



DEFINITY Communications
™ System Generic 1

7434D Voice Terminal
User's Guide



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For more information about AT&T documents, see *Business Communications Systems Publications Catalog* (555-000-010).

HEARING AID COMPATIBILITY

This equipment is compatible with the inductively coupled hearing aids prescribed by the Federal Communications Commission (FCC).

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Your 7434D Voice Terminal

The 7434D voice terminal is designed so that you can conveniently use the many features of DEFINITY™ Communications System Generic 1. Familiarize yourself with your voice terminal, shown in Figure 1 and explained below.

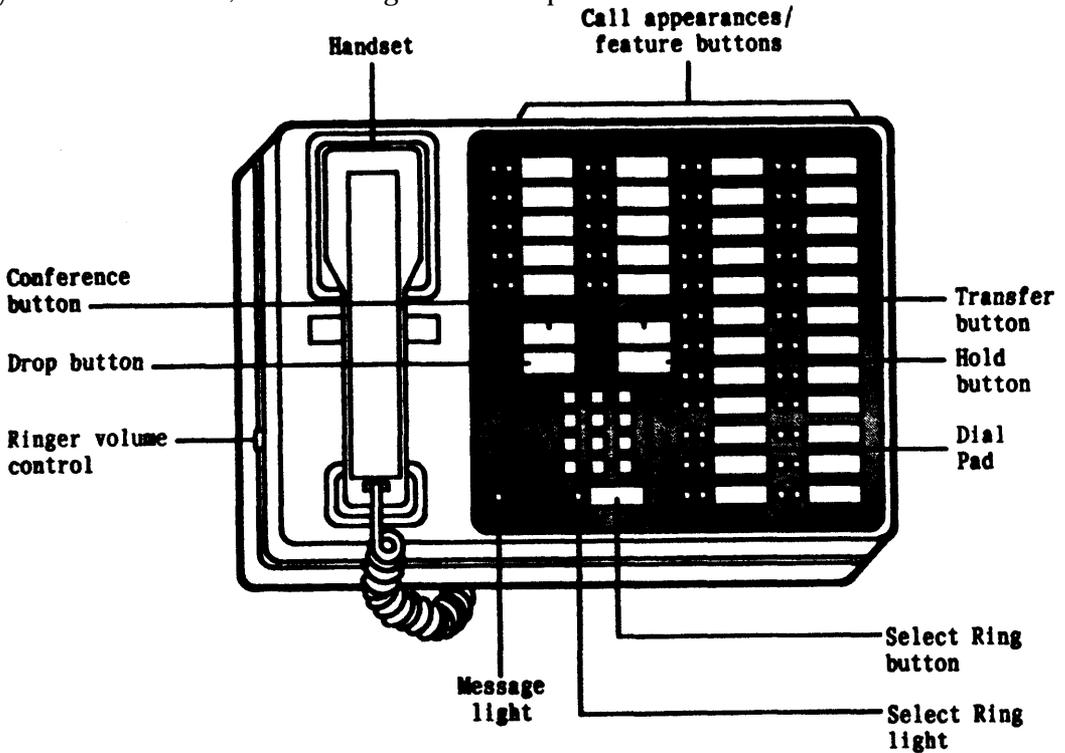


Figure 1. 7434D Voice Terminal

Starting at the top of Figure 1 and continuing clockwise:

Handset

For placing and answering calls (also known as the **receiver**). In most cases, you must lift the handset (go off-hook) before you can use a feature.

Call appearances/ feature buttons

At least 3 of these 34 buttons are devoted to handling incoming and outgoing calls (**call appearances**) and are labeled with an extension number; the remainder may be used as call appearance buttons or used to access features (**feature buttons**) if labeled with a feature name. Each has a red light to tell you the line is being used or that this is the line you will get when you lift the handset. The green light next to each call appearance and feature button tells you the line or feature is being used.

Transfer button

For transferring a call to another voice terminal.

Hold button

For putting a call on hold.

Dial pad

The standard 12-button pad for dialing the telephone numbers and accessing features.

Select Ring button

For accessing the Select Ring feature.

| | |
|------------------------------|---|
| Select Ring light | A green light that goes on steadily when you press the Select Ring button. Also, it winks when you use it in conjunction with [*] in the Select Ring procedure. |
| Message light | A green light which goes on steadily when a message has been left for you. |
| Ringer volume control | A sliding switch to control the volume for the tone ringer. Slide it up (away from you) for a louder ring, down (toward you) for a quieter ring. |
| Drop button | For disconnecting from a call or dropping the last party added to a conference call. |
| Conference button | For setting up conference calls. |

The following optional modules are compatible with the 7434D voice terminal:

C401A or C401B Call Coverage Module Provides 20 call appearance/feature buttons to supplement those on the associated voice terminal. For more information about using the features assigned to this module, see the appropriate feature procedures in the section titled **Voice Features**.

D401A Digital Display Module Provides visual indication of call-related information, time and date, elapsed time on calls, messages, stored abbreviated dialing numbers, and access to Integrated Directory. For operating instructions, see *AT&T System 75 User Instructions: Digital Display Module* (555-200-712).

Note: You can use *only one* of these modules at a time.

What the Features Do

Here are brief descriptions of 20 features, including what each one does and how you might want to use it. You will have the Conference, Drop, Hold, Message, Select Ring, Self-Test, and Transfer features. In addition, you may have many of the other features listed here; your System Manager can advise you.

Abbreviated Dialing (AD) Allows you to store selected telephone numbers for quicker and easier dialing. Each number can be a complete or partial telephone number, an extension number, or a trunk or feature code. Abbreviated Dialing offers 4 possible types of lists—personal, group, system, and enhanced—and you can be assigned a total of 3 lists. Numbers on a personal list are programmable by you; numbers on all other lists are programmable only by the System Manager. Use as a timesaver for dialing frequently called, lengthy, or emergency numbers.

Automatic Callback Sends you a special 3-burst ring tone indicating that a previously busy or unanswered extension is now available. Use to avoid constant redialing when you wish to speak to someone who is frequently busy on the telephone or in and out of the office. **Note:** Can be used only for extensions, not outside numbers.

Bridging Permits you to answer or join in calls to someone else's extension by pressing a **bridged appearance button** on your voice terminal. This button can be any call appearance button labeled with another user's primary extension number, as assigned to you by your System Manager. Use to assist in handling calls for a designated co-worker.

Call Coverage Provides automatic redirection of certain calls to your voice terminal for answering. (Your System Manager determines which calls will be sent to you.) Use to answer calls for other extensions for whom you provide coverage. **Note:** If you have Go to Cover, you (the calling party) can send internal calls directly to coverage any time during the call attempt (the person you call must be in a call coverage group).

Call Forwarding All Calls Temporarily forwards all your calls to another extension or to an outside number, depending on your system. Use when you will be away from your voice terminal and you want your calls to be forwarded to a telephone number of your choice.

Call Park Puts a call on hold at your voice terminal, for retrieval at any extension. Use when you need to go elsewhere to get information during a call, or whenever you wish to complete a call from a different location. Also, if the call received is for someone else, use it to hold the call until the called party can answer it from the nearest available voice terminal.

Call Pickup Lets you answer a call at your voice terminal for another extension in your pickup group. Use when you wish to handle a call for a group member who is absent or otherwise unable to answer. **Note:** You can only use this feature if you and the called party have been assigned to the same pickup group by your System Manager.

Conference Allows you to add parties to a call, so that you can conduct a 6-way conversation. (If you wish to conference more than 6 parties, call your attendant for assistance.) Use to set up time-saving conferences, or to spontaneously include a party important to a discussion.

Drop Disconnects from a call without requiring you to hang up the handset or press the switchhook. Can also be used with the Conference feature to disconnect the last party added. Use whenever you are using the handset and want to continue using it for another action after ending a call.

Hold Puts a call on hold until you can return to it. While a call is on hold, you can place another call, activate another feature, answer a waiting call, or leave your voice terminal to do another task. Use when you have a call that you don't wish to drop, but which you have to interrupt briefly to do something else.

Intercom (Automatic/Dial) Gives you quick access to specified extensions. With Automatic Intercom, you can call a predetermined partner by pressing a single feature button. With Dial Intercom, you can call any member of a predetermined group of users by pressing a feature button and then dialing the group member's 2- or 3-digit code. Use to rapidly dial frequently called numbers.

Last Number Dialed Automatically redials the last number you dialed, either an extension or an outside number. Use to save time in redialing a busy or unanswered number.

Leave Word Calling (LWC) Leaves a message for another extension to call you back. The called party will be able to dial Message Center, AUDIX, or a covering user to retrieve a short, standard message which gives your name and extension, the date and time you called, and the number of times you called. Use any time you wish to have someone call you back; it will help cut down on repeated call attempts.

Message Turns on your Message light to let you know that a caller has left a message for you. You can then follow your System Manager's local message retrieval procedures to get your message.

Priority Calling Allows you to call another extension with a distinctive 3-burst ring to indicate that your call requires immediate attention. Use when you have important or timely information for someone.

Select Ring Allows you to select your own personalized ring from among 8 available ringing patterns. Use to distinguish your ring from that of other nearby voice terminals.

Self-Test Activates the lights and ringer of your voice terminal. Use when you want to test their operation.

Send All Calls Temporarily sends all your calls to the extension of a person designated to answer them when you cannot (perhaps a secretary or receptionist). Use when you will be away from your desk for awhile, or when you do not wish to be interrupted by telephone calls.

Transfer Transfers a call from your voice terminal to another extension or outside number. Use when your caller needs to speak further with someone else. **Note:** Calls from an outside number to your voice terminal can be transferred only to an extension, *not* to another outside number.

Voice Message Retrieval Gives you messages (via computerized voice) left for you through Leave Word Calling or as entered by a covering user. If authorized by your System Manager, you may also retrieve messages for one or more of your co-workers. Use to hear all messages received while you were away.

How to Use the Features

The procedures which follow give short, step-by-step instructions for using each of the features. For your convenience, features are listed alphabetically.

Special Instructions

The first time you use these procedures, you will need to customize them for yourself by following the directions below. Your System Manager can supply the information required.

- To the right of each feature name is a box. For each feature that you have, mark a [✓] in the blank box as a reminder. (Voice features Conference, Drop, Hold, Message, Select Ring, Self-Test, and Transfer are already marked for you.)
- To use a voice feature, you must have the handset off-hook unless you are instructed to remain on-hook in the procedures. You can activate and cancel most of the voice features by dialing 2- or 3-digit codes (if they are not already assigned to a button). In the blanks provided within the procedures, write in the feature code numbers.

Note: If you receive an **intercept tone** (high-pitched, alternating high and low tone) while attempting to operate any feature, you have taken too much time to complete a procedural step or have made a dialing error. Hang up or press [**Drop**], get dial tone, and begin again at Step 1.

Conventions

The following conventions are used in the procedures:

| | |
|--|---|
| Gray Type | Procedural steps in gray type are steps that you should follow if you do not have a button assigned for the feature. |
| [xxxxx] | This box represents a call appearance button, which is used exclusively for placing or receiving calls. The button has a red light and a green light and is labeled with an extension number (shown as [xxxxx]). |
| [Feature] and [Feature xxxxx] | Each of these boxes represents a button that has a feature assigned to it. The button is labeled with the feature name, sometimes followed by an extension number or a person's name (shown as [xxxxx]). |

[handset tone]

The tone that appears in brackets after a step indicates what you should hear from your handset after successfully performing that step.

For a list of tones and their meanings, see the section titled **Tones and Their Meanings**. For a list of glossary terms, see the section titled **Key Words to Know**.

Quick Reference Lists

At the end of the booklet is a set of quick reference lists. Use them to record your feature and trunk codes, Abbreviated Dialing personal list items, and frequently called miscellaneous extensions. Once you have completed the lists, remove the page from the booklet (tear along the perforation), and keep the lists near your voice terminal.

Voice Features

Abbreviated Dialing (AD) ▢

To program/reprogram AD button

Note: AD buttons must first be assigned by System Manager.

- 1 On a separate sheet of paper, jot down the outside numbers, extensions, and/or feature codes you want to program
Note: Each AD button will hold one complete telephone number or feature code.
- 2 Press [Program] (if this button has been assigned to your voice terminal)
or Dial Program code _____ [dial tone]
- 3 Press [AD_xxxxx] to be programmed [dial tone]
- 4 Dial outside number, extension, or feature code you want to program (up to 24 digits)
Note: If you are programming an outside number, be sure to include a trunk code, if applicable.
- 5 Press [#] (on the dial pad)
[confirmation tone], [dial tone]
 - Number is stored
 - Repeat Steps 3-5 to program additional buttons
- 6 Hang up or press [Drop] to end programming

To place a call using an AD call

- 1 Press selected [AD_xxxxx] [ringback tone]
 - Call is dialed (silently)

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

- 1 On a separate sheet of paper, jot down the outside numbers, extensions, and/or feature codes you want to program as items on your personal list(s) (see example to the left)

Note: Each telephone number or feature code is stored as a separate item.

- 2 Press [Program]
or Dial Program code _____ [dial tone]
- 3 Dial Personal List code (1, 2, or 3) [dial tone]
- 4 Dial list item (1, 2, 3...) [dial tone]
- 5 Dial number you want to program (up to 24 digits)

Note: If you are programming an outside number, be sure to include a trunk code, if applicable.

| <u>Item</u> | <u>Number</u> |
|-------------|--------------------------------|
| 1 | 9-555-4280 (home) |
| 2 | ext 6344 (guard) |
| 3 | 9-919-755-0000 (print shop) |
| 4 | *60 (msg retrieval) |

6 Press [#] [confirmation tone], [dial tone]

- Number is stored
- Repeat Steps 4-6 if you want to program additional items on the same list; press [**Drop**] and begin again at Step 1 if you want to program items on another list

7 Hang up or press [**Drop**] to end programming

Note: Record your personal list items on the Abbreviated Dialing list in the back of this booklet; group, system and enhanced lists can be obtained from your System Manager.

To place a call using a personal, group, system, or enhanced list

1 Dial appropriate AD List code:

- List 1 _____
- List 2 _____ [dial tone]
- List 3 _____

2 Dial desired list item (1, 2, 3...)

- Call is dialed

Note: You can program a list code on one of your AD buttons for faster access to a list. To place a call, simply press the AD button and then dial the desired list item.

Automatic Callback

To automatically place another call to an extension that was busy, did not answer, or returned a call waiting ringback tone

1 Press [**Auto Callback**] during call attempt [confirmation tone]

- Green light goes on steadily until callback is completed or canceled

Note: If you send your calls to coverage after activating Automatic Callback, your callback calls will still ring at your extension and will *not* be redirected to coverage.

2 Hang up

- You get a 3-burst priority ring when the extension you attempted to call becomes available

Note: After you activate Automatic Callback, the system monitors the called extension. That extension becomes available after the called party completes a call.

3 Lift handset when you hear priority ring

- A call is automatically placed to the extension, which receives regular ringing

Note: Automatic Callback is automatically canceled after 30 minutes or if the callback call is unanswered.

To cancel Automatic
Callback

- 1 Press [Auto Callback] again (while on-hook)
or Dial the Automatic Callback Cancel code _____
[confirmation tone]
 - Green light goes off

Bridging

To answer a bridged call

- 1 Press [xxxxx] of bridged call

Note: If your voice terminal has Ringing Appearance Preference, this step is not necessary; you will automatically be connected to call when you lift the handset.

To use Manual Exclusion
to prevent other bridged
terminals from entering a
call (on a per call basis)

- 1 Press [Exclusion xxxxx] while connected to the call

Note: Pressing [Exclusion xxxxx] again reactivates bridging.



To answer a call for a co-worker for whom you are a coverage point

- 1 Press [**xxxxx**] of incoming call when ring begins or green light flashes

Note: If your voice terminal has Ringing Appearance Preference, this step is not necessary; you will automatically be connected to the call when you lift the handset. Also, the call is *not* at your voice terminal until the green light is flashing.

To leave a message for a co-worker to call the original caller's extension

- 1 Press [**Coverage Callback**] while connected to the call [confirmation tone]

Note: To leave a message for a co-worker to call *you*, activate Leave Word Calling instead.

To talk privately with co-worker after answering a redirected call

- 1 Press [**Transfer**] [dial tone]
 - Call is put on hold
- 2 Press [**Consult**] [priority ring to co-worker] or Dial co-worker's extension

Note: You can privately discuss the call at this time; if your co-worker is not available, press the fluttering [**xxxxx**] to reconnect to call.

- 3 Press [**Transfer**] again to send call to co-worker or press [**Conference**] make it a 3-party call

To temporarily redirect all calls to an extension or outside number of your choice

- 1 Press [Call Forward] or Dial Call Forward code _____ [dial tone]

Note: If you have console permission, next dial the extension number whose calls are to be forwarded; receive dial tone.

- 2 Dial extension or number where calls will be sent [confirmation tone]

Note: Some voice terminals have restrictions on where calls can be forwarded (see your System Manager).

- 3 Hang up

Note: You may hear a ring-ping tone from your voice terminal as each call is forwarded

To cancel Call Forwarding

- 1 Press [Call Forward] again (while on-hook) or Dial Call Forward Cancel code _____ [confirmation tone]

- Your calls will now ring at your own voice terminal

Call Park



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

Note: If a [**Call Park**] button has been assigned to your voice terminal, simply press [**Call Park**] and hang up; otherwise, follow the instructions below.

- 1 Press [**Transfer**] [dial tone]
- 2 Dial Call Park code _____ [confirmation tone]
- 3 Press [**Transfer**] again
 - Call is parked
- 4 Hang up

To return to a call parked at your extension

- 1 Press [**Call Park**]
or Dial the Answer Back code _____
and then your extension number
 - You are connected to call

To retrieve parked call from any extension

- 1 Dial Answer-Back code _____ [dial tone]
- 2 Dial extension number where call is parked [confirmation tone]

Note: If you receive intercept tone, parked call has been disconnected or retrieved by someone else.

Call Pickup



To answer a call placed to a member of your pickup group when your voice terminal is idle

- 1 Press [**Call Pickup**]
or Dial Call Pickup code _____
 - You are connected to ringing call

To pick up a call while you are active on another call

- 1 Press [**Hold**]
 - Present call is put on hold
 - Green light flutters
- 2 Press [**Call Pickup**]
 - Called voice terminal stops ringing
 - You are connected to incoming call

Note: To return to held call after completing pickup call, press fluttering [**xxxxx**].



To add another party to a call (for a total of up to 6 parties)

- 1 Press [**Conference**] [dial tone]
 - Present call put on hold and you are given a new call appearance; all other parties remain connected to each other
- 2 Dial number of new party and wait for answer

Note: You can privately discuss the call with the new party at this time; if no answer or busy, press fluttering [**xxxxx**] to return to the held call.

- 3 Press [**Conference**] again
 - All parties now connected
 - Repeat Steps 1-3 for additional conference connections
-

To add a call you've put on hold to another call you're connected to

- 1 Press [**Conference**] [dial tone]
 - Held call light continues to flutter; current call light also flutters
 - You are given a new call appearance
- 2 Press [**xxxxx**] of call on hold (first call)

- 3 Press [**Conference**] again
 - All parties are now connected
-

To drop the last party added to a conference call

- 1 Press [**Drop**]
 - Last party you added is dropped
 - You remain connected to other parties

Note: Parties other than the last one must disconnect to be released from the conference call.

Drop



To disconnect from a normal call and obtain dial tone without hanging up the handset

- 1 Press [**Drop**]

Note: If pressed during a conference call, the last party added will be dropped, and you will remain connected to the other parties.

Hold



To keep a call on hold while you answer another call, make a call, or perform some other task

- 1 Press [**Hold**]
 - Green light flutters

Note: If you put a conference call on hold, the other parties remain connected.

To answer a new call while active on another

- 1 Press [**Hold**]
 - Green light flutters
- 2 Press [**xxxxx**] of incoming call
 - You are connected to incoming call

To return to held call

- 1 Press [**xxxxx**] of held call
 - You are connected to held call

Note: If you are active on a call and you press the [**xxxxx**] of the held call, the active call will be dropped.

Intercom (Automatic/Dial)



To make a call to your predetermined Automatic Intercom partner

- 1 Press [**lcom.Auto.xxx**] [ringback tone]
 - Special intercom ring is sent

Note: If call is unanswered, press [**Go to Cover**] while call is ringing if you want to redirect it to coverage.

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

- 1 Press [**lcom.Dial.xxx**] [dial tone]
 - Green light goes on steadily
- 2 Dial group member's 1- or 2-digit code [ringback tone]
 - Special intercom ring is sent

Note: If call is unanswered, press [**Go to Cover**] while call is ringing if you want to redirect it to coverage.

To answer any intercom call

- 1 Pick up handset
 - You are connected to call

Note: If you are active on another call, first press [**Hold**], then press flashing [**xxxxx**].

Last Number Dialed



To automatically redial the last number you dialed (extension, outside number, or trunk/feature code)

- 1 Press [**Last Dialed**] or Dial Last Number Dialed code _____ [ringback tone]
(up to 24 digits)
- 2 Wait for called party to answer



To leave a message *after* dialing an extension (when your call is not answered, you hear a coverage or busy tone, or you have been put on hold)

Note: To do this, you must have a [**LWC**] button.

- 1 Press [**LWC**] before hanging up your handset [confirmation tone]
 - Message light goes on called voice terminal

Note: If reorder tone is heard, message is not stored; try again.

To leave a message without ringing an extension

- 1 Press [**LWC**] or Dial Leave Word Calling code _____ [dial tone]
- 2 Dial the extension [confirmation tone]
 - Message light goes on called voice terminal

To cancel a Leave Word Calling message

Note: You cannot cancel messages for an AUDIX subscriber.

- 1 Press [**Cancel LWC**] or Dial Leave Word Calling Cancel code _____ [dial tone]
- 2 Dial the extension [confirmation tone]

Note: If reorder tone is heard, message is not canceled; try again.

Message



To retrieve a message when your Message light is on

- 1 See your System Manager for instructions regarding your local message retrieval procedures

Priority Calling



To place a priority call (3-burst ring)

- 1 Press [**Priority**]
or Dial Priority Calling Code _____ [dial tone]
- 2 Dial the extension [ringback tone]
- 3 Wait for the called party to answer

Note: If your call is not answered and you wish to redirect it to coverage, press [**Go to Cover**] while call is ringing.

To change a regular call into a priority call (when you hear a call waiting ringback tone)

- 1 Press [**Priority**]
- 2 Wait for called party to answer

Note: If you still receive a call waiting ringback tone, wait a few minutes and try again.



To select a personalized ring

- 1 Press [Select Ring] (while on-hook)
 - Green light goes on
- 2 Press [#]
 - Green light winks; current ring pattern plays and repeats every 4 seconds
- 3 Adjust ringer volume with volume control switch on left side of voice terminal, if desired
- 4 Repeat Step 2 to cycle through all 8 ring patterns
- 5 Press [Select Ring] again when you hear the desired ring pattern
 - Your new ring is set; green light goes off

Note: If you receive a call go off-hook, or lose power during selection, process is interrupted and you must start again. If you lose power *after* you have selected your personalized ring, you will have to select your ring pattern again.



To test the lights and ringer of your voice terminal

- 1 Press [Select Ring] (while off-hook)
 - Green light goes on steadily
- 2 Press and hold [Drop]

The following occurs in sequence:

- Ringer sounds; Message and Select Ring lights and two columns of lights directly above dial pad go on steadily for one second and then go off.
 - First column of lights to right of dial pad goes on steadily for one second and then goes off
 - Second column of lights to far right of dial pad goes on steadily and then goes off
- 3 Release [Drop] to end test
 - Ringer and lights return to pretest state

Note: If ringer or lights do *not* respond during test, notify your System Manager.

Send All Calls



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

- 1 Press [**Send All Calls**] (while on-hook) or Dial Send All Calls code _____ [confirmation tone]

Note: You may hear a ring-ping tone from your voice terminal as each call is forwarded.

To cancel Send All Calls

- 1 Press [**Send All Calls**] again (while on-hook) or Dial Send All Calls Cancel code _____ [confirmation tone]

Transfer



To send present call to another extension or outside number

- 1 Press [**Transfer**] [dial tone]
 - Present call put on hold
- 2 Dial number that call is to be transferred to [ringback tone]
 - Remain on line and announce call; if no answer or busy, return to held call by pressing its [**xxxxx**]
- 3 Press [**Transfer**] again
 - Call is sent to the dialed number

Note: Only calls from another extension can be sent to an outside number; you *cannot* transfer a call from an outside number to another outside number.

- 4 Hang up



To retrieve your voice messages when your Message light is on

- 1 Dial the Voice Message Retrieval code _____ [dial tone]
- 2 Press [#] [voice prompting]

Note: Do *not* press [#] if calling from someone else's extension; instead, dial your own extension number and your security code, if required.

- 3 Move through the messages with these dial pad buttons:

[#] NEXT (read next message)

[3] DELETE (erase from storage)

[4] HELP (request assistance)

[5] REPEAT (read message again)

[8] CALL (call back named extension)

Note: When you call back an extension with [8], be sure to also delete the message with [3] either before you place the call or after you complete it; otherwise, the message will remain in storage.

- 4 Hang up or press [**Drop**] to end Voice Message Retrieval

To retrieve voice messages for a co-worker

- 1 Dial Voice Message Retrieval Coverage code _____ [dial tone]
- 2 Dial co-worker's extension [voice prompting]

Note: If you receive an intercept tone, see your System Manager for further instructions.

- 3 Move through the messages with dial pad buttons previously listed
- 4 Hang up or press [**Drop**] to end Voice Message Retrieval

Tones and Their Meanings

Ring tones are produced by an incoming call. **Handset tones** are those which you hear through the handset (receiver).

Ring tones

- **1 ring** — A call from another extension.
 - **2 rings** — A call from outside or from the attendant.
 - **3 rings** — A priority call from another extension, or from an Automatic Callback call you placed.
 - **ring-ping (half ring, not repeated)** — A call redirected from your voice terminal to another because Send All Calls or Call Forwarding All Calls is active.
-

Handset Tones

- **busy tone** — A low-pitched tone repeated 60 times a minute; indicates the number dialed is in use.
- **call waiting ringback tone** — A ringback tone with a lower-pitched signal at the end; indicates that the extension called is busy, but the called party has been given a call waiting tone.
- **call waiting tone** — One, two, or three beeps of high-pitched tone, not repeated; indicates an incoming call is waiting to be answered. Number of beeps designates the source: 1 for an internal call, 2 for an outside or attendant call, 3 for a priority call.
- **confirmation tone** — Three short bursts of tone; indicates a feature activation or cancellation has been accepted.
- **coverage tone** — One short burst of tone; indicates your call will be sent to another extension to be answered by a covering user.
- **dial tone** — A continuous tone; indicates dialing can begin.
- **intercept/time-out tone** — An alternating high and low tone; indicates a dialing error, a denial of the service requested, or a failure to dial within a preset interval (usually 10 seconds) after lifting the handset or dialing the previous digit.
- **recall dial tone** — Three short bursts of tone followed by a steady dial tone; indicates the feature request has been accepted and dialing can begin.
- **reorder tone** — A fast busy tone repeated 120 times a minute; indicates all trunks are busy.
- **ringback tone** — A low-pitched tone repeated 15 times a minute; indicates the number dialed is being rung.

Key Words to Know

activate To begin or turn on the operation of a feature.

attendant The person who handles incoming and outgoing calls at the main telephone console.

AUDIX Audio Information Exchange, an optional voice mail and message service which provides coverage for calls to you by recording callers' messages and reporting Leave Word Calling messages.

call appearance A button used exclusively to place, receive, or hold calls. It has an assigned extension number and is equipped with a red light and a green light.

console permission The authorization (from your System Manager) to initiate Call Forwarding All Calls for an extension other than your own.

coverage Automatic redirection of calls from an unanswered voice terminal to another voice terminal. Redirection could be to the extension of a receptionist, secretary, co-worker, AUDIX, or Message Center. A person who provides coverage is a **covering user**.

DEFINITY Communications System Generic 1 The AT&T switch to which you are connected. It transmits and receives voice and data signals for all communications equipment in your network.

dial pad The 12 pushbuttons you use to dial a number and access features.

enhanced list One of the 4 types of Abbreviated Dialing lists; programmable only by the System Manager. Contains telephone numbers useful to all system members, and stores each of those numbers as a 3-digit list item.

extension A dialing number of 1 to 5 digits assigned to each voice terminal connected to your DEFINITY Generic 1.

feature A special function or service, such as Conference, Hold, Send All Calls, etc.

feature code A dial code of 1, 2, or 3 digits which you use to activate or cancel the operation of a feature.

group list One of the 4 types of Abbreviated Dialing lists; programmable by the System Manager. Contains telephone numbers useful to members of a specific group, and stores each of those numbers as a 2-digit list item.

handset The handheld part of the voice terminal which you pick up, talk into, and listen from. Also known as the **receiver**.

message retriever A person authorized by the System Manager to retrieve messages for other users.

off-hook When the handset is removed from the cradle (for example, when you lift the handset to place or answer a call).

on-hook When the handset is left on the cradle.

party A person who places or answers a call.

personal list One of the 4 types of Abbreviated Dialing lists; programmable by the System Manager or by you, the user. Contains telephone numbers of your choice, and stores each of them as a single-digit list item.

personal list item One of the 10 available slots on an Abbreviated Dialing personal list. The first 9 personal list items are given digits 1 to 9, with 0 for the tenth item.

pickup group A group of voice terminal users who can answer calls for each other through the Call Pickup feature. Group members are determined by the System Manager and are usually located in the same work area or perform similar job functions.

priority call An important or urgent call which sends a special 3-burst ring.

program/reprogram To use your dial pad to assign a telephone number to a personal list item or an [**AD_xxxxx**] button for Abbreviated Dialing.

retrieve To collect telephone messages with the Message or Voice Message Retrieval features. (Also, with Call Park, to resume a call from an extension other than the one where the call was first placed or received.)

ringer The device that produces the electronic ringing sound in your voice terminal.

stored number A telephone number which has been programmed and stored as a 1-, 2-, or 3-digit list item for use with Abbreviated Dialing. It can be a complete or partial telephone number, an extension number, or a trunk or feature code. Once programmed, a number can be accessed by first dialing the list, then the list item digit(s) under which it is stored. If the number is stored on an [**AD_xxxxx**] button, the number can be accessed by simply pressing that button.

switch The device which makes connections for all voice and data calls for a network, and also contains software for features. Also known as a **system, switching system, or PBX** (private branch exchange). (Your switch is an **AT&T DEFINITY Communications System Generic 1**.)

system list One of the 4 types of Abbreviated Dialing lists; programmable only by the System Manager. Contains telephone numbers helpful to all system users, and stores each of those numbers as a 2-digit list item.

System Manager The person responsible for specifying and managing the operation of features for all the voice and data equipment in your network.

trunk A telecommunications channel between your DEFINITY Generic 1, and the local or long distance calling network. Trunks of the same kind connecting to the same endpoints are assigned to the same **trunk group**.

trunk code A dial code of 1, 2, or 3 digits which you dial to access a trunk group to place an outside call.

voice terminal A telephone equipped with an array of specially designed features (for example, self-test mode, administrable buttons, etc.) and functional capabilities that distinguish it from a conventional telephone.

Quick Reference Lists

| Feature Codes | | | |
|--|------|--|------|
| Feature | Code | Feature | Code |
| ABBREVIATED DIALING List 1 | | CALL PICKUP | |
| List 2 | | LAST NUMBER DIALED | |
| List 3 | | LEAVE WORD CALLING | |
| Program | | Cancel | |
| CALL FORWARDING ALL CALLS | | PRIORITY CALLING | |
| Cancel | | SEND ALL CALLS | |
| CALL PARK | | Cancel | |
| Answer Back | | VOICE MESSAGE RETRIEVAL | |
| | | Coverage | |

Trunk Codes

| Description | Code |
|-------------|------|
| | |
| | |
| | |
| | |

Miscellaneous

| Description | Extension |
|-------------|-----------|
| Attendant | |
| | |
| | |
| | |

Abbreviated Dialing*

| Item No. | Personal List 1 | Personal List 2 | Personal List 3 |
|----------|-----------------|-----------------|-----------------|
| | Name | Name | Name |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

* You can have as many as 3 personal lists, and each list can have either 5 or 10 items; see your System Manager.