

# NEC

## SV8100 ADMINISTRATION GUIDE



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**\*\* Important Note:**

*The extension and mailbox numbers referenced in this guide are the most commonly used configuration. It does **not** guarantee that your company will use the same extension and mailbox numbers due to each systems **customized** configuration. If you are **unsure** of what numbers were used in your configuration, please call or email the NATG service department.*



## Phone System Programming

### Phone Outline



<b>Exit</b> .....	Exit's out of various programming
<b>Security</b> .....	Locks the phone for security purposes (If applicable, IP Phones only)
<b>Message Indicator</b> .....	Flashes when you have a voicemail (or a message waiting)
<b>Soft Keys</b> .....	Corresponds with what the display says
<b>Help</b> .....	Tells how a one touch key is programmed
<b>Function One Touch Keys</b> .....	Used for various features, line keys, intercoms and one touch speed dials
<b>Recall</b> .....	Same as Flash key for various features
<b>Feature</b> .....	Used for programming
<b>Answer</b> .....	Answers the First incoming call to a specific phone
<b>Mic</b> .....	Mutes the microphone while on speakerphone
<b>Menu</b> .....	Access to Company Directory, Call History and Ring Settings
<b>Directory</b> .....	Speed Dials
<b>Up</b> .....	Adjusts the volume on the ringer, handset and speaker
<b>Down</b> .....	Adjusts the volume on the ringer, handset and speaker
<b>Redial</b> .....	Review the last numbers dialed
<b>Speaker</b> .....	Speakerphone
<b>Transfer</b> .....	Transfer a call to another extension
<b>Hold</b> .....	Holds the call



## ***Clock Setting***

### Change the Time:

1. Press **SPEAKER** key, enter **728**
2. Dial **2 digits** for the hour (*must be in 24 hour clock time*)
3. Dial **2 digits** for the minutes
4. Press **SPEAKER**

## ***Program Set Name***

1. Press **SPEAKER** key, enter **700**
2. Enter the extension number
3. Spell out name; press **HOLD**  
NOTE: # moves cursor to right: **FEATURE** key moves cursor to left
4. Press **SPEAKER**

## ***Program One-Touch Keys with Functions***

1. Press **SPEAKER**
2. Enter **751**
3. Press the key you would like to program
4. Enter 2 digit code from below
5. Press **SPEAKER**

<b>Code</b>	<b>Function</b>	<b>Brief Explanation</b>
00	Not Defined	Clears the button and leaves it blank
01	DSS/One Touch	Extension number or a phone number
03	DND Key	Do Not Disturb
05	Headset	Needed if you are using a corded headset
10	Call Fwd Immediate	Forwards all calls immediately to desired destination
13	Call Fwd B/NA	Forwards calls if you are busy or do not answer the call in time to desired destination
37	DND / Call Fwd Override	Access to a phone in DND or Call Fwd
78	Record	Records conversation into a mailbox

## ***Message Waiting***

### To Set

1. Call the extension
2. Press **0**
3. Press **SPEAKER**

### To Clear

1. Press **SPEAKER**
2. Enter **773**
3. Press **SPEAKER**



## System Speed Dial

### Program a new Speed Dial

1. Press **SPEAKER** key
2. Enter **753**
3. Enter a speed dial code: 000-999
4. Enter the desired telephone number you want to store (up to 24 digits); NOTE: do NOT enter a 9 before the telephone number
5. Press **HOLD** key
6. Spell out the name using the dial pad  
NOTE: press # to move cursor to right or **FEATURE** key to move cursor to left
7. Press **HOLD** key
8. Press **SPEAKER** key

### Use this keypad digit . . . When you want to . . .

1	Enter characters:	1 @ [ ¥ ] ^ _ ` {   } Æ " Á À Â Ã Ç É Ê Ì Ó
2	Enter characters:	A-C, a-c, 2.
3	Enter characters:	D-F, d-f, 3.
4	Enter characters:	G-I, g-i, 4.
5	Enter characters:	J-L, j-l, 5.
6	Enter characters:	M-O, m-o, 6.
7	Enter characters:	P-S, p-s, 7.
8	Enter characters:	T-V, t-v, 8.
9	Enter characters:	W-Z, w-z, 9.
0	Enter characters:	0 ! " # \$ % & ' ( ) ð Õ ú ä ö ü α ε .
*	Enter characters:	* + , - . / : ; < = > ? B E σ S 8 ç £
#	# = Accepts an entry (only required if two letters on the same key are needed – ex: TOM). Pressing # again = Space. (In system programming mode, use the right arrow Soft key instead to accept and/or add a space.)	
<b>FEATURE</b>	Clear the character entry one character at a time.	
<b>HOLD</b>	Clear all the entries from the point of the flashing cursor and to the right.	

### To Use Speed Dial

1. Lift handset or press speaker key
2. Press **REDIAL** key
3. Enter desired code

OR: press **DIR**, then **SPD**, use arrow keys to scroll OR press a letter on the dial pad then use arrow keys to scroll

### Delete a Speed Dial

1. Press **SPEAKER** Key
2. Enter **753**
3. Enter the Code you would like to delete: 000-999
4. When the name and number appear, press **EXIT** (Top left key)
5. Press **SPEAKER** key





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