

## 1 GETTING STARTED

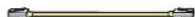
Your BT Falcon pack contains:



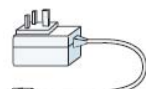
BT FALCON PHONE



BT FALCON USER GUIDE




ETHERNET CABLE

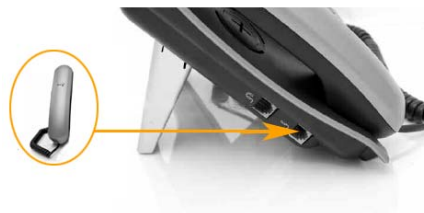


POWER SUPPLY

Please ensure that you have a broadband connection on your voyager 2700 router

## 2 PLUG IN HANDSET

Plug your handset into the BT Falcon Phone in the bottom socket, labelled with the  icon.



## 3 INSERT STAND

Your BT Falcon phone stand clips into the bottom of the phone.



## 4 PLUG IN POWER

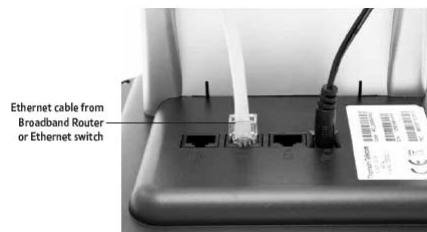
Plug the Power Adaptor into your mains power socket and then insert the plug into the back of the BT Falcon phone in the socket labelled DC.



Power lead

## 5 CONNECT TO HUB

Using the ethernet cable provided plug one end of the cable into the ethernet socket on the back of your Voyager 2700 and plug the other end of the cable into the socket on the back of the BT Falcon phone, labelled LAN.



Ethernet cable from Broadband Router or Ethernet switch

## 6 PROVISION SERVICE

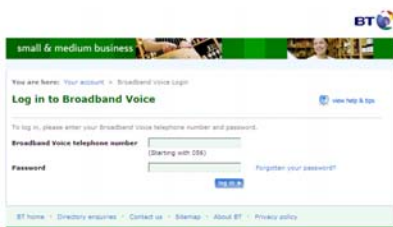
On your BT Falcon red lights will flash while the phone provisions your service (this will take 2 minutes). Once this has taken place your phone will display 'Broadband Voice' and you will be ready to make calls.



## 7 SETTING UP YOUR LINES

Log into SELFCARE

<https://service.btbroadbandvoice.bt.com/selfcare/businessYourAccount>



Using the password that was emailed to you, this is your selfcare administration password

Note: As the administrator, using SELFCARE you can also add more lines, add geographic numbers and change your calling plan.

## 8 MANAGE YOUR LINES

Click on “Manage your lines”, then select each line, making the following changes:

1. Select “Password”, and then enter a new password for each of the lines, this is the password they will use to access webcare (remember the 056xxx line number would be the username). Email these details to the intended user of this line and also ensure you keep a record of these.
2. Select “Line name”, to change the display name of each line, normally the name of the user of this line.
3. Select “Administrator privileges”, to give a user advanced webcare privileges.

## 9 SETTING UP YOUR FEATURES

Log into WEBCARE

<http://www.bbv-youraccount.com/Login.jsp>



Using your 056xxx Hosted VoIP number and the password that you reset in SELFCARE.

For more information on using WEBCARE and SELFCARE for BT Hosted VoIP please consult the user guide available at:

<http://www.bt.com>

## 10 SET UP CALLING FEATURES

Here you can select the calling features you wish to manage from the left hand navigation.

As an administrator you can now manage the calling features available to your users, as well as configuring:

- The lines included in the Multi Access Directory Number (MADN)
- The lines included in the Multiline Hunt group (MLHG)
- Call Barring for your lines

As a line user you can now manage your calling features including your Find-me-Follow-me settings.