

# NEC SV8100 - Quick User Guide

## MAKING CALLS:

To make a call to another extension:

- Lift handset or press **Speaker** key.
- Dial extension number (100, 101 etc) or press Direct Station Key if programmed.
- Wait for answer or talk if the receiving station is hands free.
- To toggle between voice and ringing dial “1”.

NB: To program your extension for **hands free answer** on all intercom calls:

- Press Speaker, dial “721” to turn on or “723” to turn off then press **Speaker**

To make an outside call:

- Lift handset or press **Speaker** key.
- Dial “0” or press “Line” key
- Dial telephone number.

NB: If the number is dialed without selecting a line first then the number is previewed. Press a line key within 3 seconds to dial the number in the screen.

To make an outside call using speed dial (see below to program speed dial):

- Press **Line** key or **Speaker** Key
- Press **Redial** key
- Dial speed dial location number (**000-999**)
- Press line key to dial
- To dial using alpha numeric search, use soft keys below screen (start with DIR key).

To make a call using Last Number Redial:

- Lift handset or press **Speaker** key.
- Press **Redial** key and dial “#” or continue to press **Redial** to review last 10 calls made.
- Press a line key to dial the number in the screen.

## 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 press the flashing **Line** key.

To answer a call ringing at another extension:

- Press **Speaker** key or lift handset
- Dial “\*#” or dial “\*\*\*” then extension number

## TRANSFERRING CALLS:

To transfer a call:

Method 1:

- Answer or make a call.
- Press the **Transfer** key.
- Dial the extension number (101, 102 etc) or press the Direct Station Key if programmed.
- Announce the call (optional).
- Hang up. Call will be transferred.

Method 2:

- Answer or make a call as above.
- Press the Direct Station Key (no need for Hold or Transfer keys).
- Announce the call.
- Hang up and the call will be transferred.

To transfer a call **from** a cordless phone:

- Press the **recall** button (may also be called “flash”, “hookflash” or just “R”)
- Dial the extension number (100, 101 etc)
- Announce the call
- Hang up. The call will be transferred.

# NEC SV8100 - Quick User Guide

## BACKGROUND MUSIC:

To turn background music on/off (where available):

- Press **Speaker** key, dial “**725**” then press Speaker key

#### DO NOT DISTURB (DND):

To activate/deactivate press **Speaker** and dial “**747**” then:

- “**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

#### CALL FORWARDING:

To forward calls to another extension:

- Press **Speaker** key
- Dial “**74**” then
- Dial “**1**” for CFW immediate, “**2**” for CFW busy, “**3**” for CFW no answer “**4**” for CFW busy/no answer, “**5**” for dual ring, “**6**” for follow me, or “**7**” for CFW on DND
- Dial “**1**” to set or “**0**” to cancel
- Dial the extension number to forward to (200, 201 etc)
- Press Speaker

#### PAGING:

To page all extensions:

- Lift handset
- Dial “**7011**”
- Make announcement.
- Press receiver down with hand then hang up.

#### PROGRAMMING SPEED DIAL NUMBERS:

To program speed dial numbers (system and personal):

- Press **Speaker** key.
- Dial “**753**”
- Dial location bin number (**000-999**)
- Dial the telephone number to be stored (Transfer key for a pause, Recall key for a flash)
- Press **Hold** key
- Enter name using alpha keys (# to move curser, Feature to backspace, Hold to erase entry).
- Press **Hold** key
- For more numbers enter location bin number, to end press **Speaker** key.

#### PROGRAMMING “ONE TOUCH” KEYS

To program **one touch** keys to be a **direct station or speed dial key**:

- Press **Speaker** key.
- Dial “**751**”
- Press key to be programmed.
- Dial “**01**”
- For a Direct Station key, dial extension number to be stored (100, 101 etc)
- For a speed dial key, dial “**0**” then telephone number to be stored or “**27**” followed by speed dial location number
- Press **Hold** key then **Speaker** key.

#### TO CHANGE SYSTEM TIME:

- Press **Speaker** key
- Dial **728**
- Dial time in 24 hour format (eg: 205PM = 1405)
- Press **Speaker** key