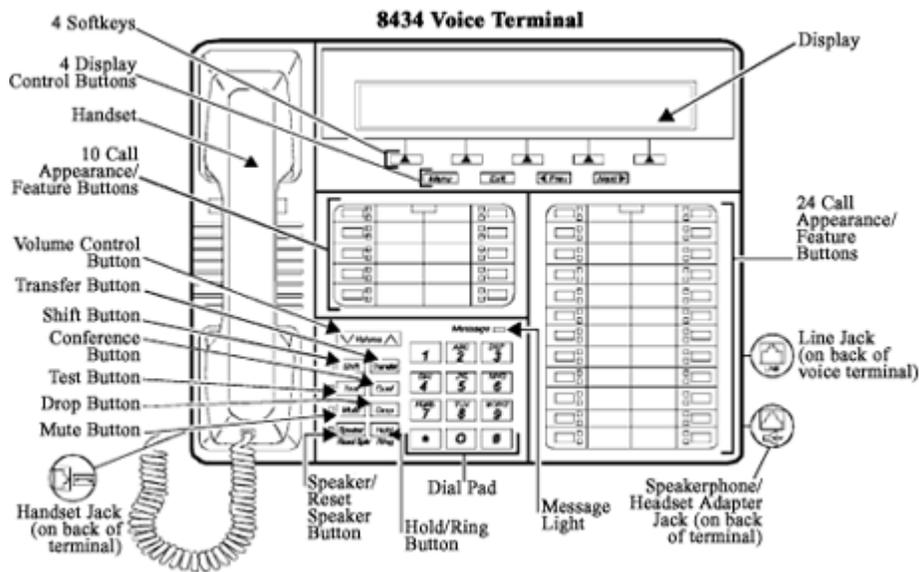


# 8434 User's Guide



## Display

A built-in 2-line by 24-character display.

## Display Control Buttons

- These four buttons are labeled <Menu>, <Exit>, <Prev>, and <Next>.
- <Menu> is used to enter Softkey Mode and access the first feature option screen.
- <Exit> is used for exiting the Display Mode and returning to Normal Mode.
- <Prev> and <Next> can be used to help you go back and forth through the feature option screens.

## Making a Conference Call

### To add another party to a call:

**Note:** Your conference call can include up to six parties, including yourself.

1. Press <Conf>. *You will hear a dial tone and the present call is now on hold.* A new call appearance button appears and all other parties remain connected to each other.
2. Dial the number of the new party and wait for an answer. *You can discuss the call privately with the new party at this time.* If the line is busy or there is no answer, press the fluttering call appearance button to return to the call on hold.
3. Press <Conference> again to reconnect to the other parties.
4. To establish additional conference connections, repeat Steps 1 through 3.

### To add the call on hold to another call to which you are connected:

1. Press <Conference>. *You will hear a dial tone.* The hold light will continue to flutter and your current call light will start to flutter. You will also be given a new call appearance button.
2. Press the call appearance button of the call on hold.
3. Press <Conference> again to connect all parties.

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

1. Press <Drop> to drop the last party added to the conference call. You will remain connected to the other parties.

## Drop Button

For disconnecting from a call or dropping the last party added to a conference call.

### To disconnect from a call:

- Press <Drop> or hang up the receiver.

## Hold/Ring Button

### To put a call on hold:

1. Press <Hold>. The green light flutters and the call is now on hold.

### To return to the call on hold:

1. Press the call appearance button of the call on hold, you are now connected to the call on hold.

**Note:** If you are active on a call and press the call appearance button of the call on hold, the active call will be dropped.

## Answering Call Waiting

1. Press <Hold>. The green light flutters and the present call is put on hold.
2. Press the call appearance button of the incoming call. You are connected to the incoming call.

## Handset Jack

Located on the back of your telephone, this jack is used for connecting the handset to your telephone.

## Line Jack

This jack is used for connecting a line cord to your telephone. Located on the back of your telephone, this jack is labeled "LINE".

## Message Light

This red light goes on when a message has been left for you.

## Mute Button

For turning off the microphone associated with the handset or the built-in speakerphone so the other person on the call cannot hear you.

**Note:** This feature has no effect on an external speakerphone attached to your telephone.

### To prevent the other party from hearing you:

- Press <Mute>. The red light next to <Mute> goes on and the other person cannot hear you.

### When you are ready to resume your conversation with the other person:

- Press <Mute> again. The red light next to <Mute> goes off, and the other person can hear you again.

**Note:** The Mute feature turns off automatically when you hang up, or switch from the speakerphone to the handset, or from the handset to the speakerphone.

## Ringer Volume Control

A sliding switch to adjust the volume of the ringer. Slide it up (away from you) for a louder ring, down (toward you) for a more quiet ring. For adjusting the volume of the speaker or built-in speakerphone, or for adjusting the volume of the ringer.

## Selecting a personalized ringing pattern:

1. Press <Shift>. *The red light next to <Shift> goes on steadily.*
2. Press <Hold>. The red light next to <Shift> winks and the current ringing pattern plays and repeats every four seconds. The ringing pattern you are hearing is displayed. SELECT RING PATTERN: 1
3. Continue to press (and then release) <Hold> (or press <Next> or <Prev>) to cycle through all eight ringing patterns.
4. When you hear the desired ringing pattern, press <Shift> again. *You will hear Three short bursts of tone to indicate that the system has accepted your selection.*
5. Your new ringing pattern is set. The number of the selected ringing pattern is displayed, and the red light next to <Shift> goes off.

## Shift Button

When <Shift> is active, the red light next to the button is on.

## Softkeys

The four buttons located below the display and labeled with arrows correspond to words on the display

screen. You can use the softkeys along with display control keys to access up to 12 features on your telephone in addition to those features administered on the call appearance/feature buttons. Check with your system manager for a list of the features that can be accessed with the softkeys.

## Speaker/Reset Speaker Button

### Using the Speaker (listen only)

**Note:** In order for the other person to hear you, you must speak through the handset.

1. Press <Speaker>. *The red light next to <Speaker> goes on, and the red light next to <Mute> goes on.*
2. Place a call, or access the selected feature.
3. Adjust the speaker volume if necessary.
4. To raise the volume, press the right half of the Speaker Volume control button. To lower the volume, press the left half of the Speaker Volume control button.

The display shows: SPEAKER L >>>>> H

On the display, one arrow indicates the lowest setting, and eight arrows indicate the highest setting.

### To change from the speaker to the handset:

- Pick up the handset. The red lights next to <Speaker> and <Mute> go off, and the speaker will turn off.

### To change from the handset to the speaker

- Press <Speaker>. The red lights next to <Speaker> and <Mute> go on. The speaker is now active and the handset is off.

### To prevent the other party from hearing you

1. Press <Mute>. *The red light next to <Mute> goes on and the other person cannot hear you.*
2. Press <Mute> again to resume speaking to the other person. *The red light next to <Mute> goes off, the other person can hear you again.*

### To end a call when using the speaker

1. Press <Speaker>. The red lights next to <Speaker> and <Mute> go off.

## To place or answer a call using the speakerphone (listen and Speak)

1. Press <Speaker>. *The red light next to <Speaker> goes on.*
2. Place or answer a call, or access the selected feature.
3. Adjust the speaker volume if necessary.
4. To raise the volume, press the right half of the Speaker Volume control button. To lower the volume, press the left half of the Speaker Volume control button.

The display shows: SPEAKER L >>>>> H

On the display, one arrow indicates the lowest setting, and eight arrows indicate the highest setting.

**Note:** The Volume control does not affect an external speakerphone attached to your telephone.

### To change from the speakerphone to the handset:

1. Pick up the handset and talk. *The red light next to <Speaker> goes off.*

### To change from the handset to the speaker

1. Press <Speaker>. *The red light next to <Speaker> goes off.*
2. Hang up the handset.

### To prevent the other party from hearing you

1. Press <Mute>. *The red light next to <Mute> goes on and the other person cannot hear you.*
2. Press <Mute> again to resume speaking to the other person. *The red light next to <Mute> goes off, the other person can hear you again.*

### To end a call when using the speakerphone

1. Press <Speaker>. The red light next to <Speaker> goes off.

## Adjusting the speakerphone to the surrounding room acoustics for optimal performance

You should use this feature whenever:

- You move your telephone to another place (even in the same room)

- the red light next to <Speaker> is fluttering
- **Note:** You may also use this feature when you are on a call in the unlikely event your speakerphone makes a squealing noise during the call. Your speakerphone will adjust itself to normal for that call. (No tones will be heard.)

**When you first power up the telephone**, the following display appears:

PLEASE RESET SPKR. Begin Cancel

### To reset the speakerphone:

**Note:** If you do not want to reset the speakerphone at this time, press the softkey below Cancel. The red light next to <Speaker> will continue to flutter.

1. Press the softkey below Begin to reset the speakerphone, the display will show the following timed screen:

OPTIMIZING PERFORMANCE OF THE SPEAKERPHONE

*You will hear a set of rising tones as the speakerphone adjusts itself to the surrounding acoustical environment. These tones are automatic. No user response is required.*

### To adjust the speakerphone to its surroundings:

1. Press <Shift> while on-hook. The red light next to <Shift> goes on steadily.
2. Press <Speaker>. The red light next to <Shift> goes off and the red light next to <Speaker> blinks. You will hear a series of tones as the speakerphone performs an acoustic test of the environment and the display shows:

OPTIMIZING PERFORMANCE OF The SPEAKERPHONE

When the tones stop, your built-in speakerphone is ready for use.

## Speakerphone/Headset Adapter Jack

Located on the back of your telephone, this jack is used for connecting an external speakerphone (such as an S101A or S201A Speakerphone) or a headset adapter (such as a 500A Headset Adapter) to your telephone.

## Test Button

When the telephone is initially powered up, the green light next to <Test> flashes if the link with the switch is not (or not yet) operational. The light changes to steady green when the telephone is able to communicate with the switch, and then goes off after a short period of time. After the telephone is powered up, you can press <Test> to test the lights and display on your telephone.

### To test the lights and display:

- Press and hold <Test> while on-hook or off-hook. *The green light next to <Test> goes on.* The lights go on steadily in four groups, and all the display segments fill in.  
**Note:** If the green light next to <Test> flashes rather than goes on steadily, it means the telephone is not communicating with the switch. In such a case, see your system manager.
- To end the test, release <Test>. The lights return to their pretest state, and the green light next to <Test> goes off.  
**Note:** If the display or the lights do not respond during the test, notify your system manager.

## Viewing the Time and Date

You can access this feature with the softkeys only if the feature's abbreviation, TmDay, appears on the second line of one of the feature option screens.

- Press <Menu> and then the softkey below TmDay (if available on your display).  
OR, Press <Date/Time>. *The display returns to Normal Mode after a few seconds.*

### To View the Elapsed timer

- Press <Menu> and then the softkey below Timer (if available on your display). **OR**, Press <Timer>. *The display shows the elapsed time.*
- To stop the timer and clear the display, press <Menu> and then the softkey below Timer again (if available on your display) **OR**, Press <Timer> again. *The elapsed time is displayed on the screen for about four seconds and then disappears.*

## Transfer Button

### To send the present call to another number:

1. Press <Transfer>. You will hear a dial tone; the present call is placed on hold; the green light flutters; and you are given a new call appearance button.
2. Dial the number to which the call is to be transferred. *You will hear the phone ringing on the other line.*
3. Remain on the line and announce the call. If the line is busy or there is no answer, return to the call on hold by pressing its call appearance button.
4. Press <Transfer> again. The call is sent to the dialed number.

## Volume Control Button

For adjusting the volume of:

- The speakerphone or speaker when a call is in progress using the two-way speakerphone or one-way speaker
- The handset while a call is in progress using the handset
- The ringer while the speaker is off, and either the handset is inactive or the ringer is active

### Notes:

1. When the speaker is active, the ringer volume is automatically reduced to a low setting. The volume is restored when the speaker is turned off.
2. The Volume control button on your telephone does not control the volume level of adjunct equipment.

## Call Appearance/Feature Buttons

At least three of these 10 buttons are call appearance buttons; used for incoming and outgoing calls and labeled with an extension number. The remaining buttons access features and are labeled with a feature name. Each has a red light telling you that this is the line you are using or this is the line you will get when you lift your handset. The green status light next to each call appearance and feature button tells you that the line or feature is being used.

### Call Forwarding

1. To temporarily redirect all calls:
2. Pick up the receiver for a dial tone and hit \*2. *You will hear another dial tone.*
3. Dial the extension or phone number where calls are to be sent. *You will hear three short bursts of tone to indicate the feature has been accepted.*
4. Hang up.

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

### Canceling Call Forwarding

1. Pick up the receiver for a dial tone and hit #22. Hang up.

### Call Pickup

To answer a call placed to your pickup group when your phone is idle:

1. Press <Menu> and then the softkey below CPkUp (if available on your display). **OR**, Press <CallPickup>. *The called telephone stops ringing.* You are connected to the ringing call.

### Send All Calls

You can access this feature with the softkeys only if the feature's abbreviation, SAC, appears on the second line of one of the feature option screens.

1. Press <Menu> while on-hook, then press the softkey below SAC (if available on your display) **OR**, Press <Send All Calls> while on-hook. *You will hear three short bursts of tone to indicate the feature has been accepted.*

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

### To Cancel Send All Calls:

1. Press <Menu> while on-hook, then press the softkey below SAC again (if available on your display) **OR**, Press <Send All Calls> again while on-hook. *You will hear three short bursts of tone to indicate the feature has been accepted.*