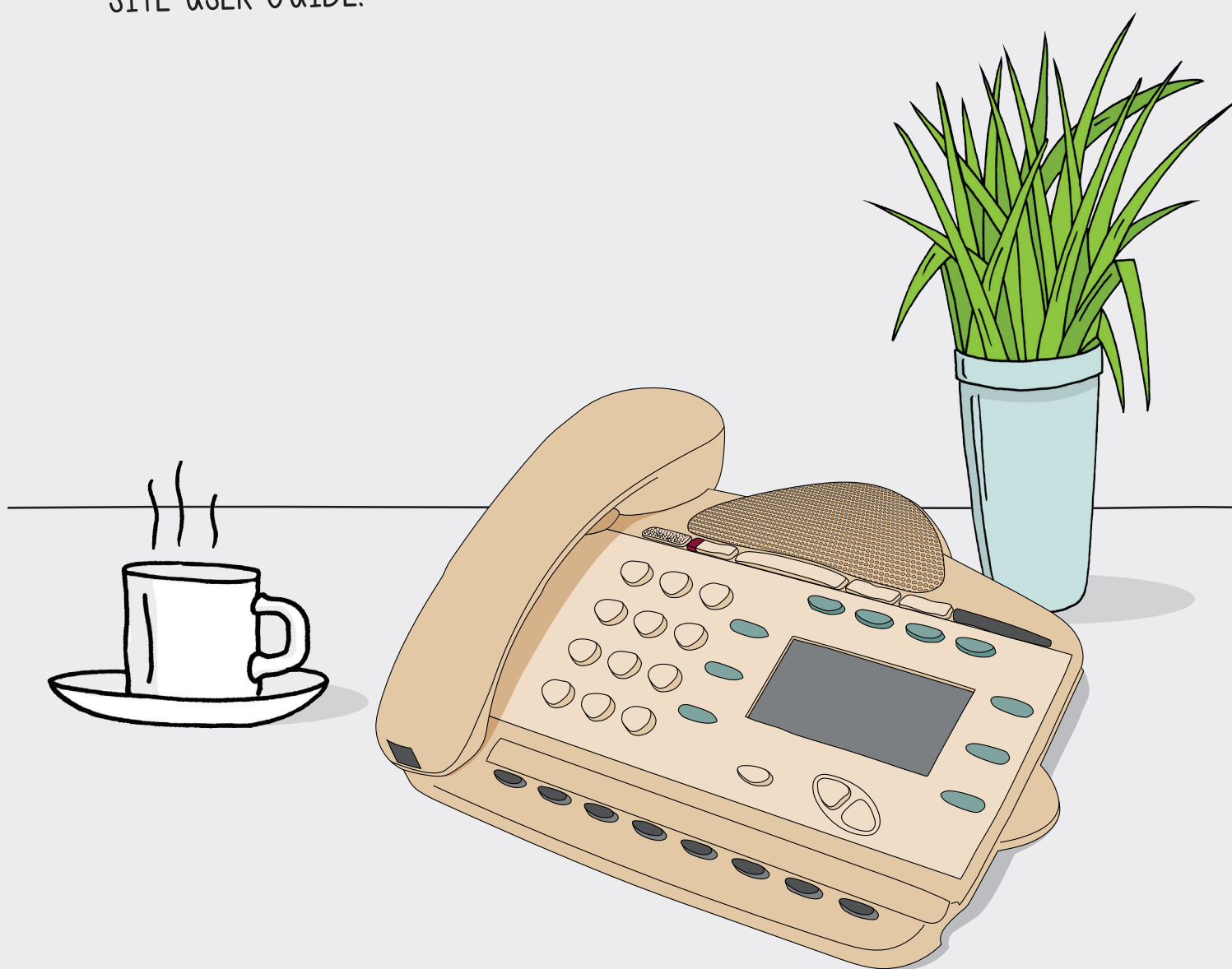




BUSINESS

EMBARK.

SITE USER GUIDE.



This user guide provides you with all the information you need to get the most from your Embark Phone.

"CALL FORWARDING FOR WHEN I'M OUT
AND ABOUT - WELL THAT'S A REAL BONUS."

"WE FIND IT'S THE BEST WAY OF DEALING
WITH EMERGENCY CALLS."

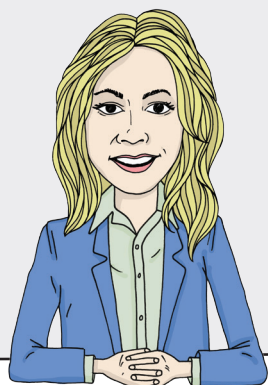
"WE'RE CLOSED FOR LUNCH BUT
OPEN FOR BUSINESS."

"WE LOOK SO MUCH MORE PROFESSIONAL
AND CARING IN THE EYES OF
OUR CUSTOMERS - IT GIVES US
MUCH MORE FLEXIBILITY."

"I KNOW WHO'S CALLING BEFORE
I PICK UP THE PHONE."

"WE DON'T WASTE TIME CALLING
ENGAGED NUMBERS AGAIN.
EMBARK DOES IT FOR US."

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EMBARK TELEPHONE.

Why not maximise the potential of your Embark service?

The Embark telephone has been specifically designed to enhance the Embark service by being pre-programmed with the features.

It will enable you to maximise the potential of Embark **without the need to use access codes to activate the features.**

In addition the phone gives you a liquid screen display, loudspeaker, and an indicator light that enhances the Call Minder service.

The Embark phone can be bought by phoning **0800 400 400**

or online from our partner site
www.dabs4work.com

**EMERGENCY
CALLS.**

To make an emergency call
dial **9** then **999** or **112**

Please note:

You will need to reprogramme any equipment you have on the Embark line to **dial 9** to make an external call (eg. PDQ, fax machines etc).

HOW TO ACTIVATE YOUR SERVICE.

Before you start.

Please note, our telephone exchanges vary throughout the UK and work differently. You will need to establish whether you are served by a System **X** or **Y** exchange before you can use your Embark service.

To do this you just do the following:

Step one

Press * # **001** #

If you receive the message “**Sorry, the service requested is not available.**”
You are a System Y customer.

If you receive any other message you are a System X customer

Next step

Now you have established which type of exchange you are served by. You also need to know the line set up, i.e, is it a single line or part of Hunt Group. You can check this by doing the following

For System Y customers:

Press * # **121** #

For System X customers:

Press * # **003** #

If you receive the message “**Sorry, the service requested is not available.**”
You have a single line and are not part of a Hunt group.

Feature availability

Now you are ready to use your Embark service you simply need to refer to the relevant **X** or **Y** column in this guide.

MAKING A CALL.

To use Embark you must first set your phones to “Time Break Recall” (TTB, TBR or TB).
Your telephone or phone system user guide will explain how to do this.

External calls

To make an external call press 9 followed by the telephone number.



If your lines terminate on a PBX, you will need to dial **9 9** followed by the telephone number to make an external call.

eg. **9 9** 999

Please note:

- You should have contacted your switch maintainer to ensure your PBX can accommodate the additional **9** if your lines are terminating on your switch.
- Any equipment attached to your Embark line that auto dials an external number will have to be reprogrammed to accommodate the **9** (eg, PDQ, Fax Machines etc).

Internal calls

To make an internal call just dial the extension number.



RECEIVING CALLS.

With Embark you will hear different types of ringing patterns, these are to help you identify the type of call you are about to receive. The three different types are:

- Calls from internal extensions
- Calls from external telephone numbers
- Calls which you have programmed to ring you back

NB When receiving a call, the incoming number will be prefixed with a **9** if you are using a Caller Display phone/unit.

CALL DIVERSION.

Call Diversion – redirect all incoming calls automatically to an internal or external number, including mobiles. You can also set up diversion on busy and diversion on no reply.

If your line is in a Hunt Group please refer to page 27 for Hunt Group Diversion.

Your business is never closed
– forward your calls to your mobile or home number.

Codes.

Diversion of all incoming calls

You can divert immediately all incoming calls to any directly dialable number.

		X	Y
To switch on	* 21 *	✓	✓
then either	extension number #		
or	Site location code and extension number #	✓	✓
or	9 telephone number #	✓	✓
To check	* # 21 #	✓	✓
To cancel	# 21 #	✓	✓

Diversion On Busy

To avoid losing that important call when you are busy on a call, divert your incoming calls to another number.

To switch on	* 67 *		
then either	extension number #	✓	✓
or	Site location code and extension number #	✓	✓
or	9 telephone number #	✓	✓
To check	* # 67 #		
To cancel	# 67 #		

Diversion On No Reply

To avoid losing that important call when you are away from your desk, divert your calls after approximately 15 seconds or 6 rings.

To switch on	* 61 *		
then either	extension number #		
or	Site location code and extension number #	✓	✓
or	9 telephone number #	✓	✓
To check	* # 61 #	✓	✓
To cancel	# 61 #		

Diversion Override

eg. If a manager has diverted all calls to a secretary, it is possible for the secretary to override the divert for important calls.

	RECALL Wait for dial tone * 60 *		✓
	extension number #		

CALL DIVERSION - continued.

Notes for your guidance.

	X	Y
There is a distinctive dial tone to let you know when Call Diversion is set on your telephone. Outgoing calls can still be made in the normal way.	✓	✓
Within each Call Diversion service, whenever you want to change the number to which calls are diverted, just set the service up with a new number. You don't need to cancel the old number first.	✓	✓
Where Call Minder has been provided the intermittent dial tone will indicate that there is a new message waiting and does not indicate that a divert has been set.	✓	✓
The diverted part of the call eg from your Embark to the telephone number you have diverted to will be billed to your Embark line as if it were a normal call at the appropriate rate.	✓	✓
Diversion On No Reply operates after approximately 15 seconds or 6 rings, if the destination phone is free.	✓	✓

For your notes:

CALL PICK-UP.

Call Pick-Up – answer a call to another Embark extension from your own phone.

Means you don't have to keep your customer waiting if someone is away from their desk.

Codes.

Call Pick-Up

Your extension can pick up and answer an incoming call to any extension on your premises.

To pick up any call * 52 #

Directed Call Pick-Up

You can use Directed Call Pick-Up to answer a call that is ringing on a specific extension on your premises.

To pick up a call on a specific extension * 52 *
The number of the extension which is ringing #

* 58 *
The number of the extension which is ringing #

To pick up a call while busy on another call

To pick up any call RECALL Wait for dial tone * 52 #

To pick up a call on a specific extension RECALL Wait for dial tone * 52 *
The number of the extension which is ringing #

RECALL Wait for dial tone * 58 *
The number of the extension which is ringing #

Notes for your guidance.

- Call Pick-Up will answer the call that has been ringing the longest.
- Call Pick-Up operates across all the Embark lines on your premises or within its own Pick-Up group.

CALL TRANSFER.

Call Transfer – pass a call to another Embark extension or any external number, including mobiles.

Enables you to offer a professional seamless service to your customer.

Codes.

Call Transfer – enables you to transfer a call to another phone either before or after it has been answered.

To transfer during a call

		X	Y
	RECALL Wait for dial tone then dial	✓	✓
either	extension number		
or	Site location code and extension number		
or	9 telephone number		
If the destination phone is ringing			
either	Replace your handset - this transfers your caller to a ringing phone		
or	Wait for the phone to be answered, announce caller, replace your handset - transfers your caller to the other person.		
If the destination phone is answered but you decide you do not wish to transfer the call			
	RECALL Wait for dial tone press 1 ends your current call and returns you to your original caller.	✓	✓
If the destination phone is not answered			
	RECALL Wait for dial tone press 1 returns you to your original caller.		✓
	RECALL returns you to your original caller.	✓	

CALL TRANSFER - continued.

Codes.

Transfer to Busy – enables you to transfer a call to another internal extension, if engaged you can leave the call holding until it becomes free. If they do not become free after approximately 30 seconds the call is represented to the extension that transferred the original call.

To transfer during a call

	X	Y
Transfer to Busy – enables you to transfer a call to another internal extension, if engaged you can leave the call holding until it becomes free. If they do not become free after approximately 30 seconds the call is represented to the extension that transferred the original call.		✓
To transfer during a call		
RECALL Wait for dial tone extension number	✓	✓
If the destination extension is engaged Replace your handset – to transfer to the busy extension		
Enquiry Call – allows you to put your original call on hold, make a call to another phone then return to your original caller.		
During a call to make an enquiry call	✓	✓
RECALL Wait for dial tone		
then extension number		
or Site location code and extension number		
or 9 telephone number		
To switch between calls	✓	✓
RECALL Wait for dial tone press 2		
To end enquiry call and return to original caller	✓	✓
RECALL Wait for dial tone press 1		

Notes for your guidance.

	X	Y
• When a call is transferred to an engaged extension the caller will hear a ringing tone.		✓
• When a call is transferred to an engaged extension the caller will hear a ringing tone and the Call Waiting announcements.	✓	
• With Transfer to Busy only one call is able to wait for an extension to become free.	✓	✓
• During an Enquiry Call or whilst a call is being transferred, callers will receive a message asking them to hold the line.	✓	✓
• Call Transfer or Enquiry Call cannot be used when Call Waiting is active and a call is waiting.	✓	✓

CALL WAITING.

Call Waiting – lets you know while you're engaged on another call that a caller is trying to contact you. You can speak to the caller with or without ending the original call.

Means you never have to miss that important call you could be waiting for.

Codes.

The Call Waiting service

		X	Y
To switch on	* 43 #	✓	✓
To check	* # 43 #	✓	✓
To cancel	# 43 #	✓	✓
On hearing the Call Waiting bleep you then have several options:			
To accept a call which is waiting			
either	RECALL Wait for dial tone press 2 This puts your current call on hold and lets you speak to the waiting call. (Your current caller will be asked to hold.) Use this to switch between parties.	✓	✓
or	RECALL Wait for dial tone press 1 Ends the current call and connects you to the waiting caller.	✓	✓
To reject a call which is waiting			
	RECALL Wait for dial tone press 0 This rejects the waiting call and turns off the bleep. The waiting caller will be disconnected. No more calls will be offered until you have finished your current call.	✓	✓

Notes for your guidance.

	X	Y
• Initially Call Waiting is provided 'switched off'.	✓	✓
• Call Waiting is only activated on incoming calls from external numbers.		✓
• If you do nothing when you hear the bleeps, it will stop automatically after approximately 30 seconds and the waiting caller will be disconnected.	✓	✓
• When a call is waiting, Call Transfer will not operate.	✓	✓

CALL OFFER.

With Call Offer, if you call another internal extension and it is busy, you can choose to advise them that you are calling. A series of bleeps on the line will let them know that an important call is waiting to get through.

Alert one of your colleagues that you have a call to put through to them.

Codes.

Using Call Offer

When you ring an extension and find your colleague is busy

To advise them you are waiting **RECALL** Wait for dial tone * **95** #

To accept a call which is being offered

either **RECALL** Wait for dial tone press **2**
This puts your current call on hold and lets you speak to the offered call. (Your current caller will be asked to hold.) Use this to switch between parties.

or **RECALL** Wait for dial tone press **1**
This ends the current call and connects you to the offered call.

To reject a call which is offered

RECALL Wait for dial tone press **0**
This rejects the offered call and turns off the bleep. No more calls will be offered until you have finished your current call

Notes for your guidance.

- Call Offer is only available for internal extension calls.
- The Call Offer bleeps are the same as the Call Waiting bleeps.
- When an offered call is rejected, the offering caller will receive engaged tone.

RING BACK.

Ring Back When Free – sets up a call to an Embark extension or external number that is engaged, as soon as it is free.

Note. Ring Back When Free is not available for all types of phone number, eg, ISDN, DDI and international numbers.

Means no time is wasted making repeat calls.

Ring Back When Next Used – if an Embark extension isn't answered, this function will try calling it again after it's next used.

Codes.

Having dialled the extension or the external telephone number you require

		X	Y
To switch on	RECALL Wait for dial tone * 37 #	✓	✓
To check	* # 37 #	✓	✓
To cancel	# 37 #	✓	✓

Notes for your guidance.

	X	Y
If Call Diversion has been set on the internal extension you are ringing, Ring Back will be set against the extension to which the calls are diverted.	✓	✓
Ring Back is not available on ISDN or DDI lines.	✓	✓
The Ring Back service is not available on lines in a Hunt Group.	✓	
Ring Back will not operate if the extension you are calling has Call Diversion activated to an external number.	✓	

THREE-WAY CALL.

Three-way calling – talk to two people at the same time. The other participants can be on an Embark line extension or an external line. (Which could be incoming or outgoing.)

Allows you to hold a meeting over the phone.

If you require to do this with even more people, why not take one of BT's conferencing services?

Visit www.bt.com for more information.

Codes.

To set up a Three-Way Call during an existing telephone call

		X	Y
	RECALL Wait for dial tone then dial	✓	✓
either	extension number		
or	9 telephone number		

When they answer you can decide to:

either	Set up a Three-Way Call	✓	✓
	RECALL Wait for dial tone press 3		
or	Switch between the two calls		
	RECALL Wait for dial tone press 2 You can switch between calls as often as you like		
or	End current call and return to original call		
	RECALL Wait for dial tone press 1	✓	✓

Notes for your guidance.

	X	Y
It is not possible to convert a call that is 'waiting' or being 'offered' into a Three-Way Call.	✓	

GENERAL INTERROGATION.

General Interrogation – check which features you have set up on your Embark line.

Codes.

To interrogate which services are set

* # 001 #

X

Y

✓

Notes for your guidance.

- The BT exchange will provide you with voice announcements stating the list of services currently activated on that single line extension.

X

Y

✓

REMINDER CALL.

Reminder Call – use your Embark as an alarm clock.

Means you never need to be late for your meetings.

Codes.

To set a Reminder Call

To switch on * 55 * The time you require #

(Times are entered using the 24-hour clock)

For example * 55 * 0730 #
Books a reminder call for 7.30am.

* 55 * 1730 #
Books a reminder call for 5.30pm.

To check * # 55 #

To cancel # 55 * HHMM #

Notes for your guidance.

- There is a small charge for each call booked whether or not you answer it. This charge is itemised on your bill.
- If you don't answer a Reminder Call or the line is engaged, the BT exchange will make one further attempt to get through after a few minutes.
- Reminder Calls are not affected by Call Diversion.
- Customers must set up each reminder call separately.
- The service will call within 5 mins of the reminder time.

WITHHOLDING YOUR NUMBER.

Withhold Your Number – prevent the person you are calling from seeing your phone number. You can do this for individual calls or permanently.

Codes.

		X	Y
To selectively withhold your number			
	141 9 telephone number	✓	✓
To selectively release your number, if you have requested BT to automatically withhold your number			
	* 147 #		✓
then either	extension number		
or	Site location code and extension number		
or	9 telephone number 1470	✓	
then either	extension number 9 telephone number		

Notes for your guidance.

	X	Y
• You will need to withhold your number even if you are ex-directory.	✓	✓
• If you would like information on permanently withholding your number please call your BT Service Centre or speak to your Account Manager.	✓	✓

CODE CALLING.

Embark can store up to 20 of your most frequently used telephone numbers. Code Calling enables you to use a short code in place of dialling long telephone numbers. Once you've set them up, you'll find Code Calling extremely useful for contacting different departments or offices quickly and easily.

Save time by speed dialling the numbers you most use.

Codes.

To store numbers

		X	Y
To set	* 51 * Codes 0 to 9 * 9 telephone number #		✓
To set	* 51 * Codes 10 to 29 * 9 telephone number #	✓	
For example	* 51 * 1 * 9 0800 777666 # To store at code 1		
To check all codes	* #51 #		✓
To check	* # 51 * Code #	✓	
To cancel	# 51 * Code # (cancels all short codes on X)	✓	✓
To dial a stored number			
	** Code	✓	✓
For example	** 1 makes call to 9 0800 777666		

Notes for your guidance.

	X	Y
• Remember to include the digit 9 in numbers for external calls.	✓	✓
• If you want to store a new number against an existing code, simply store the new number which replaces the previous stored number.	✓	✓
• Digits such as RECALL , * and # cannot be stored.	✓	✓

REPEAT LAST CALL.

Repeat Last Call – redials the last number you dialed. It’s useful, for example if the number you just dialed is engaged or not being answered.

Codes.

	X	Y
To redial the last number called		
***		✓
To redial the last number called		
**0	✓	

CALL RETURN.

Call Return – tells you the telephone number of the last person who called you .

Codes.

To check number 1471

The BT exchange will provide a voice announcement stating the telephone number, date and time of the last person who called you.

	X	Y
To return the call you will be prompted to press 3	✓	✓

Notes for your guidance.

	X	Y
The BT exchange will provide a voice announcement stating either		
or		
“You were called at ‘date and time’. We do not have the caller’s number to return the call”.		
“You were called at ‘date and time’. The caller withheld their number”.		

CALL RETURN ERASURE.

With Call Return Erasure you have the ability to replace the last number stored in your 1471 number store with the announcement “The caller withheld their number”.

Codes.

To activate dial 91475 from the line which you require to replace the last

X	Y
✓	✓

Notes for your guidance.

- After dialling **91475**, you will hear ringing tone and then the announcement “The other person has hung up”. Replace the telephone handset and the exchange will ring back.
- When **1471** is then dialled from a line where the service has been used, the announcement “The caller withheld their number” will be given.
- **91475** will need to be dialled after each incoming call you require to be replaced.
- Withholding Your Number: If you have requested BT to arrange for all your calls to be automatically withheld, you will need to selectively release your number to activate the 1475 facility by dialling ***147** #**9 1475**
- This feature does not work on system X Hunt Groups

X	Y
✓	✓
✓	✓
✓	✓
	✓
✓	

CALLER DISPLAY.

Embark Caller Display – see the caller’s phone or extension number, if available, before you answer (you’ll need a callerdisplay phone or unit).

Enables you to personalise your greetings to your customers.

Notes for your guidance.

	X	Y
• All external calls displayed will be prefixed with a 9.	✓	✓
• Numbers will not be displayed for calls made with a BT Chargecard, made on a network that does not allow Caller Display if the caller withholds their number.	✓	✓
• If a caller is diverted to you using Call Diversion, the number of the phone that made the original call will be displayed.	✓	✓

For your notes:

CALL BARRING.

Embark Call Barring – limit the scope for costly unauthorised calls. Different levels of barring can be set up on each phone.

Helps you manage your call costs by restricting the type of calls that can be made on your line.

Codes.

The PIN is a four digit password for the service, you will be notified of this separately. The bar can only be lifted if the correct PIN is entered. The option number allows you to bar calls selectively in the table below. You can use more than one option at any one time.

			X	Y
Bars	Allows	Option Number		
All external calls starting with 9 and codes starting with * or #	Calls to 9-999, 9-150, 9-151, 9-152, 9-154, 9-144 internal extension calls and calls starting 0800 and 0500	1	✓	✓
National, International and calls to premium rate Information Services	9-999, 9-150, 9-151, 9-152, 9-154, 9-144	2		✓
Calls to mobile phones	internal calls, local and operator calls and calls starting 0800 and 0500			
National and International calls	Calls to 9-999, 9-150, 9-151, 9-152, 9-154, 9-144	2	✓	
Calls to mobile phones	internal calls, local and operator calls and calls starting 0800 and 0500			
International calls	All other calls	3	✓	✓
All operator calls	All other calls	4	✓	✓
Calls starting * or #	All other calls and Call Barring Codes	5	✓	✓
Calls to premium rate Information Services	All other calls	7	✓	

CALL BARRING – continued.

Codes.

		X	Y
To switch on	* 34 * Option Number #		✓
To check	* # 34 #		✓
To cancel	# 34 * Option Number * PIN #		✓
To switch on	* 34 Option Number #	✓	
To check	* # 34 #	✓	
To cancel	# 34 Option Number * PIN #	✓	

Notes for your guidance.

	X	Y
Ensure that your PIN number is not revealed to anyone. Do not, for example, store it under a memory button.	✓	✓
If you wish to bar all outgoing calls (option 1) and divert incoming calls you must set up Call Diversion first.	✓	
Reverse charge calls can still be accepted when outgoing call barring (option 1) is switched on.	✓	✓

DIRECT CALL.

Direct Call automatically connects you to your selected number.

Speak directly to the person you want to, simply by lifting the handset eg the local taxi service.

NB: We advise that you take Call Barring with this service

Notes for your guidance.

	X	Y
• The BT exchange will automatically connect you to your selected number four seconds after you pick up the handset.	✓	✓
• Normal outgoing calls can be made providing you commence dialling during the first four seconds.	✓	✓

INTRODUCTION TO HUNT GROUPS.

	X	Y
Sequential Hunting (Default setting)		
The BT exchange will always try to connect an incoming call to the first extension in the Hunt Group and will only hunt to the second extension if the first is engaged. This means the majority of calls will be received by the 1st extensions.	✓	✓
Cyclical Hunting (Needs to be requested)		
The BT exchange will always try to connect an incoming call to the extension following the extension which answered the previous call.	✓	✓
Cyclical Hunting		
Cyclical hunting means the BT exchange will always try to connect an incoming call to the extension following the extension which answered the previous call. This means calls will be spread more evenly between the Featurelines in the Hunt Group.	✓	✓
About your Hunt Group		
It is possible to have up to 10 Hunt Groups at a site.	✓	✓
It is possible to have up to 60 Hunt Groups at a site.		
The following features are provided as part of the Hunt Group service; Hunt Group Diversion and Hunt Group Do Not Disturb. You may also have selected Hunt Group Queuing as an option.		
However, certain extension features are not available on Hunt Group extensions; Call Diversion of Direct Inward Dialling numbers, Call Waiting and Ring Back.	✓	

For your notes:

HUNT GROUP DIVERSION.

There are three types of Call Diversion that you can programme on your Hunt Group.

Codes.

Diversion of all incoming calls

You can divert immediately all incoming calls made to your Hunt Group number.

		X	Y
To switch on	* 121 *	✓	✓
then either	extension number #		
or	Site location code and extension number #		
or	9 telephone number #	✓	✓
To check	* # 121 #	✓	✓
To cancel	# 121 #		

Diversion on Busy

To avoid losing important calls when all the Hunt Group lines are busy, divert the incoming calls to another number.

To switch on	* 167 *	✓	✓
then either	extension number #		
or	Site location code and extension number #	✓	✓
or	9 telephone number #		
To check	* # 167 #		
To cancel	# 167 #		

Diversion on No Reply

To avoid losing that important call when someone in the Hunt Group is away from their desk.

To switch on	* 161 *	✓	✓
then either	extension number #		
or	Site location code and extension number #		
or	9 telephone number #	✓	✓
To check	* # 161 #	✓	✓
To cancel	# 161 #		

Notes for your guidance.

	X	Y
• Hunt Group Diversion operates on the Hunt Group as a whole, and not separately on the individual lines.	✓	
• Hunt Group Diversion can be set up on the Hunt Group as a whole, and also on your individual lines.		✓
• Calls made to individual Hunt Group extensions will not be diverted.	✓	✓
• Calls made to the Direct Inward Dialling number will not be diverted.	✓	
• Hunt Group Diversion services can be activated or deactivated from any line in the Hunt Group.	✓	✓
• There is a distinctive dial tone to let you know when Hunt Group Diversion is set on the Hunt Group. Outgoing calls can still be made in the normal way.	✓	✓
• The diverted leg of the call is charged at the same rate as other equivalent Embark calls.	✓	✓

HUNT GROUP DO NOT DISTURB.

With Hunt Group Do Not Disturb you can temporarily remove your phone from the Hunt Group, so calls made to the Hunt Group number will hunt past your phone to the next available phone.

Ensures incoming calls are directed to a person that is at their desk.

Codes.

		X	Y
To switch on	* 261 #	✓	✓
To check	* # 261 #	✓	✓
To cancel	# 261 #	✓	✓

Notes for your guidance.

	X	Y
Hunt Group Do Not Disturb will bar all incoming calls. ie calls made to the Hunt Group number, the Direct Inward Dialling Number and the internal extension number. Callers will receive a message.		✓
Hunt Group Do Not Disturb will bar incoming calls made to the Hunt Group number. Calls to your individual extension will get engaged, but calls to your direct inward dialling number will ring your phone.	✓	
Once activated Hunt Group Do Not Disturb is reported under General Interrogation as 'Incoming Call Barring is in operation'.	✓	
It is not possible to activate Hunt Group Do Not Disturb on all lines in a Hunt Group. If you try to remove the final line, you will receive a message advising you it is not possible.	✓	

HUNT GROUP QUEUING.

Hunt Group Queuing is an option available to Embark Hunt Group customers. With Hunt Group Queuing, if all the lines in a Hunt Group are engaged, incoming calls will be placed in a queue while they are waiting to be answered and as soon as a line is free they are connected.

Means your customers don't have to redial.

Notes for your guidance.

	X	Y
• Hunt Group Queuing will allow up to nine calls in total to be held in the queue.	✓	✓
• Any incoming call which exceeds the number of calls allowed in the queue will receive engaged tone.	✓	✓
• Callers held in the queue will hear ringing tone and are not charged until the call is answered.	✓	✓
• If Hunt Group Diversion is active on all calls, the queue will be deactivated. If active on busy, diversion will only occur if the queue is full. If active on no reply, diversion will occur approximately 6 rings after the call has been presented to an extension.	✓	✓

REMOTE CALL DIVERSION FOR SYSTEM X.

Remote Diversion enables you to remotely divert all your incoming calls to another phone. Whether you are working at different locations, working from home or just need to divert your calls to a colleague, Remote Diversion is the ideal way to manage your calls.

If you forgot to forward your calls? Don't worry, this feature allows you to set up your divert remotely, which could be from the comfort of your own home.

Codes.

To use the service dial the access phone number

Make a note of your access number here:

Wait for another dial tone and then:

To divert

* Diversion Code * PIN *

✓

Your full Embark telephone number *

or

Site location code and extension number #

or

9 telephone number #

An announcement will confirm that a diversion has been set

To check

* # Diversion Code * PIN *

✓

Your full Embark telephone number #

An announcement will confirm that a diversion has been set

To cancel

Diversion Code * PIN *

✓

Your full Embark telephone number #

An announcement will confirm that a diversion has been set

Remote Diversion codes System X Standard Line:

✓

44 Divert all calls

65 Divert on Busy

64 Divert on No Reply

Remote Diversion codes System X Hunt Group Lines:

✓

44 Divert all calls

65 Divert on Busy

64 Divert on No Reply

REMOTE CALL DIVERSION FOR SYSTEM Y.

Please note:

If forced OnNet service is activated,
Remote Divert will not work.

Codes.

To use the service dial the access phone number

Make a note of your access number here:

		X	Y
Wait for another dial tone and then:			
To divert	Your full Embark telephone number * PIN #		✓
	* Diversion Code *		
or	Site location code and extension number #		
or	9 telephone number #		
An announcement will confirm that a diversion has been set			
To check	Your full Embark telephone number * PIN #		✓
	* # Diversion Code * #		
An announcement will confirm that a diversion has been set			
To cancel	Your full Embark telephone number * PIN #		✓
	# Diversion Code #		
An announcement will confirm that a diversion has been cancelled			
Remote Diversion codes System Y Standard Line:			✓
21 Divert all calls			
67 Divert on Busy			
61 Divert on No Reply			
Remote Diversion codes System Y Hunt Group Lines:			✓
121 Divert all calls			
167 Divert on Busy			
161 Divert on No Reply			
166 Divert on Busy & No Reply			

EMBARK WORKING WITH CALL MINDER.

Call Minder is an answering service which will automatically answer your calls when you are in another office, away from your desk or on another call. It can store up to 50 messages depending on the option and lets you know before message space runs out. If message space is full callers will be asked to call back later.

Means you never have to miss a call, as your customers can leave a message.

Codes.

Making a start

Using the right type of phone

You can use any touch-tone phone. These phones usually have * and # buttons and make tones as you dial.

Charges for calls

It's free to use Call Minder from your own phone.

If you call from a different phone, the call will be charged to the phone bill for that phone at the normal rate.

Speaking your instructions to Call Minder

You can speak into your phone to tell Call Minder what to do. Background noise can interfere with this, and you may find it easier to use the buttons on your phone.

Quick routes

If you know what you want to do, you don't have to wait for the Call Minder instructions to finish. Just follow the quick routes in this guide – they tell you which buttons to press to get from the Main menu to the feature you want.

X	Y
✓	✓
✓	✓
✓	✓
✓	✓

9 1 5 7 5 7 1

CALL MINDER MAP.

Main menu



Messages

1 replay

2 save

3 delete

7 skip back

8 pause

9 skip forward

0 return call

Personal options

1 greeting message

2 PIN

3 calling options

6 link/unlink mobile

7 switch on/off callers who left no message

9 help

Callers who left no message

1 hear again

2 skip

3 delete

0 return call

Main menu



9 1 5 7 5 7 1

CALL MINDER PLUS (for extensions).

Your extension number

Main menu



Messages

1 replay

2 save

3 delete

7 skip back

8 pause

9 skip forward

Personal options

1 name or greeting

2 PIN

3 calling options

4 extension mailboxes

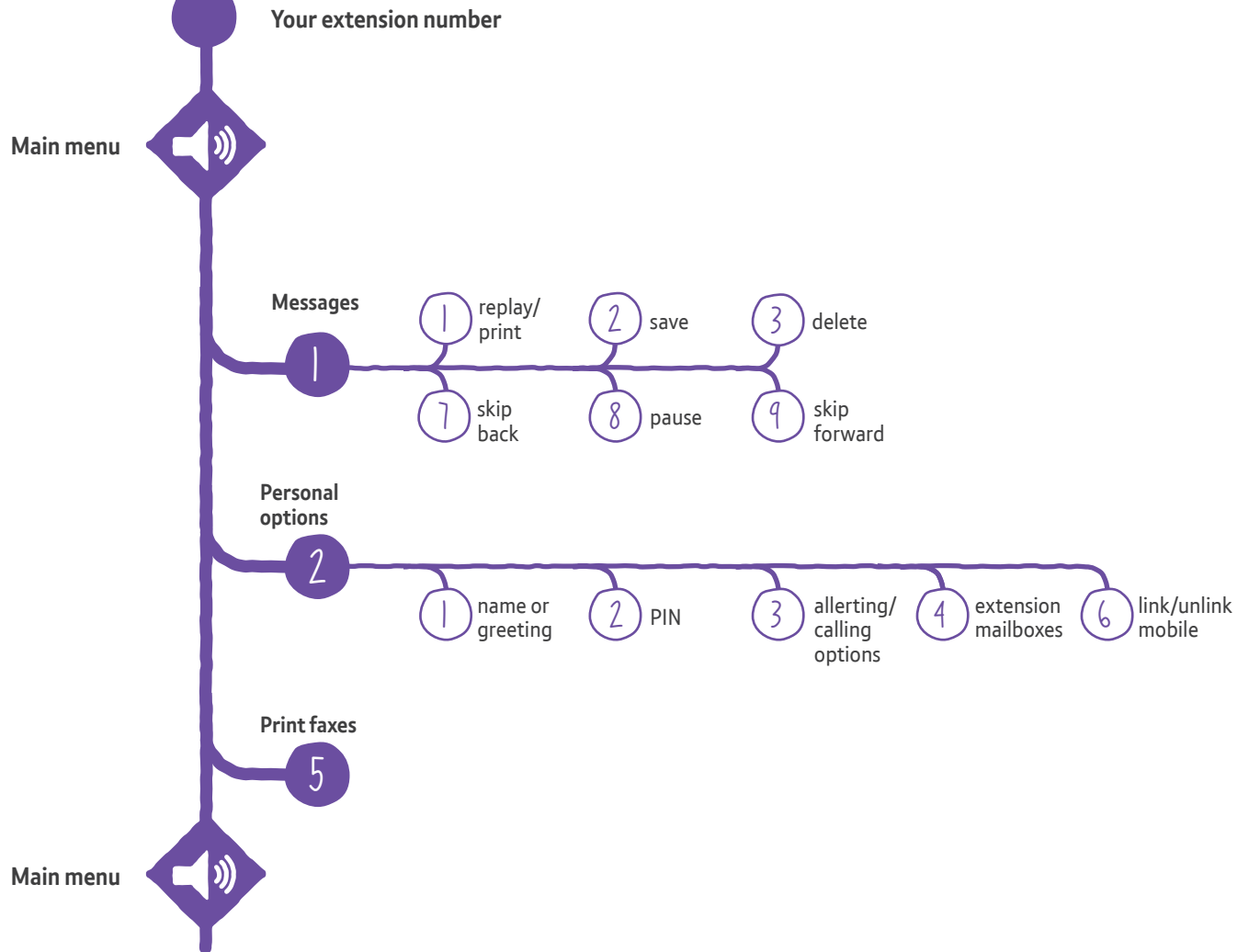
6 link/unlink mobile

Main menu



9 1 5 7 5 7 1

CALL MINDER PREMIER (for faxes).



SINGLE LINES.

Codes.

There are three ways to set up Call Minder.

It can answer:

- all your calls
- calls when your phone is engaged
- calls when you don't answer

To access the Call Minder menu and listen to your messages

Dial **9157571**

Setting Call Minder up for Standard Lines
(if you are not in a Hunt Group).

To take all your calls

Call Minder will answer all your calls and your phone won't ring.

Switching on ***21*9 157572 #**

Switching off **#21 #**

To take calls when you don't answer

Call Minder will answer your calls only when you don't answer.
If you're engaged when someone tries to call you, they won't be able to leave you a message.

You can change how quickly Call Minder answers calls from the Call Minder prompts.

Switching on ***61*9 157572 #**

Switching off **#61 #**

To take calls when your phone is engaged

Call Minder will answer your calls only when your phone is engaged. If you're not engaged when someone calls, the call will come straight through to you.

Switching on ***67*9 157573 #**

Switching off **#67 #**

X Y

✓ ✓

✓ ✓

✓ ✓

✓ ✓

✓ ✓

✓

✓ ✓

✓ ✓

✓ ✓

✓ ✓

HUNT GROUPS.

Codes.

Setting Call Minder up if you are in a Hunt Group

All of the Embark lines in the Hunt Group will share the same Call Minder message box. This will be on the first line of the Hunt Group.

A Call Minder message box will need to be provided on all lines in the Hunt Group.

Stuttered dial tone will only appear on the first line of the Hunt Group to indicate that a new message has been left.

To take all your calls

Call Minder will answer all calls and your phone won't ring.

Switching on * 121 * 9 157572 #

Switching off # 121 #

To take calls when you don't answer

Call Minder will answer your calls only when you don't answer. If you're engaged when someone tries to call you, they won't be able to leave you a message.

You can change how quickly Call Minder answers calls from the Call Minder prompts.

Switching on * 161 * 9 157572 #

Switching off # 161 #

To take calls when your phone is engaged

Call Minder will answer your calls only when your phone is engaged. If you're not engaged when someone calls, the call will come straight through to you.

Switching on * 167 * 9 157573 #

Switching off # 167 #

X

Y

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

EMBARK FOR PHONE SYSTEMS.

Connecting Embark to a phone system enables you to incorporate the benefits of the Embark service with a phone system (PBX).

Please note: You need to dial 99 to make an external call. Your PBX may need to be reprogrammed to accommodate the additional 9.

Notes for your guidance.

	X	Y
You should be aware that Call Barring, Call Management Systems and Customer Network Access Equipment are either unreliable or not compatible.	✓	✓
For phone system compatibility issues contact your phone system maintainer.	✓	✓
If the phone system is BT supplied and maintained contact Embark Advice Line on 0870 5133399.	✓	✓
If the phone system is not BT supplied and/or maintained you should contact your supplier/maintainer.	✓	✓

For your notes:

USEFUL INFORMATION.

Compatibility

Broadband

Broadband is compatible with Embark but works with single lines only and is not compatible where Embark lines are part of a Hunt Group. For more information about BT's Broadband portfolio and special offers please visit www.bt.com

If you need help

Online Support: www.bt.com/business/support
(Eg FAQ's & to download additional user guides).

Sales Enquiries: **9** Freefone 0800 **400 400**, contact your
BT Account Manager or visit www.bt.com

Faults: To report a fault dial **9 0800 800 154**, contact your
BT Service Centre or visit www.bt.com

Phone Replacement: **9 0870 513 3399** available 9:00am to 5:00pm
Monday to Friday.

For all technical enquiries please contact the Technical Helpdesk web chat available
9:00am to 5:00pm Monday to Friday www.bt.com/business/featurelinechat

Offices Worldwide

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