



BT Inspiration[™]

Quick Reference Guide

Introduction to Featurephone

Welcome

Your new BT Inspiration phone system can take you into a new and exciting world of communications. This quick reference guide takes you through the many features that you may wish to use on a more regular basis. Your BT Inspiration phone system can be used with either a Standard Telephone or the highly featured BT Inspiration Feature Phone. This guide helps you to use both types of phone.

BT Inspiration Feature Phone


To get the most from BT Inspiration we recommend that you use a the dedicated BT Inspiration feature phone. To order more feature phones please contact your Account Manager or call BT Sales FREE on *0800 800 152*



How to use your BT Inspiration Feature Phones

Answering and making calls


Answer a call using the handset



Select  ANSWER CALL pick up handset

Answer a call using hands free

Select  ANSWER CALL

Make an external call

Select  EXTERNAL CALL


Select   and dial the number.

Note:   = Busy Line

Make an internal call

Select  INTERNAL CALL and then.

Select  EXTENSION NO.

OR Dial extension number (20-37), then pick up handset or press 

Transferring calls

Transfer external call to an internal extension

Select  INTERNAL TRANSFER and then

Select  EXTENSION NO.

When the call is answered

Select  TRANSFER

Transfer external call to external number


Select  EXTERNAL TRANSFER and then

Select  FREE LINE then dial external number.

When the call is answered


Select  TRANSFER

To make an external consultation call

Select  EXTERNAL CONSULTATION and then


Select  FREE LINE and dial the external number.

When the call is answered you can 'switch' between both calls by using

Select  RETURN AND HOLD

To put an external call on hold


Select  SYSTEM HOLD and then to retrieve the call.

Select  RETURN TO LINE


Deflecting calls

Deflect a call to another extension

Select  DEFLECT THE CALL and then

Select  EXTENSION NO.

To Deflect a call to your voicemail box

Select  DEFLECT THE CALL and then dial **318**.

Diverting calls

To Divert a call on busy

Select **Divert** and then

Select **Divert When Busy**, dial the internal extension or 9 followed by the external number that you wish to divert your calls to.

To cancel Divert a call on busy

Select **Divert** and then

Select **Divert When Busy** and the diversion is cancelled.

To Divert a call on no answer (after 4 rings)

Select **Divert** and then

Select **Divert On No Answer** dial the internal extension or 9 then the external number that you wish to divert your calls to.

To cancel Divert a call on no answer

Select **Divert** and then

Select **Divert On No Answer** and the diversion is cancelled.

To Divert all calls

Select **Divert** and then

Select **Divert All Calls** then dial internal extension or 9 then the external number that you wish to divert your calls to.

To cancel Divert all calls

Select **Cancel Divert**

Voicemail

Entering a personal greeting

Press then

Select **Messaging** and then input your extension, password and **##**

Select **Greetings** and then follow the text and voice prompts to enter and check your greeting.

Turning on your Voicemail

Select **Divert** and then

Select **Divert When Busy** or

Select **Divert On No Answer** or

Select **Divert All Calls** and then enter 38

Retrieving Messages from your Voicemail box

Select **New Voice Messages** and then enter your extension number. You will be prompted to enter your password followed by **##** and then

Select **Play**

Voicemail (CONTINUED)

Retrieving Messages remotely from your Voicemail box

When your Voice Mail Answers press **88** followed by your extension number, then your password and **#**

Press **1** To playback messages

Press **#** To pause playback

Press **2** Save message and move to next message

Press **3** Erase message and move to next message

Press **4** Go back to start of message

Press **5** Go back to start of previous message

Press **6** Erase all messages

Press **7** Go back 10 seconds

Press **8** Go forward 10 seconds

Press **91** Change the outgoing greeting

Press **92** Check the outgoing greeting


Press **93** Delete the outgoing greeting


Press **0** Change your password

Voicemail Security code

Changing your security code


Each extension has the default password **11111** to setup your own personal password press **✕** then


Select  **MESSAGING** and then enter your extension number. You will then be prompted to enter your existing password followed by **#**

Select  **CHANGE PASSWORD** then enter your new password up to 8 digits long.
example: **1123411234**

Paging

Setting up Public Address (PA)


Select  **PAGING** and then

Select  **PUBLIC ADDRESS** make your announcement (maximum 15 seconds) do not hang up if you want the PA Answerfeature to be available.

Answering Public Address

Select  **ANSWER PAGE** and respond to the extension that made the page.

Paging a single Featurephone

Select  **VOICE CALL** and then select the extension you wish to page and then make your announcement.

Answering machine

Turning on the Answering machine

Select  **ANSWERING MACHINE** from extension number 20


Turning off the Answering machine


Select  **ANSWERING MACHINE** from extension 20


Speed dialling

Programming your personal directory - numbers only

Press **P** then


Select  **PERSONAL SPEED LIST** and then select the location you want to programme, enter the number and then

Select  **CONFIRM** if you do not wish to enter a name as well then

Select  **CANCEL** and then Press  to finish.

Programming your personal directory - numbers and names


After you have entered the number and confirmed that it is correct press **[2]** once for A, twice for B, three times for C; press **[3]** once for D, twice for E, three times for F; and so on. Wait two seconds for the screen cursor to move on before entering the next letter.


Select  **CONFIRM** on completion of name

Press  to finish.

Dialling a number from your personal Directory

Press  then


Select  **PERSONAL DIRECTORY** and then

Select  **NUMBER/NAME** and the number will be dialled.

Conferencing calls

Internal conference - up to 3 people


While on a call

Select  **INTERNAL CONFERENCE** and then select the extension to be included in the conference, when the extension answers

Select  **CONFERENCE**

External conference - up to 3 people

While on a call

Select  **EXTERNAL CONFERENCE** and then select a free line and dial the external number. When the call is answered

Select  **CONFERENCE**

How to use a Standard Phone on your BT Inspiration

Answering and making calls

Answer a call using the handset

When phone rings, lift handset

Answer a call using hands free

Use handsfree if available on your telephone

Make an external call

Lift handset, or use handsfree if available

Obtain free line by dialling **9**. OR Dial extension number (50-58, 81-83)

Make an internal call

Lift handset, or use handsfree if available

Dial extension number (20,37). OR Dial 0 for Operator

Transfer external call to an internal extension

Press the Recall **R** key and dial the extension number and replace handset

To put an external call on hold

Press the Recall **R** key. Replace handset to continue to use phone. Call held 30 seconds when phone idle. If busy will ring when handset replaced.

Diverting calls

To Divert a call on busy

Dial **11512** followed by number

To cancel Divert a call on busy

Dial **11512** followed by number

To cancel Divert a call on no answer

Dial **11513** followed by number

To Divert all calls

Dial **11511** followed by number

To cancel Divert all calls

Dial **11511** followed by number

Voicemail

Turning on your Voicemail

Enter **151**, **152** or **153** followed by **38**.

Entering a personal greeting

The code to access a voice box is **88** followed by your extension number, password and **#**. Press **91** to enter greeting. Press **92** to check greeting. Press **93** to delete greeting.

Retrieving Messages from your Voicemail box

Basic phones give no indication of incoming messages so check Voicemail often. The code to access a voice box is **88** followed by your extension number, password and **#**. Press **1** to playback.

Changing your security code

The code to access a voice box is 88 followed by your extension number, password and **#**. Press 0 followed by your new password up to 8 digits long.

example: **12341234**

Paging

Setting up Public Address (PA)

Press **47**

Answering Public Address

Press **45**

Paging a single Featurephone extension

Press **43** followed by Featurephone extension number.

Speed dialling

Programming your personal directory

Dial **62** then enter location (0-9) where you want to store desired number (Dial the number to store. Go on hook)

Dialling your personal directory - numbers

Dial **61** then enter location (0-9) of the number required. Number automatically dialled

Dialling a number from the system Directory

Dial System Speed Numbers (7001-7200).

Conferencing calling

Internal conference - up to 3 people

From a standard phone press **R** when on call, place the second call and when answered dial **R3**

External conference - up to 3 people

From a standard phone press **R** when on call, place the second call and when answered dial **R3**



Offices Worldwide

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Printed on paper that meets international environmental standards 01/99