



DEFINITY[®] Enterprise Communications Server Generic 2 and System 85

8434DX Voice Terminal Quick Reference

**555-104-768
Comcode 107985517**

Refer to the procedures on this card to use the features on your 8434DX voice terminal. The features here are listed in alphabetical order. In the spaces provided, write in the feature access codes for your system. For more information about any of these features, see your system manager or refer to the *DEFINITY[®] Generic 2 and System 85 8434DX Voice Terminal User's Guide*, 555-104-767.

USING THE SOFTKEYS

You can display any of the softkey features by pressing **Menu** and then the softkey below the feature abbreviation. If the feature you want to use is not on the bottom line of the screen, press **Next ►** or **◀ Prev** until you see the feature you wish to access. When the feature is active, an arrow appears above the feature. (However, if the feature requires you to dial a telephone number or extension, such as Call Forwarding, you will temporarily see the digits you are dialing, rather than the arrow, above the feature name.)

CANCELLING FEATURES

In order to cancel or deactivate features, such as cancelling a LWC message or deactivating Send All Calls, you must be off-hook.

ABBREVIATED DIALING (AD)

To program/reprogram an AD button

- 1 Pick up handset.

NOTE: For speakerphone users, press a call appearance button or press **Speaker** .

- 2 Press softkey below **Prog**
or Press **Program**
or Dial AD Program access code _____.
- 3 Press selected AD button.
- 4 Dial outside number, extension, or feature access code you want to store (up to 24 digits).
- 5 Press selected AD button again.
- 6 Repeat Steps 3 through 5 to program additional buttons.
- 7 Hang up.

To place an AD call

- 1 Pick up handset or press **Speaker** .
- 2 Press selected AD button.

To program/reprogram an outside number, extension, or feature access code into a personal list

- 1 Pick up handset.

NOTE: For speakerphone users, press a call appearance button or press **Speaker** .

- 2 Press softkey below **Prog**
or Press **Program**
or Dial AD Program access code _____.
- 3 Press **Personal List**
or Dial AD Program access code _____.
- 4 Dial list item (**1, 2, 3...**).
- 5 Dial number you want to store (up to 24 digits).

NOTE: You may also be able to use the softkeys to add special functions such as Pause, Mark, Wait, or Suppress into the programmed telephone numbers.

- 6 Press **#** .
- 7 Repeat Steps 4 through 6 to program additional items on the same list.
- 8 Hang up.

To place a call using an AD list button or access code

- 1 Press **Pers List** or **Grp List** or **Sys List**
or Dial appropriate AD List access code:
 - Personal _____
 - Group _____
 - System _____
- 2 Dial desired list item (1, 2, 3...).

AUTOMATIC CALLBACK

To automatically place another call to an extension that is frequently busy

- 1 During call attempt press softkey below **AutCB**
or Press **AutoCallBk**
or Dial Automatic Callback access code before call attempt _____.
- 2 Hang up.
 - You hear a 3-burst priority ring when both you and the called extension are idle.Pick up handset to be connected to call.

To cancel Automatic Callback

- 1 While off-hook, press softkey below **AutCB** again
or Press **AutoCallBk** again
or Dial Automatic Callback cancel code _____.

BRIDGING/MANUAL EXCLUSION

To answer a bridged call

- 1 Press call appearance button of bridged call and lift handset or press **Speaker**.
- NOTE:** If you terminal has Ringing Appearance Preference, just lift the handset or press **Speaker**.

To prevent other bridged terminals from entering a call (on a per call basis)

- 1 Press the softkey below **Excl** while active on a call
or Press **Excl xxxxx** while connected to the call.
- NOTE:** Pressing the softkey below **Excl** or pressing **Excl xxxxx** again reactivates bridging.

CALL COVERAGE/CONSULT

To answer a call for a coworker for whom you are a coverage point

- 1 Press call appearance button of the incoming call when ringing begins or green light flashes.

To talk privately with a coworker after answering a redirected call

- 1 Press **Transfer**.
 - Call is put on hold.
- 2 Press the softkey below Cnslt or Press **Consult** or Dial coworker's extension.
- 3 Discuss call, if appropriate.
- 4 If coworker is not available, press the call appearance button next to the fluttering light to reconnect to the call or Press **Transfer** again to send call to coworker or Press **Conf** to make it a 3-party call.

CALL FORWARDING

NOTE: You may have either Call Forwarding — Follow Me or Call Forwarding — Busy/Don't Answer. Ask your system manager if you can use either of these Call Forwarding features.

To temporarily redirect all calls to an extension or outside number

- 1 Press softkey below **CFrwd** (for display users who have the Call Forwarding — Follow Me feature) or Press **Call Fwd** or Dial Call Forward access code _____.
- 2 Dial extension or number where calls will be sent.
- 3 Hang up.

To cancel Call Forwarding

- 1 While off-hook, press softkey below **CFrwd** (for display users who have the Call Forwarding — Follow Me feature) or Press **Call Fwd** again or Dial Call Forward cancel code _____.

CALL PARK

To park a call at your extension (for retrieval at any extension)

- 1 Press **Transfer**.
- 2 Dial Call Park access code _____.
- 3 Dial Call Park zone number.
- 4 Dial an idle Answer-Back channel number.
- 5 Press **Recall**.
- 6 Press **Transfer** again.
- 7 Hang up.

To retrieve a parked call from any extension

- 1 Dial Answer Back access code _____.
- 2 Dial channel number where call is parked.

CALL PICKUP

To answer a call placed to a member of your pickup group

- 1 Press **Call Pickup**
or Dial Call Pickup access code _____.

CONFERENCE

To add another party to a call (for a total of up to 3 parties)

- 1 Press **Conf**.
- 2 Dial number of new party and wait for answer or press call appearance of held call.
- 3 Press **Conf** again.

To drop the last party added to a conference call

- 1 Press **Drop**.

EXIT/NORMAL (display feature)

When you are ready to leave Display or Softkey Mode and return to Normal (call-handling) Mode

- 1 Press **Exit**.

HOLD

To put a call on hold

- 1 Press **Hold**.

To answer a new call while active on another

- 1 Press **Hold**.
- 2 Press call appearance button of incoming call.

To return to held call

- 1 Press call appearance button of held call.

INSPECT (display feature)

To see who is calling while on a call

- 1 Press **Inspect**.
 - Call source is shown on display.
- 2 Press **Exit** to return to display for present call.

INTERCOM (AUTOMATIC/DIAL)

To make a call to your predetermined Automatic Intercom partner

- 1 While off-hook, press **Icom Auto xxx**.

To dial a call to a member of your Dial Intercom group

- 1 While off-hook, press **Icom Dial xxx**.
- 2 Dial the group member's 1- or 2-digit code.

To answer any intercom call

- 1 Pick up the handset and press **Icom**.
- 2 If you are active on another call, first press **Hold**, and then press the **Icom** button next to the flashing light.

LAST NUMBER DIALED

To automatically redial the last number you dialed

- 1 Press **LastDialed**
or Dial Last Number Dialed access code _____.

LEAVE WORD CALLING (LWC)

To leave a message after dialing an extension

- 1 Press softkey below **LWC**
or Press **LWC** before hanging up your handset.

To leave a message without ringing an extension

- 1 Press softkey below **LWC**
or Press **LWC**
or Dial Leave Word Calling access code _____.
- 2 Dial extension.
- 3 Hang up.

To cancel a Leave Word Calling message

- 1 While off-hook press the softkey below **CnLWC**
or Press **Cancel LWC**
or Dial Leave Word Calling cancel code _____.
- 2 Dial extension.

PRIORITY CALLING

To place a priority call (3-burst ring)

- 1 Press the softkey below **PCall**
or Press **Priority**
or Dial Priority Calling access code _____.
- 2 Dial extension.

RESET SPEAKERPHONE

NOTE: You can use this feature only if the **Reset Spkr** label appears under the **Speaker** button.

To adjust the speakerphone to the surrounding room acoustics

- 1 While on-hook, press **Shift** and then press **Speaker**.
 - You hear a series of tones.

SELECT RING (and RINGER VOLUME)

To select a personalized ring

- 1 If your 8434DX has a **Shift** button, press **Shift** and then press **Hold** ;
if your 8434DX has a **Ring** button, press **Ring** .
 - Current ringing pattern plays.
- 2 To cycle through all eight ring patterns:
if your 8434DX has a **Shift** button, continue to press (and then release) **Hold** to hear each subsequent pattern;
if your 8434DX has a **Ring** button, continue to press (and then release) **Ring** to hear each new pattern.

NOTE: In either case, you can also press **Next ▶** or **◀ Prev** to cycle through the eight ringing patterns.

- 3 To set the selected ringing pattern:
if your 8434DX has a **Shift** button, press **Shift** when you hear the desired ring pattern;
if your 8434DX has a **Ring** button, don't press **Ring** anymore. You will hear the selected ringing pattern two more times, and then it will be automatically saved.
 - You hear confirmation tone.

To adjust ringer volume if necessary (speaker is *not* active)

- 1 To raise the volume, press the right half of the Volume control button labeled  ;
to lower the volume, press the left half of the Volume control button labeled  .

SEND ALL CALLS

To send all calls (except priority calls) immediately to coverage

- 1 Press **Send Calls**
or Dial Send All Calls access code _____.

To cancel Send All Calls

- 1 While off-hook, press **Send Calls** again
or Dial Send All Calls cancel code _____.

SPEAKERPHONE

NOTE: To use this feature, your voice terminal must be set for the Speakerphone (speak and listen) feature.

To place/answer a call without lifting the handset, or to use speakerphone with any feature

- 1 Press **Speaker**.
- 2 Place or answer call, or access selected feature.
- 3 Adjust speakerphone volume if necessary:

To raise the volume, press the right half of the Volume control button labeled ; to lower the volume, press the left half of the Volume control button labeled .

To prevent the other party from hearing you

- 1 Press **Mute**.
 - Red Mute light goes on.
- 2 Press **Mute** again to resume talking to party.
 - Red Mute light goes off.

To change from speakerphone to handset

- 1 Pick up handset and talk.

To change from handset to speakerphone

- 1 Press **Speaker**.
- 2 Hang up handset.

To end a speakerphone call

- 1 Press **Speaker** again to hang up.

TEST

To test the lights and the display on your voice terminal

- 1 Press and hold down **Test**.
 - Green Test light goes on.
 - Button lights go on in two separate groups, and all display segments fill in.
- 2 To end test, release **Test**.

TIME/DATE (display feature)

To see date and time

- 1 Press softkey below **TmDay**
or Press **Time/Date**.

TIMER (display feature)

To see elapsed time

- 1 To start timer, press **Menu** and the softkey below **Timer**
or Press **Timer**.
- 2 To stop timer, press **Menu** and the softkey below **Timer**
or Press **Timer** again.

TRANSFER

To send present call to another extension or outside number

- 1 Press **Transfer**.
- 2 Dial number where call is to be transferred.
- 3 Press **Transfer** again.
- 4 Hang up.