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**DEFINITY® Communications System
Generic 2 and System 85**

**6434 Voice Terminal
Quick Reference Guide**

AT&T 555-104-766

Refer to the procedures on this card to use the features on your 8434 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 2 and System 85 8434 Voice Terminal User's Guide,* 555-104-765.

USING THE SOFTKEYS

You can display any of the softkey features by pressing [*Menu*]. 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. To use the feature, press the softkey below the feature abbreviation. 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 Fowarding, 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 canceling a LWC message or deactivating Call Forwarding, you must be off-hook.

ABBREVIATED DIALING (AD)

To program or 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).

 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 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 or 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...).**

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5 Dial number you want to stem (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*].

2 Hang up.

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

3 Pickup handset to be connected to call.

To cancel Automatic Callback

1 While off-hook, press softkey below **AutCB** again
 or Press [*AutoCallBk*] again.

BRIDGING/MANUAL EXCLUSION

To answer a bridged call

1 Press [*xxxxx*] 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.

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

1   Press [*xxxxx*] 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**
    or Press [*Consult*]
    or Dial coworker's extension.

3   Discuss call, if appropriate.

4   If coworker is not available, press the fluttering [*xxxxx*] 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 — FOLLOW ME

To temporarily redirect all calls to an extension or outside number

1   Press softkey below **CFrwd**
    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**
    or Press [*Call Fwd*] again
    or Dial Call Forward cancel code _____ .

2   Hang up.

CALL PARK

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

1   Press [*Transfer*].

2   Dial Call Park trunk group 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 three 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.

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 msssage without ringing an extension

1 While off-hook 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 While off-hook press the softkey below **PCall**
or Press [*Priority*]
or Dial Priority Calling access code_____.

2 Dial extension.

RESET SPEAKERPHONE

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 Press [*Shift*] and then press [*Hold*].

● Current ringing pattern plays, and pattern number is displayed.

2 To cycle through all eight ring patterns, continue to press (and then release) [*Hold*] (or press [*Next>*] or [*<Prev*]).

3 When you hear the desired ring pattern, press [*Shift*] 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 [*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 access code_____.

SPEAKERPHONE

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

To place or 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 Pickup handset and talk.

To change from handset to speakerphone

1 Press [*Speaker*].

2 Hang up handset.

To end a speakerphone call

1 Press [*Speaker*] 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 four separate groups, and display fills in all segments.

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.

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