
SV9100

PROGRAMMING YOUR EXTENSION



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To Program Your Extension's Name:

1. Press SPK key.
2. Dial 700.
3. Enter the extension number to be named.
4. Enter the name.
Example: Service
S=press 7, 4 times; E=press 3, twice; R=press 7,3 times; V=press 8, 3 times, I=press 4, 3 times; C=press 2, 3 times; E=press 3, twice.
 - a. If you need to back-up, press the CONF key.
 - b. If you need a space, press the pound (#) key twice.
 - c. If you have two letters of the same key in a row, press the pound (#) key once to save each letter.
 - d. Your name can be up to 12 digits maximum.
 - e. Also use this procedure to program Personal Abbreviated Dial names and Display Messages.
5. Press HOLD.
6. Press SPK to hang up.

To Program a "Hotline", "Intercom" or "One Touch" Key on Your Phone:

1. Press SPK key.
2. Dial 751.
3. Press the key you will be assigning an ext. no.

4. Enter 01
5. Enter the ext no. that you would like to appear and have direct access.
6. Press HOLD key.
7. Hear three confirmation beeps.
8. Press SPK.

To Program a Voicemail Box Key:

1. Press SPK key.
2. Dial 751.
3. Press a key
4. Enter 77
5. Enter the ext no. that you would like to have direct access to VM & light.
6. Hear three confirmation beeps.
7. Press SPK.

To Program a Park Key:

1. Press SPK key.
2. Dial 752.
3. Press a key
4. Enter *04
5. Enter a two-digit park zone. (01-64)
6. Hear three confirmation beeps.
7. Press SPK.

To Program a System Speed Dial:

1. Press SPK key.
2. Dial 753.
3. Enter a 3 digit bin number to hold the speed dial number.
4. Enter the number for the speed dial.
5. Press HOLD key.
7. Enter the name.
Example: Service
S=press 7, 4 times; E=press 3, twice; R=press 7,3 times; V=press 8, 3 times, I=press 4, 3 times; C=press 2, 3 times; E=press 3, twice.
 - f. If you need to back-up, press the CONF key.
 - g. If you need a space, press the pound (#) key twice.
 - h. If you have two letters of the same key in a row, press the pound (#) key once to save each letter.
 - i. Your name can be up to 12 digits maximum.

- j. Also use this procedure to program Personal Abbreviated Dial names and Display Messages.
6. Press HOLD key.
7. Hear three confirmation beeps.
8. Press SPK.

To Use System Speed Dial:

Press speaker or lift handset.
Dial #2 and 3 digit bin number.

To Use System Speed Dial by Name:

1. Press DIR softkey under the display screen
2. Press ABB softkey under the display screen
3. Use the number keypad to select the 1st letter of the Name
4. Use the “up arrow” key to scroll through the names
5. Once the desired name appears, press the DIAL softkey
6. The call will initiate through the speakerphone. For privacy, lift the handset

To Program a ‘Headset’ Key

1. Press SPK key.
2. Dial 751.
3. Press a key
4. Enter 05
5. Enter the ext no. that you would like to have direct access to VM & light.
6. Hear three confirmation beeps.
7. Press SPK.

**Page zone all - *10

**Page zone 1 - *11

**Page zone 2 - *12

**Background Music - 725

**Internal Ext no. – Dial the ext no.

**Clear a key – 00

**Speed Dial key - #2