

# PHONE USER GUIDE – SV8300

## Answering a Call

---

- Lift handset, press Line key if necessary **OR**
- Press headset or speaker button

## Placing a Call on Hold

---

- While on a call, press **Hold**
- Line key will flash

**Note: A held call will ring back after 2 minutes**

## Retrieving a Held Call

- Press the Flashing Line Key

## Redial

---

- Press **Redial**
- To scroll, press up or down
- To dial, lift the handset, press speaker or press the # key

## Transferring a Call

---

- While on a call, press **Transfer**
- Dial number or press a speed dial
- Hang up to complete the transfer

## Conference Calls

---

- While on a call, press **Transfer**
- Dial number or press a speed dial
- Wait for an answer, then announce the conference call
- Press the **Conf** softkey and all parties will be connected

## Message Waiting Light

---

Located in the Top Center of the phone, when you have a voicemail, this will be lit up red

## SoftKeys

---

The softkeys are the buttons located directly below the LCD display, they control Speed dial, voicemail features, and conference

**STA** - allows access to station speed dials

**SYS** - Gives option to access system speed dials

**HIST**- Tracks outgoing and incoming calls

**Conf** - While Connected with a call press Conf to add a third party to the call

## HardKeys

---

**Lines 1 - 4** - As calls come in, they ring on these lines

**Voicemail** - Provides Access to your voicemail box

**Page** - Press to Page overhead

**Page Pickup** - If a call is ringing over the paging unit, press Page pickup to retrieve call

**Group Speed Dial** - Press this key and enter the speed dial number

**Ext Rollover** - While Connected with an internal call, a second internal call or transfer will ring and flash on this button

**Ext\_\_\_** - This is button is designated for your extension

**Feature**- Used to activate phone functions

**Recall**- Used to recall dial tone

**Redial** - List of last numbers dialed

**Speaker**-Used for hands free conversation

**Transfer**- Allows the user to transfer calls

**Hold** - Places the caller on hold

## Audio Control

Located in the lower right corner of the phone. Increase volume by pressing up and decrease volume by pressing down

- When the phone is idle, screen contrast is adjusted
- While on a call, adjust the volume of the speaker or receiver
- Change the ringer volume on the phone while your phone is ringing

## Changing the Ringtone

- Take the Phone off Hook
- Press **Feature** + 3
- Continue to press 3 until you reach your desired ring tone
- To change the volume, press the Up and Down buttons on the Navigational/Volume control key until you reach your desired volume
- Hang up

**Note: The last one you listen to will be your ring tone**

## Programming a One Touch Button

Any button on your phone that does not have a designated feature or line appearance may be programmed as a speed dial.

### Programming

- Press **Feature**
- Press line key to be programmed
- Dial phone number (Include **8/9** for external numbers)
- Press **Feature**

### On an 8 button Desiless Phone

- Press **STA**
- Press **Entry**
- Select **Name**
- Using your keypad, enter in the name
- Press **Set**
- Press **OK**
- Reset your phone (Unplug and plug back in) for your names to appear on the phone

## Program Station Speed Dials

- Press **STA**
- Press **Entry**
- Press number
- Enter 9 and outside number
- Press **Set**
- Press **OK**

**Note: To call the speed dials, press **STA** to access speed dials**

## Training Links:

<http://www.loffler.com/support/training/voice-solution-training/nec-telephony-phone-systems/>

# LOFFLER