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# NEC SV9100 TELEPHONE

## QUICK REFERENCE GUIDE



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### **ANSWER A CALL**

- Lift the Handset **or** press [Speaker]

### **MAKE AN INTERCOM CALL**

- Lift the handset **or** press [Speaker]
- Dial 3 digit extension Number **or** Press preprogrammed button



For Additional Assistance call 810-743-6900

## MAKE AN OUTSIDE CALL

- Lift the Handset **or** press [Speaker] **or** just dial 9
  - Dial [9]
  - Dial Phone Number
- or**
- Press unlit [LINE]
  - Dial Phone Number

## PUT A CALL ON HOLD

- Hold Call
  - Press [Hold] button
  - Hang Up
- Retrieve Call
  - Press lit [LINE] button

## PUT A CALL ON PARK TO BE RETRIEVED AT ANY PHONE

- Park the Call
  - Press any unlit [Park] button
  - Hang Up
- Retrieve a Parked Call
  - Lift the Handset **or** press [Speaker]
  - Press lit [Park] button (or dial \*6 plus park number 601, 602, etc.)

## TRANSFER A CALL

- Press [Transfer]
- Dial extension number (or press Programmed button)
- Announce call (optional)
- Hang Up

## ANSWER ADDITIONAL INCOMING CALLS (DIRECT LINE ACCESS)

- When on a call, press the next ringing line
- Do not put the first caller on hold – the system will do this automatically
- To go between incoming calls, press the line keys

## ANSWER CALL RINGING AT ANOTHER PHONE

- Lift the Handset **or** press [Speaker]
  - Dial \*\*
  - Dial extension number of ringing phone
- or**
- Dial \*# to pick up call in your group

## PAGE

- Press **PAGE** **or** Press InPg for internal phone paging **or** Press ExPg for external speakers
- Dial page group number \_\_\_\_\_ (0, 1)
- Make Announcement
- Hang up

## REDIAL THE LAST NUMBER DIALED

- Press [Redial] button
- or**
- Press the List key under the display
  - Press Redial key under the display
  - Use arrow keys to scroll through the call log
  - Lift the handset or press the Speaker key to make the call

## CHECK THE CALLER ID LIST

- Press the List key under the display
- Press the CID key under the display
- Use arrow keys to scroll through the call log
- Lift the handset or press the Speaker key to make the call

## CONFERENCE CALL

1. Establish 1st call
2. Place call on hold by pressing [CONF]
3. Establish 2nd call
4. Press [ADD], this will put caller on hold
5. Press [BEGIN] to join all callers
  - \* Repeat step 3 for additional party's if necessary
  - \* Internal extensions must lift handset to participate in conference

## SPEED DIAL BUTTONS

### TO PROGRAM

- Press [Speaker] button
- Dial 751
- Press button to program
- Dial 01
  - Dial 9 plus phone number
  - or**
  - Dial extension number
- Press [**Hold**] button

### TO DIAL

- Press programmed button