**Lucent Technologies**
Bell Labs Innovations

**DEFINITY® Enterprise Communications Server (ECS)
Release 5**

**8434DX Voice Terminal
Quick Reference**

**555-230-857
Comcode 107672982**

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 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 1 and Generic 3 and System 75
8434DX Voice Terminal User's Guide*, 555-230-856.

## 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.)

## ABBREVIATED DIALING (AD)

### To program/reprogram an AD button

**1** Pick up handset.

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

**2** Press softkey below **Prog** (if shown on the display)
   **or** Press **Program**
   **or** Dial AD Program access code _____.

**3** Press AD button to be programmed.

**4** Dial outside number, extension, or feature access code you want to store (up to 24 digits).

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

**5** Press $\boxed{\#}$ .

**6** Repeat Steps 3 through 5 to program additional buttons.

**7** Hang up.

### To place an AD call

**1** Pick up handset or press $\boxed{\textit{Speaker}}$ .

**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.

**2** Press softkey below **Prog** (if shown on the display)
**or** Press $\boxed{\textit{Program}}$
**or** Dial AD Program access code _____.

**3** Dial Personal List number **(1, 2, or 3)**.

**4** Dial list item **(1, 2, 3...)**.

**5** Dial number you want to store (up to 24 digits).

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

**6** Press $\boxed{\#}$ .

**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 $\boxed{\textit{Pers List}}$ or $\boxed{\textit{Grp List}}$ or $\boxed{\textit{Sys List}}$
**or** Dial appropriate AD List access code:

- List 1 _____
- List 2 _____
- List 3 _____

**NOTE:** An Enhanced List may also be available.

**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** During call attempt, press softkey below **AutCB** (if shown on the display)
**or** Press **AutoCallBk**.
Hang up.

- You hear a 3-burst priority ring when both you and the called extension are idle.

**2** Pick up handset to be connected to call.

**To cancel Automatic Callback**

**1** While on-hook, press softkey below AutCB again (if shown on the display)
**or** Press **AutoCallBk** again.

## BRIDGING/MANUAL EXCLUSION

**To answer a bridged call**

**1** Press call appearance button of bridged call and lift handset or press **Speaker**.

**NOTE:** If your 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 the call appearance of incoming call when ring 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** (if shown on the display)
  **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 ALL CALLS

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

1 Press softkey below **CFrwd** (if shown on the display)
  **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 on-hook, press softkey below **CFrwd** (if shown on the display)
  **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)**

**NOTE:** Press the softkey below **CPark** (if shown on the display) or press `Call Park` and hang up; otherwise do this:

1 Press `Transfer`.

2 Dial Call Park access code _____.

3 Press `Transfer` again.

4 Hang up.

**To retrieve a parked call from any extension.**

1 Dial Answer Back access code _____.

2 Dial extension where call is parked.

## CALL PICKUP

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

1 Press softkey below **CPkUp** (if shown on the display)
   **or** Press | Call Pickup |
   **or** Dial Call Pickup access code _____.

## CONFERENCE

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

1 Press | Conf |.

2 Dial number of new party and wait for answer.

3 Press | Conf | again.

4 Repeat Steps 1 through 3 for additional conference connections.

**To add a call you have put on hold to another call to which you are connected**

1 Press | Conf |.
   - You are given a new call appearance.

2 Press call appearance of call on hold (first call).

3 Press | Conf | again.

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

1 Press | Drop |.

## DIRECTORY (display feature)

**To search directory for a name**

1 Press the softkey below **Dir** (if shown on the display)
   **or** Press | Directory |.

2 Key in name with dial pad [last name, comma (use *), first name or initial].

3 Press | Next Msg | for next directory name you wish to see.

**NOTE:** If you want to call the displayed number, press `Call Display` (if available), or press `Exit` and then dial the number using the dial pad.

## EXIT

**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 of incoming call.

**To return to held call**

**1** Press call appearance of held call.

## LAST NUMBER DIALED

**To automatically redial the last number you dialed**

**1** Press softkey below **Last** (if shown on the display)
   **or** 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** (if shown on the display)
   **or** Press `LWC` before hanging up your handset.

**To leave a message without ringing an extension**

**1** Press softkey below **LWC** (if shown on the display)
   **or** Press `LWC`
   **or** Dial Leave Word Calling access code _____.

**2** Dial extension.

### To cancel a Leave Word Calling message

1. Press the softkey below **CnLWC** (if shown on the display)
   **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** (if shown on the display)
   **or** Press `Priority`
   **or** Dial Priority Calling access code _____.

2. Dial extension or wait for party to answer.

## 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:** You can also press `Next ▶` or `◀ Prev` to cycle through the eight ringing patterns.

**3** To set your selected ringing pattern:
  if your 8434DX has a $\boxed{\textbf{Shift}}$ button, press $\boxed{\textbf{Shift}}$
  when you hear the desired ringing pattern;
  if your 8434DX has a $\boxed{\textbf{Ring}}$ button, don't press
  $\boxed{\textbf{Ring}}$ 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 $\boxed{\wedge}$; to lower the
  volume, press the left half of the Volume control
  button labeled $\boxed{\vee}$.

## SEND ALL CALLS

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

**1** While on-hook, press softkey below **SAC**
  (if shown on the display)
  **or** Press $\boxed{\textbf{Send Calls}}$
  **or** Dial Send All Calls access code _____.

**To cancel Send All Calls**

**1** While on-hook, press softkey below **SAC**
  (if shown on the display)
  **or** Press $\boxed{\textbf{Send Calls}}$
  **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 $\boxed{\textbf{Speaker}}$.

**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 Vol-
  ume control button labeled $\boxed{\wedge}$; to lower the vol-
  ume, press the left half of the Volume control button
  labeled $\boxed{\vee}$.

### 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.

## STORED NUMBER (display feature)

### To see number stored on an AD button

1 Press the softkey below **View** (if shown on the display)
   **or** Press **Stored**.

2 Press selected AD button.

### To see the last number you dialed

1 Press the softkey below **View** (for display users)
   **or** Press **Stored**.

2 Press the softkey below **Last**
   **or**, if **Last** is not available on your display, press **LastDialed**
   **or** Dial the Last Number Dialed access code
   _____.

## 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 four separate groups, and all display segments fill in.

2 To end test, release **Test**.

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## TIME/DATE (display feature)

**To see time and date**

**1** Press softkey below **TmDay** (if shown on the display)
**or** Press **Time/Date**.

## TIMER (display feature)

**To see elapsed time**

**1** To start timer, press **Menu** and the softkey below **Timer** (if shown on the display)
**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.