

NEC

SV8100 TELEPHONE QUICK REFERENCE

INTERCOM CALLS

- Lift handset or press **SPEAKER** key
- Dial extension number; speak or press **1** to change from voice to ring
- Press **8** to leave a voicemail message

TRANSFER A CALL

- Press **TRANSFER** key, dial extension number
- Announce call (optional)
- Hang up for call to be transferred

NOTE: press **8** after the extension to transfer call directly to voicemail

CALL PARK (IF APPLICABLE)

- With active call: press an unlit **PARK** key; key will flash
To Retrieve Call: press flashing **PARK** key

PAGING

- Press pre-programmed **PAGE** key OR
- Dial **7011** to page all sets
- Dial **7030** to page overhead speakers

REDIAL

With the handset in the cradle...

- Press **REDIAL** key
- Press Up and Down arrows to review last 10 numbers you have called
- Pick up handset to dial number on display

CALLER ID

- Press **LIST** soft key
- Press **CID** soft Key
- Use ↓ to review calls to *your* extension

CONFERENCE CALL

- Make or receive first call, press **CONF** (on Display)
- Make 2nd call (or dial internal ext) and press **HOLD** key
- Press **BEGIN** (On display) to join all calls

CALL FORWARD (IF APPLICABLE)

- Press **CALL FWD** Key, then press **1**
- Enter (Usually 300) for all calls to forward immediately to your vmail box
OR enter another ext;
OR 9 plus a telephone number for calls to be forwarded off premise
(Note: This takes 2 lines when in effect)

- Press **SPEAKER**

To Cancel: Press **CALL FWD** key, press **0**



DO NOT DISTURB (IF APPLICABLE)

- Press **DND + 1** (For EXTERNAL Calls only) OR
 - Press **DND + 2** (For DND on INTERNAL Calls only) OR
 - Press **DND + 3** (for DND on ALL Calls) OR
 - Press **DND + 4** (for DND on TRANSFERED Calls)
- To Cancel: Press **DND + 0**

RECORD A PHONE CONVERSATION (IF APPLICABLE)

- While on a call, press the **RECORD** Key → The voicemail will immediately start recording your conversation into your mailbox
 - Press **RECORD** key at any time to stop recording the conversation
- Note: Retrieve the recorded conversation the same way as retrieving voicemail

FUNCTION/ONE TOUCH KEY PROGRAMMING

- Press **SPEAKER** key, enter **751**
- Press key to be programmed
- Enter **01** then the extension number
OR **01** than **9** plus telephone #
- Press **HOLD**, press **SPEAKER**

STATION SPEED DIAL PROGRAMMING:

- Press **SPEAKER**, enter **755**
 - Enter a bin number: 0-9
 - Enter **9** plus a telephone number, press **HOLD** key
 - Spell out a name (Note: Press **#** twice for a space, and **FEATURE** to back up)
 - Press **HOLD** key
- To Use: press **SPEAKER** key, enter **#7** then a speed code: 0-9
OR Press soft keys: **DIR**, **STA**, **↑**, **DIAL** to scroll through speed dials

SYSTEM SPEED DIAL:

- Press **SPEAKER** key/lift handset
- Press **REDIAL** key; enter a code: 000-999 OR
OR: Press soft keys: **DIR**, **SPD**, **↑**, **DIAL** to scroll through speed dials

RING TONE:

- Press **SPEAKER** key, enter **720**
- Press **1** to set intercom ring; **2** to set external call ring
- Dial code for desired ring pattern (1-8)
- Press **SPEAKER**

RING VOLUME:

- Press **SPEAKER** key, enter **729**
- Use arrow keys to adjust volume
- Press **SPEAKER**

BACKGROUND MUSIC:

- To turn music on or off for your phone only...*
- Press **SPEAKER**, Enter **725**, Press **SPEAKER**

