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# NEC SV8100 TELEPHONE

## QUICK REFERENCE GUIDE



MAKE OUTSIDE CALL

MAKE INTERCOM CALL

ANSWER A CALL

SPEAKER PHONE

TRANSFER A CALL

REDIAL

GROUP LISTENING

PLACING A CALL ON HOLD

PLACING A CALL ON PARK

INTERNAL PAGING OVER TELEPHONE

EXTERNAL PAGING OVER OVERHEAD SPEAKERS

TRANSFER OFF-SITE

MAKE A CONFERENCE CALL

ADJUST RING VOLUME

CHANGE RING TONE

CALLER ID SCROLL

SYSTEM SPEED DIAL

### **MAKE OUTSIDE CALL**

Lift HANDSET or press SPEAKER Key

Select dial 9, or if applicable choose a line key.

Dial desired telephone number

### **MAKE INTTERCOM CALL**

A. Lift HANDSET or press SPEAKER Key

Dial desired extension number

OR

B. Lift HANDSET or press SPEAKER Key

Depress key programmed for the extension number.

*NOTE: PRESS VOICE SOFT KEY TO TOGGLE BETWEEN VOICE AND RINGING*

*NOTE: PRESS 8 AFTER STATION NUMBER TO LEAVE VOICEMAIL MESSAGE*

## **ANSWER A CALL**

Lift HANDSET or press SPEAKER\* Key

Requires the MIC button is ON (Lit Red) for callers to hear you

Speak to desired party

## **SPEAKER PHONE**

Press SPEAKER Key

If on a handset call, replace handset and you will be on Speakerphone

MIC CONTROL - When MIC is on, you can have a 2 way speaker-phone conversation

Press MIC button to turn on/off

## **TRANSFER A CALL**

A. With a call in progress:

Depress pre-programmed extension button

Announce call or hang up to send call immediately

B. With a call in progress:

Press TRANSFER key

Dial the station number

NOTE: To transfer directly to a mailbox, dial 8 after the station number and hang up immediately.

## **REDIAL**

- A. To dial the last number that was called
  - Lift handset or press SPEAKER
  - Press REDIAL (left side of circle)
  - Press # to dial last number
- B. To search thru the memory list
  - Leave handset in cradle
  - Press REDIAL (left side of circle)
  - Press the VOLUME UP/DOWN keys
  - Lift handset or press SPEAKER to place the call

## **GROUP LISTENING**

With a call in progress via the handset:

Press SPEAKER button TWICE

Conversation is heard over the speaker and handset.

Only the handset may be used to respond. Speaker flashes slowly

To cancel: Press SPEAKER button

## **PLACING A CALL ON HOLD**

With a call in progress:

Press HOLD

(Call will remain on hold or approximately 60 seconds before recalling extension that call was holding on.)

To answer a call on HOLD, press the flashing Answer or Line Key

## **PLACING A CALL ON PARK**

With a call in progress:

Press PARK ##

Hear intercom tone; choose another action or hang up

## **INTERNAL PAGING (OVER TELEPHONES)**

Lift Handset

Press the InPg Softkey

Speak after tone & hang up

## **EXTERNAL PAGING (OVERHEAD SPEAKERS)**

Lift Handset

Press the InPg Softkey

Speak after tone & hang up

## **TRANSFER OFF-SITE:**

Press TRF soft key in display

Hear intercom tone

Dial 9+ Number

Wait for call to be established with the phone company before hanging up

## **MAKING A CONFERENCE CALL**

With a call in progress:

Press CNF (in the Display)

Place second outside call or dial internal extension number

Establish communication

Press ADD (in the Display) or RLS to release/disconnect the 2nd call

Press BEGIN (in the Display to connect the callers)

## **ADJUST RINGING VOLUME**

Press SPEAKER Dial \*729

Adjust volume using volume up/down keys at bottom of phone

Press SPEAKER to save

## **CHANGE RING TONE**

Press SPEAKER

Dial \*720

Press 1 for Internal Calls or 2 for outside Calls

Press 1-8 to choose tone

Press SPEAKER to save

## **CALLER ID SCROLL**

Press LIST softkey in display

Press CID softkey in display

Press arrow softkeys in display to view calls

## **SYSTEM SPEED DIAL**

(Using softkeys Under Display)

Press DIR

Press SPD

Use arrow keys to scroll thru speed dials

Lift handset to dial