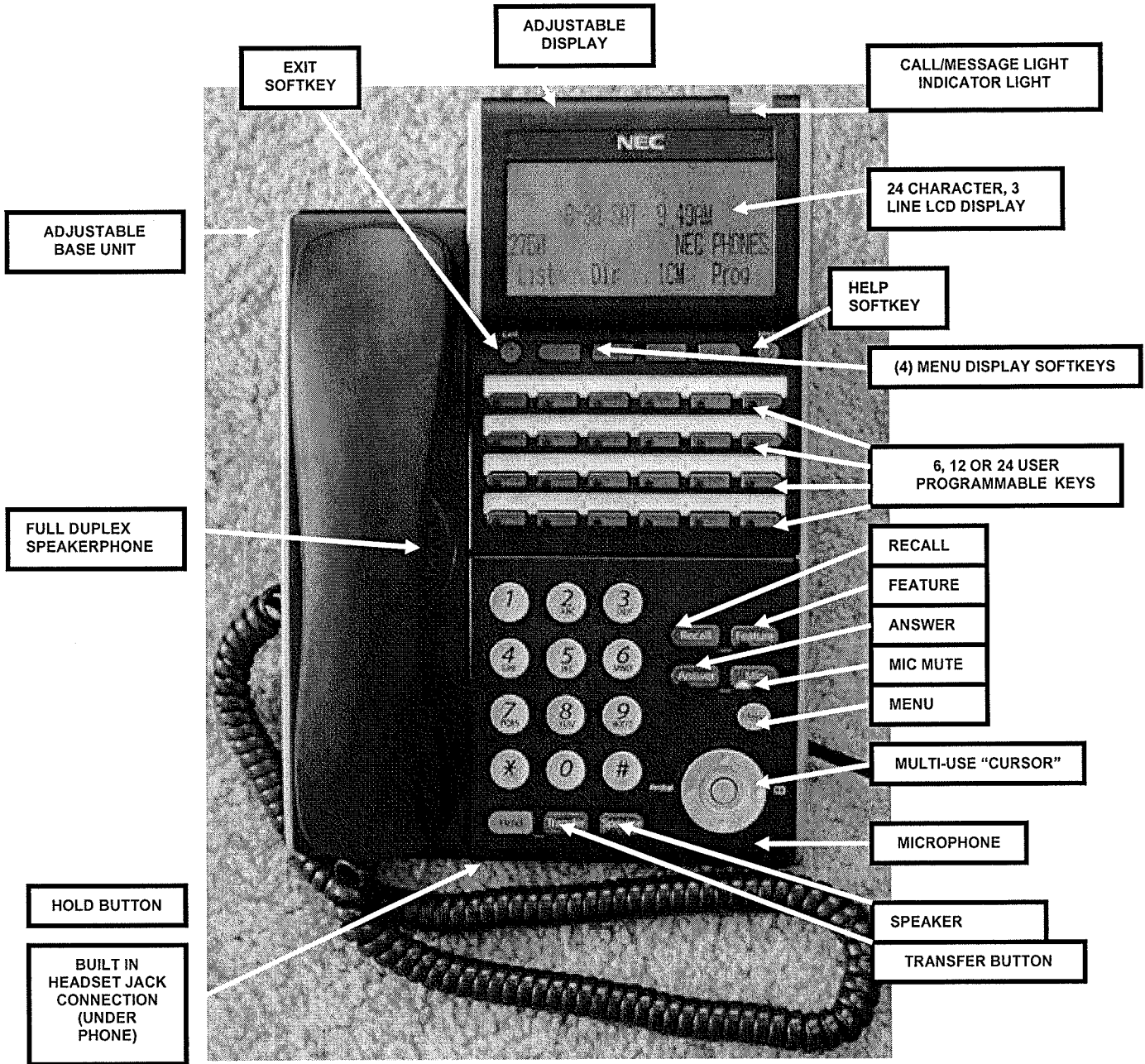


NEC SV8100 TELEPHONE USER GUIDE



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To place a call to a Local or Long Distance Number:

Dial **9**, followed by the telephone number. You may speak hands free or lift the handset for privacy

To place an internal call to another Administrative Telephone

Dial the extension number, then speak or lift the handset for privacy.

Note: After dialing the extension number, dial the digit '1', if you would like to make the phone ring. If phone normally rings, '1' will make it voice announce.

To transfer a call Internally within the office

Without placing the call on hold, press the **Transfer** key.

Dial the extension number and either wait for the party to answer and announce the call or just hang up to complete the transfer.

While screening the call, if the person you are trying the transfer to does not answer or can't take the call, press the flashing key to go back to caller.

Quick transfer to voicemail (does not ring telephone)

If you would like to transfer a call to an extension's voicemail without ringing the extension, press the **VMSG soft key**, dial the extension number and hang up.

Leaving voice mail message for INTERNAL Extension Without Ringing Telephone

Lift your handset or press **Speaker**, dial the extension number and dial **5**. You will reach the person's mailbox without ringing the telephone.

Note: You may press * to bypass the greeting

To place a call on hold

While on a call, press the red **Hold** key. This call will only be held at your phone. To retrieve a held call, press the flashing key.

To park a call (hold a call for pick up from another telephone)

While speaking with caller, **Press PARK key**, Contact party for call indicating parking location (Ex: Joe Smith on 01).

To Pick Up a Parked Call (only if you have been told that you have a parked call)- From any telephone hit the flashing Park location to pick up. **Please do not press a lit park button unless you have been told to do so.**

Automatic Redial

To redial the last external phone number you dialed from your telephone, press the **Redial** key (The left side of your round multi-use cursor). Press the **Speaker** key for a hands free call **or** if you would the call to be private lift the handset. Your phone stores the last 10 numbers that you have dialed. By continuing to press the **Redial**, you can scroll through those numbers until you find the one you want to recall. Once you have located the number to be recalled you may press your **Speaker** key or lift the handset for privacy.

Conference Calling

While you have one call established and you are speaking with the party, press the **Conf. Softkey**. Then make a second call, internal or external, wait for an answer, and announce your intent to conference another party.

Press the **Add Softkey**, Press the **Begin Softkey**, the conference is established. Repeat this process to add another party to the conference. You only will be able to conference as many parties as you have CAP keys.

Take note that when you press your **Conf Softkey** the initial call is place on hold. If the party you are trying to conference is unavailable, simply press the flashing key to return to the original caller.

Microphone Control

This key will simply turn on and off your microphone.

While you are on a speakerphone call or have received an internal voice call, your voice transmission will be cut off if you press the **Mic** key. Press it again when you would like the other party to hear you.

Note: When the **Mic** light is on, your voice will be heard.

While using your handset on an outside call, pressing the **Mic** will mute your transmission and cause the **Mic** to flash.

To forward your phone to another extension

Using the softkeys on your display

Press the **Down Arrow**, then **Prog**, then **Cfwd**, then **All**, the **SET** (the display will say **Not Set**), dial the extension number to forward to then press **Speaker**.

Note: This feature can only be canceled from that phone.

To cancel the forward

Using the softkeys on your display

Press the **Down Arrow**, then **Prog**, then **Cfwd**, then **All**, then **CNCL**. The display will change and say **Cancel** on the right.

Station Speed Dialing

To program using the softkeys on your display

Press the **Down arrow**, then **Prog**, then the **STA**, SPD PROGRAM will appear in display. Select a speeddial location (**1-9 and 0=10**), dial **9** plus the telephone number, press **Hold**. Spell the name of the number programmed by using the dial pad – for the name 'ED' press the number 3, two times, for E, then # to advance or **Feature** to back up, then the number 3, once for D, then #, etc. Press **Hold** to move to next speed location, repeat the procedure, then **Speaker** when complete.

Note: If you do not wish to enter a name press **Hold** two times after entering the telephone number.

To use the Station Speed dial through the softkeys on your display

Option 1

Press **Dir**, then **STA**, then the up or down arrow to your selection, then press **Dial** and use the speakerphone or lift the handset for privacy.

Option 2

If you know the speed dial location (1-0) dial **#7** plus the location number.

Distinctive Ringing

To change the sound of the ring on your telephone, so that it sounds different from others in the area or just for preference sake.

Dial **720**, press **1:INT** for internal or **2:EXT** external, press **1-8** on your dial until you find the tone you prefer, then press **Speaker**.

Adjusting Ringer Volume

To adjust the incoming ring volume, dial 729 and then use the multi-use cursor in the up or down direction to modify the volume. Press speaker to exit this mode once you have adjusted the volume to the desired level.

To Toggle Between Voice and Ring Announce

There are two ways to set your telephone to receive calls from other *internal* users. "Voice" sets your phone to automatically allow another caller to speak thru the speaker on your phone. You will hear one beep, and their voice will come through to your speaker. You can then speak to the caller hands free, or lift the receiver. "Signaling" will set your phone so that the call will ring your phone, requiring you to lift the receiver to answer the call.

To set for Voice dial 721

To set for Signaling dial 723

Note: This is only for interoffice calls – it will not affect calls from the outside.

Do Not Disturb

Do not disturb allows you to put your phone in a busy state, so that calls will be directed to your voice mail instead of ringing through to your extension. There are several methods of using Do Not Disturb:

- **Do Not Disturb External** – Dial 7471 – This will affect external calls only
- **Do Not Disturb ICM** – Dial 7472 – This will effect only Interoffice calls
- **Do Not Disturb All** – Dial 7473 – This will affect ALL calls and will most likely be the one used most frequently
- **Do Not Disturb Transfer** – Dial 7474 – This will affect only calls transferred to you
- **Do Not Disturb Cancel** – Dial 7470 – This will CANCEL Do Not Disturb