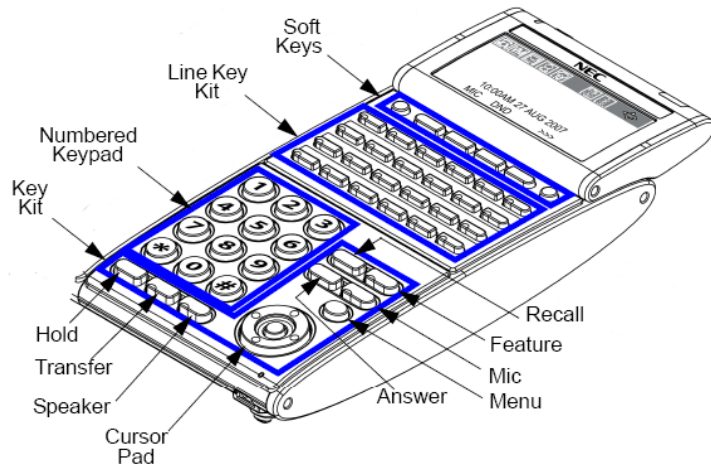


NEC SV8100 Phone User Guide



MENU KEYS - TELEPHONE MENU

- **List**
 - Redial - Your latest 10 call outgoing directory
 - CID - Incoming calls for system (50 calls)
- **Dir**
 - SPD - Access system wide speed dial directory
 - SPDg - Access group speed dial directory
 - STA - Access your personal speed dial directory
 - EXT - Station Numbers
- **VMsg** - Auto logon to your voice mail box
- ↓ - Access more menus
- **Prog**
 - C fwd - Sets Call Forward (consult your administrator)
 - DND - Sets and cancels Do Not Disturb mode
 - STA - Program personal speed dial (0-9)
 - SYS - Program system wide speed dial
 - Fctn - To program extra keys
 - Alm - Set with 24 hr clock for reminder.



TO PLACE AN OUTSIDE CALL	Dial "9" to access an outside line Dial number
TO PLACE INTERNAL CALL	Dial extension number or use one touch extension buttons MIC led light must be on for hands free.
CALL HOLD	While speaking with your caller, press "Hold" button To retrieve your call, press flashing line key
TO PARK A CALL	Press "Transfer" button Press "Park" button Dial a "Park Location" from 1 to 9 on dial pad.
TO RETRIEVE A PARKED CALL	Press "Retrieve" button Dial "Park Location" from 1 to 9 on dial pad.
TO TRANSFER A CALL	Press "Transfer" button Dial extension number, or use one touch button When you hear ringing, you may stay on the line to announce the call or hang up to complete the transfer
QUICK TRANSFER TO VOICE MAIL	Press "Trf" menu key then "VMsg" menu key Dial extension number or press one touch key. Hang up. OR Press trans + extension number + 8 and hang up
LAST NUMBER REDIAL	Press Redial on cursor until desired number appears in display. - Last 10 numbers dialed are stored. Pick up handset, or press "Speaker" and number is dialed
CONFERENCE CALL	While on a call, Press CONF button. Dial next number. Press ADD menu key then dial next number Continue previous step until all callers are called Press ADD then BEGIN to connect all parties
TO ENTER A NAME AND NUMBER IN SPEED DIAL	Press "↓" Menu key then "PROG" Menu key Press "STA" Menu key Enter memory location on dial pad (0-9) Enter 9 + phone number Press "HOLD" Enter name (# to reuse key, ## for space, FEATURE for backspace. Press "Hold" then "Speaker" to save and end.
TO DIAL A SPEED DIAL NUMBER	Press "DIR" Menu key Press "STA" or "SYS" Menu key Press "↑" or "↓" Menu key to select desired speed dial Press "Speaker" or lift handset to call OR Dial "#7" and memory location 0-9

TO PROGRAM ONE TOUCH KEY	Press ↓ menu key Press PROG menu key Press ↓ menu key until FCTN appears Press FCTN button Then press button you want to program. Enter 01 on dial pad Then the extension number or for an external call enter 9 + phone no. Press Hold to save number then Speaker to end.
CALL FORWARD ALL	Press ↓ menu key Press PROG menu key Press CFWD menu key Press ALL menu key Press SET menu key Enter extension number Press "Speaker" Again
CALL FORWARD ALL CANCEL	Press ↓ menu key Press PROG menu key Press CFWD menu key Press ALL menu key Press CANCEL menu key Press SPEAKER twice.
GROUP LISTEN	With Handset call in progress, press Speaker button twice Handset call is still connected, and incoming voice is broadcast over speaker. Press Speaker button then return handset to cradle to disconnect call.
CALL PICKUP	Lift the handset press ** and extension number of ringing phone to intercept call or *# to intercept any incoming call
DO NOT DISTURB	Press ↓ menu key Press PROG menu key Press DND menu key Press SET OR CANL follow prompts OR - If you have a DND button on your phone, you may, Press DND button + 3 to set, 0 to cancel
VOLUME CONTROL	USING CURSOR PAD UP AND DOWN CONTROL ON HANDSET CALL CONTROLS INCOMING VOLUME SPEAKER CALL CONTROLS HANDS FREE VOLUME WHILE PHONE IS RINGING CONTROLS INCOMING RING VOLUME PHONE AT REST CONTROL DISPLAY CONTRAST
TO CHANGE RING VOLUME	While telephone is idle, Dial *729 Use Volume control to adjust volume Press Speaker key to save and end.
TO CHANGE RING TONE	While telephone is idle, Dial *720 Display will show "Set Incoming Ring 1:INT 2:EXT" Enter choice for internal calls or external call Display will ask "Incoming Ring 1-8?" Press buttons 1-8 on dial pad to sample tones.