



**System 75 and  
DEFINITY® Communications System  
Generic 1 and 3**

**8403 Voice Terminal  
Quick Reference Guide**

**AT&T 555-230-762  
Comcode 107104317**

Refer to the procedures on this card to use the voice features on your 8403 voice terminal. The features are listed in alphabetical order. In the spaces provided, write in the feature access codes for your system. For more information about these features, see your System Manager or refer to the *DEFINITY Generic 1 and Generic 3 and System 75 8403 Voice Terminal User's Guide*, 555-230-761.

**ABBREVIATED DIALING (AD)**

**To program/reprogram an AD entry on your  
Feature Directory**

- 1 Press [ **Feature** ] and the AD Program entry number (or \* or #)  
or Dial AD Program code  
(while off-hook) \_\_\_\_\_ .
- 2 Press [ **Feature** ] and the entry number (or \* or #) of the AD entry you wish to program.
- 3 Dial outside number, extension, or feature code you want to store (up to 24 digits).
- 4 Press [ # ] .
- 5 Repeat Steps 2-4 to program additional buttons.
- 6 Hang up.

**To place an AD call from your Feature  
Directory**

- 1 Pick up handset.
- 2 Press [ **Feature** ] (while off-hook), then the entry number (or \* or #) for the AD entry you wish to call.

**To program/reprogram a personal list item**

- 1 Dial AD Program code  
(while off-hook) \_\_\_\_\_ .
- 2 Dial Personal List number (**1, 2, 3...**).
- 3 Dial list item (**1, 2, 3...**).
- 4 Dial number, feature, or extension you want to store (up to 24 digits).
- 5 Press [ # ] .
- 6 Repeat Steps 3-5 to program additional items on the same list.
- 7 Hang up.

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

- 1 Dial appropriate list code:
  - List 1 \_\_\_\_\_
  - List 2 \_\_\_\_\_
  - List 3 \_\_\_\_\_or Press [ **Feature** ] , then the appropriate entry number (or \* or #) if you have a list programmed on the Feature Directory.
- 2 Dial desired list item (**1, 2, 3...**).

## AUTOMATIC CALLBACK

### To automatically place another call to an extension that was busy, or did not answer

- 1 Press [ Feature ], then the Automatic Callback entry number (or \* or #) during call attempt.
- 2 Hang up.
  - You hear a 3-burst priority ring when both you and the called extension are idle.
- 3 Answer the call, or go off-hook, and other party will be called.

### To cancel Automatic Callback

- 1 Press [ Feature ] (while off-hook), then the Automatic Callback entry number (or \* or #).

## CALL FORWARDING ALL CALLS

### To temporarily redirect all calls to an extension or outside number

- 1 Press [ Feature ] (while off-hook), then the Call Forward entry number (or \* or #)  
or Dial Call Forward code  
(while off-hook) \_\_\_\_\_.
- 2 Dial extension or number where calls will be sent.
- 3 Hang up.

### To cancel Call Forwarding

- 1 Press [ Feature ], then the Call Forward entry number (or \* or #)  
or Dial Call Forward cancel code  
(while off-hook) \_\_\_\_\_.

## CALL PARK

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

- 1 Press [ Transfer ].
- 2 Dial Call Park code \_\_\_\_\_.
- 3 Press [ Transfer ] again.
- 4 Hang up.

### To retrieve a parked call from any extension

- 1 Dial Answer Back code \_\_\_\_\_.
- 2 Dial extension where call is parked.

## CALL PICKUP

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

- 1 Press [ Feature ] (while off-hook), then the Call Pickup entry number (or \* or #)  
or Dial Call Pickup code  
(while off-hook) \_\_\_\_\_.

## CONFERENCE

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

- 1 While off-hook on a call, press [ Conf ].
- 2 Dial number of new party and wait for answer.
- 3 Press [ Conf ] again.
- 4 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 [ Conf ].
- 2 You are given a new call appearance.
- 3 Press call appearance button of held call (first call).
- 4 Press [ Conf ] again.

### To drop the last party added to a conference call

- 1 Press [ Drop ].

## 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.

## LAST NUMBER DIALED

### To automatically redial the last number you dialed

- 1 Press [ **Feature** ] (while off-hook), then the Last Number Dialed entry number (or \* or #)  
or Dial Last Number Dialed code \_\_\_\_\_ .

## LEAVE WORD CALLING (LWC)

### To leave a message after dialing an extension

- 1 Press [ **Feature** ] , then the Leave Word Calling entry number (or \* or #).

### To leave a message without ringing an extension

- 1 Press [ **Feature** ] , then the Leave Word Calling entry number (or \* or #)  
or Dial Leave Word Calling code \_\_\_\_\_ .
- 2 Dial extension.

### To cancel a Leave Word Calling message

- 1 Press [ **Feature** ] (while off-hook), then the Leave Word Calling Cancel entry number (or \* or #)  
or Dial Leave Word Calling cancel code (while off-hook) \_\_\_\_\_ .
- 2 Dial extension.

## MUTE

### To prevent the other party from hearing you

- 1 Press [ **Mute** ] .
  - Red Mute light goes on.
- 2 When you are ready to resume conversation with the other party, press [ **Mute** ] again.
  - Red Mute light goes off.

## PRIORITY CALLING

### To place a priority call (3-burst ring)

- 1 Press [ **Feature** ] (while off-hook), then the Priority Calling entry number (or \* or #)  
or Dial Priority Calling code (while off-hook) \_\_\_\_\_ .
- 2 Dial extension.

### To change a regular call into a priority call

- 1 Press [ **Feature** ] (while off-hook), then the Priority Calling entry number (or \* or #).
- 2 Wait for called party to answer.

## SELECT RING (and RINGER VOLUME)

### To select a personalized ring

- 1 While on-hook, press [ **Feature** ] , and then press [ **Hold** ] .
  - Current ring pattern plays.
- 2 Continue to press [ **Hold** ] to cycle through all 8 ring patterns.
- 3 When you hear the desired ring pattern, press [ **Feature** ] again.

### 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 [ Feature ], then the Send All Calls entry number (or \* or #)  
or Dial Send All Calls code  
(while off-hook) \_\_\_\_\_ .

### To cancel Send All Calls

- 1 Press [ Feature ], then the Send All Calls entry number (or \* or #)  
or Dial Send All Calls cancel  
code \_\_\_\_\_ .

## SPEAKER

### To place a call without lifting the handset, or to use speaker with any listen-only feature

- 1 Press [ Speaker ] .
- 2 Place call or access selected feature.
- 3 Adjust speaker volume if necessary:
  - To raise the volume, press the right half of the Volume control button labeled [  $\Delta$  ] ; to lower the volume, press the left half of the Volume control button labeled [  $\nabla$  ] .
- 4 Pick up handset to talk to other party.

### To change from speaker to handset

- 1 Pick up handset and talk.

### To change from handset to speaker

- 1 While handset is off-hook, press [ Speaker ] .
- 2 Hang up handset.

### To end a call using the speaker

- 1 Press [ Speaker ] .

## TEST

### To test the voice terminal lights

- 1 While on-hook, press and hold down [ Test ] .
  - Green Test light goes on.
  - Voice terminal lights go on.
- 2 Release [ Test ] to end test.

## TRANSFER

### To send present call to another extension or outside number

- 1 Press [ Transfer ] .
- 2 Dial number to which call is to be transferred.
- 3 Press [ Transfer ] again.
- 4 Hang up.

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