

NEC SV8100 (analogue phone) - Quick User Guide

MAKING CALLS:

To make a call to another extension:

- Lift handset or press **Speaker** key (if available).
- Dial extension number (101,102 etc) or press Direct Station Key (if available).
- Wait for answer or talk if the receiving station is hands free.
- To toggle between voice and ringing on receiving phone dial "1".

To make an outside call:

- Lift handset or press **Speaker** key (if available).
- Dial "0"
- Dial telephone number.

To make an outside call using system speed dial

- Lift handset or press **Speaker** key (if available).
- Dial "*"
- Dial speed dial location number (**000-899** for system or **900-920** for personal)

To make a call using Last Number Redial:

- Lift handset or press **Speaker** key (if available).
- Dial "#"

ANSWERING CALLS:

To answer an outside call:

- If ringing at your handset – Lift handset or press **Speaker** key.
- If not ringing at your handset – Lift handset and dial "*#".

PLACING/RETRIEVING A CALL ON HOLD

- Whilst on a call press **recall** button (may also be called "**flash**", "**hookflash**" or just "**R**")
- To retrieve call repeat above procedure

TRANSFERRING CALLS:

- Press the **recall** button (may also be called "**flash**", "**hookflash**" or just "**R**")
- Dial the extension number (101,102 etc)
- Announce the call
- Hang up. The call will be transferred.

DO NOT DISTURB (DND):

To activate/deactivate

- Lift handset or press **Speaker** key (if available).
- Dial "747" followed by
- "1" for DND on incoming calls only
- "2" for DND on intercom calls only
- "3" for DND on both incoming and intercom
- "4" for DND on transferred (Call forwarded) calls
- "0" to cancel DND

PAGING:

To page all extensions:

- Lift handset
- Dial "8011"
- Make announcement.

Press receiver down with hand then hang up.

CALLING DOOR STATIONS:

To call a door station:

- Lift handset"
- Dial "7021" for door 1 or "7022" for door 2.
- To open the door/gate, press **recall** key (may be called "**flash**", "**hookflash**" or "**R**")