. Press  to highlight **Change PIN** and press **Select**.
3. Once you've read the reminder message, select **OK** then enter the existing 4 digit access PIN and select **OK**.
4. Enter the new 4 digit access PIN and select **OK**, then enter it again when prompted and select **OK**. **Access PIN saved** will be displayed.

Using the phone



- ☰ In **Announce mode** (default setting), the BT8610 will filter all first time calls from numbers that are not yet saved in your Contacts, or already on your allowed list. By doing this, you gradually build up these lists and your phone will know how to deal with the call the next time it comes in.

Making calls


Make an external call

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


End a call

1. Press . Or, press  to end the call and add the caller's number to the blocked numbers list.

Receive a call

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

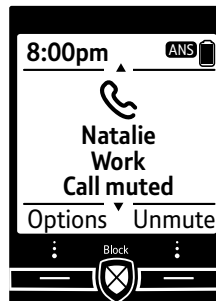
If you've got a caller display service, the display shows the incoming call, caller's number (if available) or the caller's name.

1. Press  to accept the call.



Mute

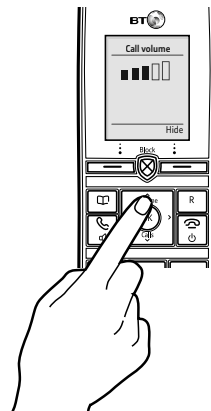
1. During a call, select **Mute** by pressing the Right option button. The display shows **Call muted** and your caller can't hear you.
2. Select **Unmute** to return to your caller.







Incoming speech / Handsfree volume

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

From the idle screen, you can press **Volume** 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.







Make an internal call between handsets (if you have more than one handset)

1. From the idle screen, press  to open your contact list.
2. Press  to scroll through and display the handset you want to call, press .
3. The receiving handset will ring and your handset name will be displayed on the screen. To answer, they need to press . The call will be presented for 30 seconds.
4. Press  to end the call.



 You can also choose All handsets if you want to call all handsets registered to the base. If a handset answers, the handset name will be displayed on your screen.

Transfer a call

1. During a call, select **Options**, then press  to highlight **Transfer call** and press **Select**.
2. If you have one other handset it will ring, if you have more than one other handset you can press  or  to highlight the handset you want, then select **Call** and it will ring. Your external call will be put on hold.
3. When the other handset answers you can announce the call and then select **Transfer** or press  to transfer the call.

Hold a 3-way call

You can hold a 3-way call with two external callers. Or, you can hold a 3-way call between 2 internal handsets and 1 external caller. Once the 3-way call is in progress other handsets registered to the base can join the call by pressing.

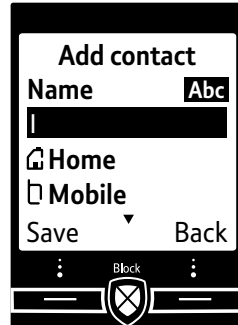
1. During a call, select **Options**. **Multi call** is highlighted, press **Select**.
2. Either enter the number you want to call or press  and scroll to the number you want or the internal handset you want and then press  to call. When the second call is answered, the first external caller will be put on hold.
3. Select **Join** and all callers will be joined in a 3-way call.

Contacts

Store a contact (up to 200)

1. From the idle screen, press **☰**.
2. Select **Options**. **Add contact** is highlighted, press **Select**.
3. Enter the new contact name using the keypad then press **Calls** and enter the home phone number. Press **Calls** and enter a mobile number and then a work number if you want to. Press **Calls** then **<** or **>** to select a ringtone.

Select **Save** when you've finished. The display will show **Contact saved**.



- ☰** To add a contact as a speed dial you need to enter the speed dial menu from the idle screen, see page 42.

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Edit a contact

1. From the idle screen, press **☰**.
2. Press **Volume** or **Calls** to scroll to the entry you want to edit and select **Options**.
3. Press **Calls** to highlight **Edit contact** and press **Select**.
4. Edit the name by pressing **<** or **>** button to move cursor left or right and **Clear** to delete characters and use the keypad to enter new ones, then press **Calls** to move the cursor to edit any of the numbers you have stored, using **Clear** to delete digits and re-enter any new ones, then select **Save**. The display will show **Contact saved**.

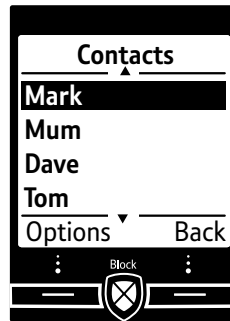
Delete selected or all contacts

1. From the idle screen, press **☰**.
2. Press **Calls**, until the name that you want to delete is highlighted and press **Options**.
3. Scroll **Calls** to **Delete** and press **Select**.
4. The Contacts list is displayed, with the name that you want to delete highlighted and a ✓.
5. If you want to delete more than one contact at once, you can then press **Volume** or **Calls** to highlight each contact that you want to delete and press **OK**. Press **OK** again to unselect or untick.
6. Once you have selected all of the contacts that you want to delete, press **Options**. **Delete Selected** is highlighted.

7. Press **OK**.
8. You'll see a final confirmation screen. Press **Yes**.

View/dial a contact

1. From the idle screen, press **☰** to open your contact list.
2. Press **Volume Up** or **Calls** 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.



Speed dial



You can allocate a name and number to each of the Speed dial buttons **1** to **9**. Button **1** is pre-programmed with 1571 but you can delete this and replace it with an entry of your choice.

Save a Speed dial entry

1. From the idle screen, enter the telephone number you want to store.
2. Then, either:
 - Press and hold the Speed dial button from **1** to **9** that you want to store the number under.



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Or,

Select **Options**, scroll  to highlight **Set speed dial** and press **Select**. Scroll  to the speed dial location number you want (1-9) and select **Save**.




The display will show **Saved as speed dial x** (x being the Speed dial button).

Dial a Speed dial entry





1. Either, press and hold the Speed dial button  to  under which the entry you want to dial is stored.


Or, Select **Menu**, scroll  to display **Speed Dial List** and press **Select**. Scroll  to highlight the entry you want then press . The number will be dialled automatically.

Edit a Speed dial entry

1. Select **Menu**, scroll  to display **Speed Dial List** and press **Select**.
2. Press  or  to highlight the entry you want to edit and select **Options**.
3. **Edit** is highlighted, press **Select**.
4. Edit the number by selecting **Clear** to delete digits and then enter any new digits. Select **Save**. **Saved as speed dial x** will be displayed.

Delete a Speed dial entry



1. Select **Menu**, scroll  to display **Speed Dial List** and press **Select**.
2. Press  or  to highlight the entry you want to delete and select **Options**.
3. Scroll  to highlight **Delete** and press **Select**.
4. **Delete speed dial x?** is displayed, select **Yes**. **Speed dial x deleted** will be displayed.

 **Remember:** numbers that you store in speed dial are allowed straight through, without Call Blocking intercepting them.






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.

Missed call notification

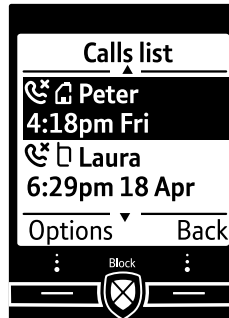
If an incoming call has been missed (i.e. not answered), the missed call icon will be displayed on the home screen with the number of missed calls displayed underneath it e.g. . You can clear the notification by viewing the calls list on any handset registered to the base. The  icon will still be presented for missed calls in the calls list so you can differentiate between calls. See Calls list indicators below.

! Calls list indicators

-  = outgoing call made
-  = incoming call received
-  = missed call
-  = caller left a voice message
-  = blocked call

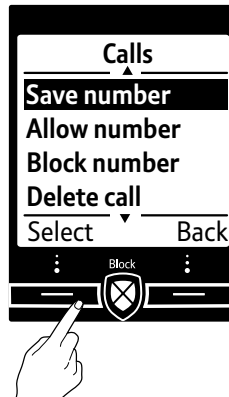
View and dial from the Calls list (up to 50 incoming and 30 outgoing calls)

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 **Volume** or **Calls** 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**, then press **Volume** or **Calls** to highlight the entry you want and select **Options**.
2. Highlight **Save number** and press **Select**.



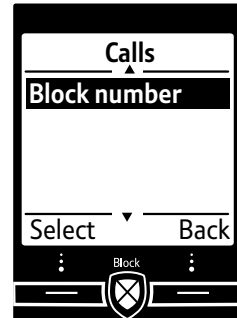
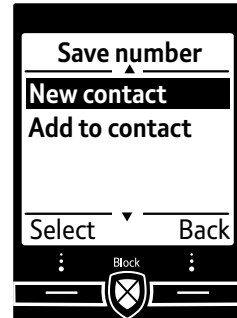
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3. You now have two options:

- i) To save this as a new contact, highlight **New contact** and press **Select**. Highlight the type of number, then press **Select**. Enter the contact name and select **Save**.
- ii) To add to an existing contact, highlight **Add to contact** and press **Select**. Scroll to highlight the entry you want and press **Select**. Highlight the number type where you want to save the number (Home, Work or Mobile) and press **Select**.

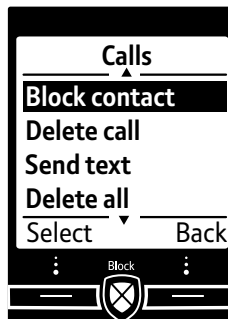
Allow/Block number

1. Once a number has been added to the **Allow number** list, on selection, the only option displayed will be **Block number**.
2. If the number has been added to the Block number list, on selection, the only option displayed will be **Allow number**.



Calls list entry options

1. If an incoming call matches an entry in your phonebook, the contact name will be displayed and you will be given the following call options: **Block contact, Delete call, Send text, Delete all.**








Delete an entry in the Calls list, or the whole list






1. Press **Calls** or select **Calls**, then if you want to delete just one entry, press **Calls** or **Volume** to highlight the entry and select **Options**. To delete the entire list, simply select **Options**.
2. Press **Calls** to display either **Delete call** or **Delete all** and press **Select**. **Call deleted** will be displayed if you have deleted one entry, if you chose to delete all then you will need to confirm by selecting **Yes**.

Clock/Alarm


Set the time and date

1. Select **Menu**, scroll  to display **Clock/Alarm** and press **Select**.
2. Press  to highlight **Time and date** and press **Select**.
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 an alarm

1. Select **Menu**, scroll  to display **Clock/Alarm** and press **Select**.
2. **Alarm** is highlighted, press **Select**.
3. Press  or  to display the alarm frequency you want: **Off**, **On once**, **On daily**, **Mon to Fri** or **Sat & Sun** then press  and enter the alarm time, (you will also need to select AM or PM if you have set 12 hour format), then press  to select the melody you want. Select **Save**.

To stop the alarm, press  or select **Stop**.

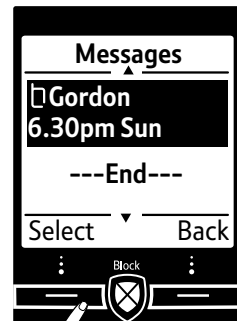
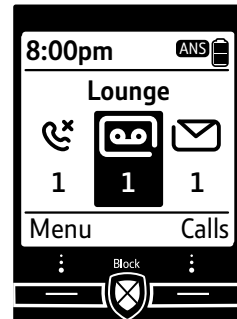
To activate a ten minute snooze, select **Snooze** or any other button (except  or **Stop**). You can set snooze as many times as you want until you select **Stop**.

If an incoming call is received while the alarm is going off, the alarm notification will immediately stop and the incoming call will be shown on the display. The alarm will not resume.



Answer machine


Message playback using the handset



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

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


 or  twice within a second to skip back to the previous message.

 or  once to skip forward to the next message.


Delete or  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 idle screen will be renumbered to take into account any deleted messages.


Delete a message or delete all old (played) messages

1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. **View Messages** will be displayed, press **Select**. A list of your answer phone messages will be displayed.
3. Select **Options** and scroll  to highlight either **Delete message** or **Delete all old msgs** and press **Select**.
4. A confirmation question will be displayed, select **Yes** to confirm deletion. (Or **No** to cancel).


Save a number in the answer phone message list to your contacts

1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. **View Messages** will be displayed, press **Select**. Highlight the number you want to save and select **Options**.
3. Scroll  to highlight **Save number** and press **Select**.
4. You now have two options:
 - i) To save this as a new contact, highlight **New contact** and press **Select**. Highlight the type of number, then press **Select**. Enter the contact name and select **Save**.
 - ii) To add to an existing contact, highlight **Add to contact** and press **Select**. Scroll to highlight the entry you want and press **Select**. Highlight the number type where you want to save the number (Home, Work or Mobile) and press **Select**.


Send a text to a number in the answer phone message list


1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. **View Messages** will be displayed, press **Select**. Highlight the number you want to save and select **Options**.
3. Scroll  to highlight **Send text** and press **Select**.
4. Enter and send your text message as per the instructions detailed on page 68.


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.

Delete all old (played) messages

1. In idle mode, press . The base will announce, “To delete all old messages, press Delete”, press  again within 3 seconds to delete all old messages. You will hear, “All old messages deleted.”

Switch the answer machine on or off

Press  to toggle between **On** and **Off**. The setting is announced.

When On, the text ‘On’ will light up on the  button.

Switch the answer machine on or off and set the answer mode

1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press **Calls** until **Answer mode** is highlighted, press **Select**.
3. Press **<** or **>** to select **On** or **Off** then scroll **Calls** to set the answer mode, press **<** or **>** to highlight **Ans. & Rec** or **Answer only** and then select **Save**. **Answer mode saved** will be displayed and the current answer mode will be announced.

Outgoing messages

The outgoing message is the message a caller first hears when the answer machine picks up their call. There are two pre-recorded male and female outgoing messages to choose from, one that allows callers to leave a message (Answer & Record) and one that simply answers the call (Answer Only) or you can record your own.

Record your own outgoing message

1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press **Calls** until **Outgoing msg** is displayed, press **Select**.
3. Press **Volume** or **Calls** to highlight the outgoing message mode you want: **Ans. & record** or **Answer only** and press **Select**.
4. **Record message** is highlighted, press **Select**. Follow the voice prompt to record your message and select **Save** when you've finished.
5. Your message will be played back to you. Select **OK** if you're happy with it or you can delete it by selecting **Delete**.

Play the current outgoing message

1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press **Calls** until **Outgoing msg** is displayed, press **Select**.
3. Press **Volume** or **Calls** to highlight the outgoing message mode you want: **Ans. & record** or **Answer only** and press **Select**.
4. Press **Calls** to highlight **Play message** and press **Select** to hear the outgoing message. If the current outgoing message being played is your recorded message you can delete it if you want to by selecting **Delete**.

Reinstate the pre-recorded outgoing message


1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press **Calls** until **Outgoing msg** is displayed, press **Select**.
3. Press **Volume** or **Calls** to highlight the outgoing message mode you want: **Ans. & record** or **Answer only** and press **Select**.
4. Press **Calls** to highlight **Use default msg** and press **Select**.
5. Press **<** or **>** to display **On**. Scroll **Calls** and then use **<** or **>** to display either **Female** or **Male** and select **Save**. **Saved** will be displayed.

Record a memo

1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press **Calls** until **Record memo** is displayed, press **Select**.
3. Follow the voice prompt to record your memo and select **Save** when you've finished.

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4. Your memo will be played back to you. Select **OK** if you're happy with it or you can delete it by selecting **Delete**.

 Memo messages are played back in exactly the same way as normal answer machine messages, see page 53 and 54.

Answer delay

The answer delay setting sets how many times the phone will ring before the answer machine takes the call. You can choose from 0-9 rings or Time saver. The default setting is 4 rings.






Set the answer delay

1. Select **Menu**, **Answer Phone** is displayed, press **Select**.
2. Press  until **Settings** is displayed, press **Select**.
3. Press  to highlight either **Ans. & record** or **Answer only** and press **Select**.
4. **Answer delay** is displayed, use  or  to display the number of rings you want (2-10 rings or Time saver) and select **Save**. **Saved** will be displayed.






For compatibility with BT 1571 (or another voicemail service)


Make sure the answer delay is set for your answer machine to answer before the voicemail service. Therefore, the answer delay should be less than on your voicemail service. For BT 1571 do not set the answer delay to more than 5 rings.

Set the maximum message length

1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press  until **Settings** is displayed, press **Select**.
3. Press  to highlight **Ans. & record** and press **Select**.
4. Press  to display **Max. msg length** and then press  or  to select the length you want and select **Save**. **Saved** will be displayed.

Set the message alert on or off





1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press  until **Settings** is displayed, press **Select**.
3. Press  to highlight **Ans. & record** and press **Select**.
4. Press  to display **Message alert** and then press  or  to select **On** or **Off** and select **Save**. **Saved** will be displayed.

 When the message alert is set to On, the base will beep at regular intervals. The default setting is On.

Call screening


The default is call screening off.

Turn call screening on or off

1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press  until **Settings** is displayed, press **Select**.
3. Press  to highlight **Call screening**, press **Select**.
4. Press  or  to display **On** or **Off** and select **Save**. **Saved** will be displayed.

Using call screening




When the phone rings, wait for the answer machine to take the call. When the caller begins to leave a message, the display will show **Leaving a message**, underneath the callers number (or name if you have added as a contact and a caller display service).

If you wish to listen to the message being recorded, press the left option key to select **Listen** or, if you wish to talk to the caller, press  to take the call. Talking to the caller will stop the recording if it's started.




Remote access

With remote access you can operate your answer machine from any Touchtone™ phone, even if you forget to turn on your answer machine before you go out. You need to set a remote access PIN first and then you will need to turn remote access On if you want to use this feature. The PIN is also used for the Call Control PIN.

Set the remote access PIN for the first time

1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press  until **Settings** is displayed, press **Select**.
3. Press  to highlight **Remote access** and press **Select**.
4. Read the message prompt, press  to read it all, then select **Set PIN**.
5. Enter a 4 digit PIN of your choice and select **OK**.
6. Enter the 4 digit PIN again to confirm and select **OK**. The display will show **Access PIN saved**.

Change the remote access PIN


1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press  until **Settings** is displayed, press **Select**.
3. Press  to highlight **Remote access** and press **Select**.
4. Press  to highlight **Change PIN** and press **Select**. You will be reminded that the access PIN is used for both remote access and call control.
5. Enter your old 4 digit PIN and select **OK**.





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6. Enter the new 4 digit PIN, select **OK**, then enter the new PIN again and select **OK**. The display will show **New Access PIN saved**.

Turn remote access on or off

 You cannot turn Remote access On until you have set a remote access PIN. The default setting is Off.

1. Select **Menu, Answer Phone** is displayed, press **Select**.
2. Press  until **Settings** is displayed, press **Select**.
3. Press  to highlight **Remote access** and press **Select**.
4. **On/Off** is displayed, press **Select**.
5. Press  or  to display **On** or **Off** and select **Save**. **Saved** will be displayed.

If you forget to switch on your answer machine


 Remote Access must first be enabled to allow you to switch on the answer machine remotely.

1. Call your number from another phone and let it ring. After 20 rings the machine will switch on and answer your call.
2. Press ***** and enter your 4 digit remote access PIN when prompted. You can play back your messages. If you do not choose to switch your answer machine On, it will switch off when the call is ended.






BT Calling Features

You need to subscribe to the specific BT Calling Feature to be able to use some of these services. You might have to pay a fee. For more details on BT's Calling Features, go to bt.com/callingfeatures, refer to the user guide supplied when you subscribed to the services of your choice or call BT free on 0800 800 150. If you're not connected to the BT network, some of these features may not be available.

To change any BT Calling Features settings

1. Firstly, select **Menu**, scroll  to display **Calling Features** and press **Select**. Then choose the Calling Feature you want from the options below:


Call Diversion

2. **Call Diversion** is highlighted, press **Select**.
3. Press  or  to highlight the diversion option you want: **All Calls**, **When busy** or **Not answered** and press **Select**.
4. Press  or  to display either: **Set up**, **Cancel** or **Check status** and press **Select**.
5. If you selected **Set up**, you will need to enter the telephone number to divert to (or press  and select the number from your contacts), then select **Set up**.




If you chose **Cancel** or **Check status**, the service will be called, follow the spoken instructions or listen for confirmation/status.

Call divert takes precedence over Call Blocking and so all calls will be diverted.

Cancel Ringback


2. Press  to highlight **Cancel Ringback**, press **Select**.
3. The service will be called and the display will show **Cancelling**. Follow the spoken instructions or listen for confirmation/status.

Call Waiting

2. Press  until **Call Waiting** is highlighted, press **Select**.
3. Press  or  to highlight either **Turn on**, **Turn off** or **Check status** and press **Select**. The service will be called. Follow the spoken instructions or listen for confirmation/status.






Settings

To change any Handset settings





1. Firstly, select **Menu**, scroll  to display **Settings** and press **Select**. Then choose the handset setting you want to change from the options below:

Handset ringtone and volume





Choose from fifteen handset ringtones. The default is external ringtone Melody 1 and internal ringtone Melody 2. There are five handset ringer volume levels plus Ringer Off. The default is Level 3.

2. **Sounds** is highlighted, press **Select**. **Ring** is highlighted, press **Select**.
3. Press  or  to select the external melody you want, press  to select the internal melody, then press  to select the announced calls melody.
4. Press  again to select the volume level and select **Save**.

Alert tones on or off





2. **Sounds** is highlighted, press **Select**. Press  to highlight **Alert tones** and press **Select**.
3. Press  or  to select **On** or **Off** for the Voice message alert and then press  to select **On** or **Off** for the Text message alert and select **Save**.

Turn the handset tones on or off


2. **Sounds** is highlighted, press **Select**. Press  to highlight **Handset tones**, press **Select**.
3. Press  or  to select **On** or **Off** for Keypad tones, then press  to select **On** or **Off** for Confirmation tones and select **Save**.

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Handset display options

2. Press  to highlight **Display**, press **Select**.
3. Press  or  to select the colour theme, press  and do the same steps for wallpaper, contrast level and screensaver, then select **Save**.


Handset name

2. Press  to highlight **Handset name**, press **Select**.
3. Edit the name by selecting **Clear** to delete the characters, then enter the new name and select **Save**.

Call settings





2. Press  to highlight **Call settings**, press **Select**.
3. Press  or  to select **On** or **Off** for Auto answer, then press  to select **On** or **Off** for Auto end call. Do the same steps for Auto join calls and First ring, then select **Save**.

To change any Base settings

1. Firstly, select **Menu**, scroll  to display **Settings** and press **Select**. Then choose the base setting you want to change from the options below:



Base ringtone melody and volume

Choose from five base ringtones. The default is Melody 1. There are five base ringer volume levels plus Ringer Off. The default is Level 3.


2. Press  to highlight **Base settings**, press **Select**.
3. **Ringin** is highlighted, press **Select**.
4. Press  or  to select the ringtone melody, then press  to select the volume level you want and select **Save**.

PBX access code



If you're connected to a switchboard, you might need to enter an access code (e.g. 9) before you dial a number. Your BT8610 can store an access code which is automatically dialled before each number. We cannot guarantee that all the BT8610 features will work when connected to a PBX.


2. Press  to highlight **Base settings**, press **Select**.
3. Press  to highlight **PBX code**, press **Select**. Enter the number you want (maximum four digits). If you wish to stop using a PBX access code, go into the PBX code menu and delete all the digits by selecting **Clear**, then select **Save**.

Change the system PIN (different to the Call control & Remote access PIN)

2. Press  to highlight **Change Sys. PIN**, press **Select**. If the current PIN is 0000, you'll be prompted to enter the new four digit PIN, then press **OK**. If the current PIN is not 0000, you'll be prompted to enter the old (current) four digit PIN first and then select **OK**. Then follow the prompts and enter the new four digit PIN.
3. Enter the new four digit PIN again and select **OK**. The display will show **New system PIN saved**.



Reset the handset or base settings


2. Press  to highlight **Reset**, press **Select**.
3. **H/set settings** is highlighted. Press **Select** or press  to highlight **Base settings** and then press **Select**.
4. **Reset <handset or base> settings back to default?** is displayed, select **Yes**.
5. **Resetting <handset or base> settings...** is displayed while the reset takes place. Once finished, **<Handset or Base> settings reset back to default** is displayed.

 **Note:** If Reset Base settings is selected. When reset completes, the base will restart and the setup wizard is presented on the handset(s).

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Clear the handset and base user data


2. Press  to highlight **Reset**, press **Select**.
3. Press  to highlight **Clear user data**, press **Select**.
4. If the current system PIN is not 0000 you'll be prompted to enter the PIN then press **OK**. If it's 0000, you'll be taken straight to step 5.
5. **Delete data on all handsets and base?** is displayed. Select **Yes**.
6. **Deleting all user data...** is displayed. Once finished, **All user data deleted** is displayed.

 **Note:** The handset(s) and base will restart. The handset(s) will display the setup wizard.

Text messaging



Your BT8610 can send and receive text messages from participating networks and compatible landline telephones in the UK. The fixed line text service is provided under BT's terms and conditions for telephone service. These can be found by visiting the bt.com website at bt.com/terms. There's no subscription charge (other than the subscription to Caller Display. A fee may be payable). Visit bt.com to find out how much it costs to send a text message, the cost will depend on your call package. All messages in the inbox and sent folders are synchronised across all handsets registered to the base. Additions and deletions made on one handset are synchronised across all registered handsets. Draft messages remain local to each handset.

To change any Text Messaging settings

1. Firstly, select **Menu**, scroll  to display **Text Messages** and press **Select**. Then choose what you want to do from the options below:


Register to the text messaging service


To register follow these instructions:


2. Press  until **Settings** is highlighted, press **Select**.
3. Press  until **Re-register** is highlighted, press **Select**. **Re-register to receive text messages** is displayed, select **Send**. A text message containing the word 'Register' will be sent to the number 00000 and you'll get a confirmation message in return.

Send a text message


2. When **Write message** is highlighted, press **Select**.
3. Use the keypad to enter your message.
4. Select **Options**. **Send to** will be highlighted:

To send the message, press **Select** and enter the telephone number (or press  select a number from your contacts and press **Select**) then select **Send**.




To save the message in the drafts folder, scroll  to highlight **Save** and press **Select**.

To insert a symbol in your message, scroll  to highlight **Insert symbol** and press **Select**. Use the navigation buttons to highlight the symbol you want then select **Use**.



To insert a template, scroll  to highlight **Insert template** and press **Select**. Scroll to highlight the template you want then select **Use**.

To delete the message, scroll  to highlight **Delete message** and press **Select**. **Delete message?** will be displayed select **Yes**.




Accessing the Inbox, Drafts folder or Sent folder

2. Press  to highlight either **Inbox**, **Drafts** or **Sent folder**, then press **Select**.
3. A list of the messages will be displayed, press  or  to scroll through the list. You can press **OK** to read a highlighted message or select **Options** to access the list of menu options.

Edit a template

2. Press  until **Templates** is highlighted, press **Select**.
3. Press  to highlight the template you want to edit and select **Options**.
4. Select **Clear** to delete characters and use the keypad to enter your new template text, then select **Save**.



Turn new text message alert on or off

2. Press  until **Settings** is highlighted, press **Select**.
3. Message alert is highlighted, press **Select**.
4. Press  or  to highlight **On** or **Off** and select **Save**.

Service centre numbers

To send and receive text messages you need the telephone number of your network's text centre. If you accidentally delete the send or receive service centre numbers you will need to re-enter them in order for your text service to work. The send and receive centre numbers are pre-populated for BT's PSTN text message service but you can change them to another service if you want to. BT's text message send service number is: 1470P17094009 and the receive service number is: 0800587529.

Change the service centre numbers

2. Press  until **Settings** is highlighted, press **Select**.
3. Press  until **Service centres** is highlighted, press **Select**.
4. Highlight either **Send centre** or **Receive centre** and select **Edit**.
5. Select **Clear** to delete the digits, then enter the new number and select **Save**.

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Read messages

1. From the alert screen, select **Read** or from the home screen, highlight the icon then press **OK**.
2. A list of your received text messages will be displayed. To read a message, highlight it, then press **OK**, you can use **Volume** or **Calls** to scroll through the message if necessary.
3. You can then press **Back** to return to the message list to read other messages or select **Options** and scroll **Volume** or **Calls** to highlight one of the following:


Delete message. Press **Select**. **Delete message?** will be displayed, select **Yes** (or **No**) to cancel.

Reply. Press **Select**. Enter your message using the keypad, then select **Options**. **Send to** will be highlighted, press **Select**. The telephone number (or name) will be displayed, press **Send**.

Forward. Press **Select**. The message will be displayed, select **Options**. **Send to** will be highlighted, press **Select**. Enter the telephone number (or press, select a number from your contacts and press **Select**) then select **Send**.

Save number. Press **Select**. You now have two options:




- i) To save this as a new contact, highlight **New contact** and press **Select**. Highlight the type of number, then press **Select**. Enter the contact name and select **Save**.

- ii) To add to an existing contact, highlight **Add to contact** and press **Select**. Scroll to highlight the entry you want and press **Select**. Highlight the number type where you want to save the number (Home, Work or Mobile) and press **Select**. **Delete msgs.** Press **Select**. You now have two options: i) To select certain messages to delete, you need to highlight each message in turn and press **OK** to select the message for deletion – a (tick) in the box indicates it has been selected, then select **Options**. **Delete selected** will be displayed, select **OK**, then select **Yes**.
- ii) To delete all messages, press **Options**, scroll  to highlight **Select all** and select **OK**.

Using additional handsets

If you've bought a BT8610 multiple pack, any additional handsets come pre-registered to the base. However, if you purchase another additional handset separately, you must register it to your BT8610 base before it can be used. You can register up to five GAP compliant handsets to your BT8610 base.

Register an additional BT8610 handset

1. Select **Menu**, scroll  to display **Settings** and press **Select**.
2. Press  to highlight **Registration** and press **Select**.
3. **Register** is highlighted, press **Select**.
4. **Press and hold Find button on base** is displayed.
5. Press and hold  on the base until you hear a beep and the In use light starts to flash.
6. Immediately, select **OK** on the handset. The handset will display **Registering handset** to indicate the base is in registration mode. If you have changed the system PIN from 0000 you will be prompted to enter it, then select **OK**.
7. Once registration is successful the handset will show **Handset x** registered (with X being the assigned handset number). The handset will then synchronise data with any other registered handsets, e.g. contacts, speed dials, handset names and text messages.

! the In use light on the base will stop flashing. If registration isn't successful the first time, please try again incase the base registration period ran out of time.

☰ The registration instructions on page 73 are for registering a BT8610 handset only. If you want to register another make of handset you'll need to follow the Registration instructions that came with the handset. Registering other types of handset will only provide limited compatibility.

De-register a handset



1. Select **Menu**, scroll **Calls** to display **Settings** and press **Select**.
2. Press **Calls** to highlight **Registration** and press **Select**.
3. Press **Calls** to highlight **De-register handset** and press **Select**.
4. Press **Volume** or **Calls** to highlight the handset you wish to de-register and press **Select**.
5. If the system PIN is not 0000 then you will be prompted to enter it, then select **OK**. If it is 0000, you will continue straight to point 6.
6. The display will show **De-registering handset** and once successful the display will confirm the handset has been de-registered.


Make an internal call between handsets

1. Press **☰**, then press **Volume** to scroll through and display the handset you want to call, then press **☎**.





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2. The receiving handset will ring and your handset name will be presented on the screen. To answer they need to press . If it is not answered after 30 seconds, you will see **Handset not available** on your display.
3. Press  to end the call.



 You can also choose All handsets if you want to call all handsets registered to the base. If a handset answers, the handset name will be displayed on your screen.

Transfer a call

1. During a call, select **Options**, then press  to highlight **Transfer call** and press **Select**.
2. If you have one other handset it will ring, if you have more than one other handset you can press  or  to highlight the handset you want, then select **Call** and it will ring. Your external call will be put on hold.
3. When the other handset answers you can announce the call and then select **Transfer** or press  to transfer the call.

Hold a 3-way call

You can hold a 3-way call with two external callers. Or, you can hold a 3-way call between 2 internal handsets and 1 external caller. Once the 3-way call is in progress other handsets registered to the base can join the call by pressing .

1. During a call, select **Options. Multi call** is highlighted, press **Select**.
2. Either enter the number you want to call or press  and scroll to the number you want or the internal handset you want and then press  to call. When the second call is answered, the first external caller will be put on hold.
3. Select **Join** and all callers will be joined in a 3-way call.

Phone doesn't work

- Have you activated the batteries correctly? See page 9.
- 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 Outgoing Call Control settings on page 33.
- 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 page 65.

Handset doesn't ring

- The ringer volume may be switched off, see page 37.
- Check that the mains power is correctly connected.
- Do Not Disturb may be switched on, see page 32.
- Check your BT Call Blocking settings, see page 24.
- Make sure the handset is registered to the base.

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 BT8610 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 BT8610, 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

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.

Caution

Don't immerse batteries in water, throw them into a fire or dispose of them with ordinary domestic refuse.

BT accepts no responsibility for damage caused to your BT8610 by using any other types of batteries.

There is a risk of explosion if incorrect batteries are fitted.

- Use only the approved rechargeable batteries supplied.
- Never dispose of batteries in a fire. there is a serious risk of explosion and/or the release of highly toxic chemicals.

If you need some help, call us on **0800 145 6789*** or go to bt.com/producthelp

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

Hereby, British Telecommunications plc declares that the radio equipment type BT8610 Telephone (084025, 084026, 084027, 084028) is in compliance with Directive 2014/53/EU.

The full text of the EU declaration of conformity is available at the following internet address:

[bt.com/producthelp](https://www.bt.com/producthelp)

Radio transmission information

Frequency range 1881.792 – 1897.344 MHz

Max power 105.93mW 20.25dB

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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