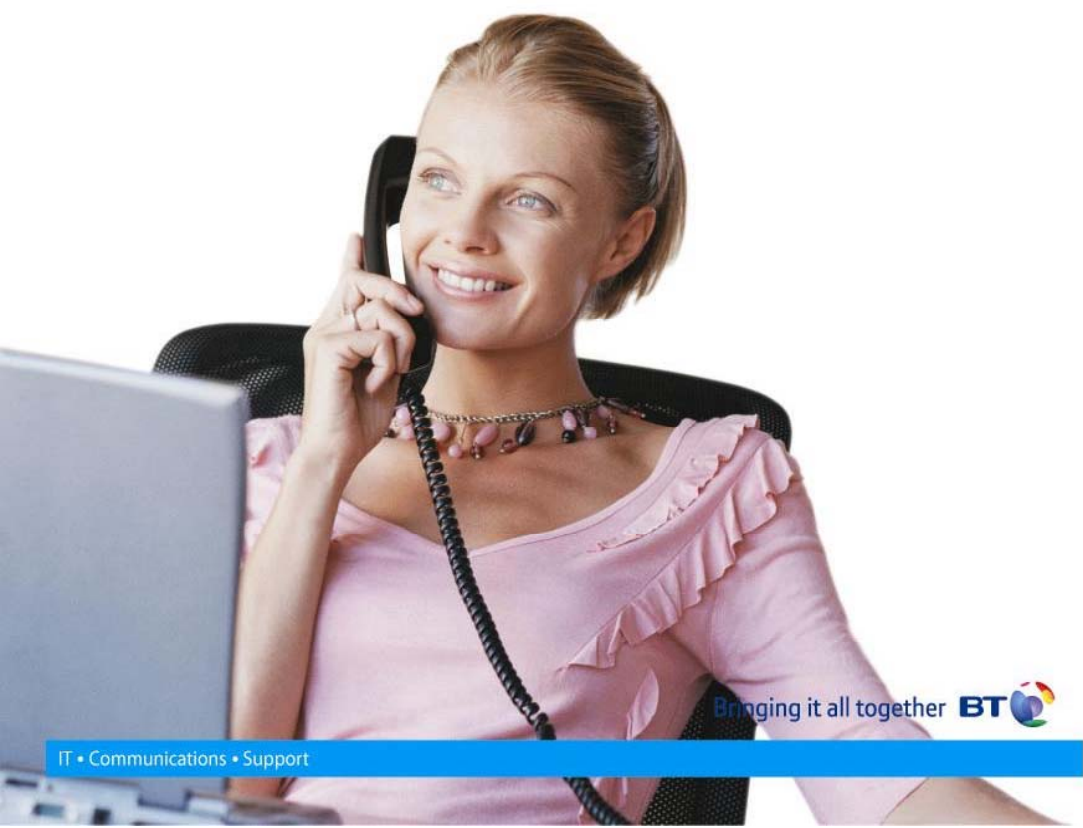


BT Quantum

Quick Reference Guide BT 8568 Digital Telephone



Bringing it all together **BT** 

BT 8568 Digital Phone



1	Handset
2	Menu Keys
3	Display
4	Ring/Message Indicator
5	Feature Keys
6	Dialpad
7	Navigation Keys
8	Programmable Keys
9	External Speaker

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

Menu Keys: Use to view and select feature options.





Display: Viewing area for using features and identifying callers.

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.
📖 Directory	Activates the Personal and System Directories.
⊗ Programme Cancel	Programmes features when phone is Idle. Cancel key when handset lifted. Left/backspace when entering dialpad text.

Key	Feature
 Redial	Calls the last external number dialled. Cannot redial internal numbers.
 Hold	Places the current external call on hold. Cannot place internal call on hold.
 Transfer	Transfers the current call.
 Message	Connects to voice mailbox and lights to indicate message waiting.

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.

Programmable Keys: 14 programmable keys.

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

Using your BT 8568 Phone

Placing Emergency Calls

Select a line or lift the handset and dial **9**
Dial emergency number: **999** or **112**

Changing Ring Tone and Contrast

Press **Programme**
Scroll Down
Select **Ringng options** and
Select new tone.
Select **Contrast options** and
Select new contrast level.
Press **Exit**

Answering Calls

Lift the handset, or
Press **Hands-free** to answer a call with a headset, or in Hands-free mode.

Placing Internal Calls

Lift handset or Press **Hands-free**
Dial extension number
Or
Select **Internal call** from Display and
Select extension.

Placing External Calls

Lift handset or Press **Hands-free**
Dial Outgoing Call access code
(9 by default)
Dial the number.

Redialling External Numbers

With or without lifting handset
Press **Redial** or
Select **Redial last num** from Display.

Programming Keys

Press **Programme**
Scroll Down
Select **Key Programming**
Select key to be programmed
Select required feature from list of options
Select **Confirm**
Press **Hands-free** to finish.

Setting Do Not Disturb

When set, callers receive busy signal.

Scroll Down

Select **Do Not Disturb**

To cancel Do Not Disturb

Select **Cancel DND**.

Transferring Calls

While on a call

Press **Internal trans**

Select extension

Or

Press **External trans**

Dial Outgoing Call access code

(9 by default) and external number.

Wait for answer, announce call, and hang up. If no answer, select **Return to call**.

Or

Hang up to transfer call and

disconnect call from your phone.

Diverting Calls

Scroll Down

Select **Divert**

Select **Divert all**

For internal divert, dial extension.

Or

For external divert, dial Outgoing Call

access code (9 by default) and

external number.

Placing Conference Calls

Internal Conference Calls

When on the first call

Scroll Down

Select **Internal confer**

Select extension to include.

When extension answers

Select **Conference**.

External Conference Calls

When on the first call

Scroll Down

Select **External confer**

Select free line and dial number.

When external number answers

Select **Conference**.

Personal Speed Dial

Storing Speed Dial Numbers

Press **Directory**

Select **Personal Entries**

Enter the Index number (01 – 50)

Enter number and Select **Confirm**

Enter name and Select **Confirm**

Select **Exit**.

Calling Speed Dial Numbers

Press **Directory**

Select **Personal Speed Dial**

Scroll to locate desired number

Press key beside number.

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.

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*.

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 handset supplied with the 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 lightening 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.
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The CE marking on this equipment indicates compliance with the following:
This device conforms to Directive 1999/5/EC on Radio Equipment and Telecommunications Terminal equipment as adopted by the European Parliament



The telecommunications services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract.

Nothing in this publication forms any part of any contract.

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

Printed in China.

Part No. 57011419CN DOC BT 8568 Quick Reference Guide Rev3

Printed on paper which meets international environmental standards