BT Quantum

Quick Reference Guide
BT 5360 IP Phone

Bringing it all together

IT • Communications • Support

BT 5360 IP Phone

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Display: Viewing area for using features and identifying callers. Includes Programmable Keys.

Programmable Keys: The BT 5360 systemphone has 48 programmable keys on three pages, 16 keys per page. Use the Navigation Keys to scroll through the pages. 16 keys are pre-programmed as Line keys. All keys can be re-programmed as features.

Ring/Message Indicator: Flashes to show call, message and feature activity.

Flashing	An incoming call or Auto Answer activated.
On	On a call or using a feature.
Off	Telephone is idle.

Feature Keys: Provide quick access to commonly used features.

Key	Feature
⌃ **Up** ⌄ **Down**	Volume control for the ringer, handset, and speaker. Adjust ringer volume while phone is ringing. Adjust handset or speaker volume while using handset or speaker.
◀)) **Hands-free**	Activates Hands-free mode (speakerphone).
⌀ **Mute**	Press to temporarily turn off microphone during a call.
⌂ **Phone Adjust**	Provides access to phone settings.
⊗ **Programme**	Programmes features when phone is Idle. Cancel key when handset lifted.

Safety Instructions and Precautions

WARNING: Do not connect directly to the public switched telephone network (PSTN). Any connection of this phone to an off premise application, an out of plant application, any other exposed plant application, or to any equipment other than the intended application may result in a safety hazard, and/or defective operation, and/or equipment damage. 'Exposed Plant' means where any portion of the circuit is subject to accidental contact with electric lighting or power conductors operating at a voltage exceeding 300 V between conductors or is subject to lightning strikes.

WARNING: The socket outlet, if used, shall be located near the equipment and shall be easily accessible by the user.

WARNING: Use a BT approved power adapter item code 058072.

NOTE: Some IP phones do not require an AC power adapter. If power over the LAN is available, it shall be compliant with IEEE 802.3af.

WARNING: The handset supplied with the IP phone shall not be substituted with any other handset. Use of other handsets with this phone may have the potential to cause hearing loss in the event of a lightning strike on the outside plant wiring.

When you use your phone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a phone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the phone to report a gas leak in the vicinity of a leak.

Maintenance and Repair: There are no user serviceable parts inside the phones. For repairs, return the phone to BT.

These notices may appear on the product or in the technical documentation:

DANGER	Danger indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury.
WARNING	Warning indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.
CAUTION	Caution indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury and/or damage to the equipment or property.

This symbol may appear on the product:

| ⚠	The exclamation point within an equilateral triangle indicates that important operating and maintenance (servicing) instructions are included in the literature accompanying the product.

While listening to the Greeting

Dial	
1	Begin playback at first message.
01	Change outgoing greeting.
05	Change Voicemail Password.

After message playback begins

Dial	
0	Pause Playback.
4	Go back to previous message.
5	Go back to start of message.
6	Play the next message.
7	Erase the message.
8	Forward message to another extension.
＊	Go back 10 seconds.
#	Go forward 10 seconds.
32	Return Call. Automatically make a call to caller who left the message. Dial the code after the message is finished. (Not applicable with remote mailbox access)

For more information about using phone features and programming feature keys, refer to your System Administrator for copies of the *BT Quantum User Guide* and *BT Quantum Administration Guide*.

Key	Feature
Cancel	Left/backspace when entering dialpad text.
¹²³⁻ **Redial**	Calls the last external number dialled. Cannot redial internal numbers.
Hold	Places the current external call on hold. Cannot put internal calls on hold.
Transfer	Transfers the current call.
Message	Connects to voice mailbox and lights to indicate message waiting.

Gadget Side Bar: Provides quick launch icons for one-touch access to the most commonly used phone applications and features.

Icon	Feature
Backlight	Turns the backlight off.
Home	Not active on BT Quantum.

Dialpad: Use to dial phone numbers, enter feature codes, and enter characters when using features that require text input.

Navigation Keys: Use to page through Display screens.

External Speaker: Provides audio for Hands-free calls and background music.

Handset: The handset is hearing aid compatible (HAC). When using headset or in Hands-free mode, you need not use the handset.

Placing Conference Calls

Internal Conference Calls
When on the first call
Page through Display screens
Select **Internal confer**
Select extension to include
When extension answers
Select **Conference**.

External Conference Calls
When on the first call
Page through Display screens
Select **External confer**
Select free line and dial number
When external number answers
Select **Conference**.

Personal Speed Dial

Storing Speed Dial Numbers
Page through Display screens
Select **Directories**
Select **Personal Entries**
Enter the Index number (01 – 50)
Enter number and select **Confirm**
Enter name and select **Confirm**
Press **Hands-free** to finish.

Calling Speed Dial Numbers
Page through Display screens
Select **Directories**
Select **PER speed dial**
Scroll to locate desired number
Press key beside number to select.

FMC (Fixed Mobile Convergence)

Mobile Ringing with FMC
To enable/disable simultaneous
ringing of extension and mobile
phones
Press **Programme**
Press **FMC options** on Display
Select **Mobile ring on**
Or
Select **Mobile ring off**

Note: extension number must first be
associated with mobile number
through system programming.

Call Toggling with FMC
You can toggle between mobile and
extension phones when Mobile
Ringing is enabled.

If call answered on extension phone
Select **Send to Mobile**
on extension Display.

If call answered on mobile phone
Select **Retrieve from mo**
on extension Display.

Playing and Recording Voicemail Messages
Extensions must be programmed with
a Voice Mailbox before they can use
Voicemail.

With handset on phone
Press **Message**
Enter extension number, password
and **#**
Follow prompts as described below.