

TO USE ONE TOUCH KEYS

- Press one touch speed dial key.
- Number is automatically dialed.

TO PROGRAM STATION SPEED DIAL

Display sets only.

- Press **SPEAKER** key.
- Enter **755** followed by the station speed dial location (**0-9**).
- Dial **9** + **telephone number**.
- Press **HOLD**.
- Enter name if desired.
- Press **HOLD**.
- Press **SPEAKER** key to hang up.

TO USE STATION SPEED DIAL

- Press the **SPEAKER** key.
- Press **#7**.
- Dial the station speed dial location (**0-9**).

TO SET UP VOICE MAIL

Soft Keys are located under the display

Press **VMsg** soft key or dial ____
Press **Greet** soft key or dial “0” and “4”
To record greeting
Press **Gr1** soft key or dial “1” to record greeting 1
Follow instructions for recording greeting
Press **Back** soft key or # when finished
Press **Back** soft key or #again
Press **More** soft key and Rec Name soft key or dial “0” and dial “76” to record name
Follow instructions for recording name
Press **Back** soft key or # when finished
To assign a security code,
Press **More** soft key or dial “0”
Press **Code** soft key or dial “7”
Follow instructions for changing Security code

TO ACCESS VOICEMAIL

- From your phone press **VMsg** soft key or Message key. Follow prompts.
- From another phone dial _____. When voice mail answers enter **your extension**. Follow prompts.
- From outside the office, dial **main number**. When the voice mail system answers, enter # and **your extension**. Follow prompts.
- If call is answered, ask for transfer to Voice Mail. When Voice Mail answers, press # and your extension number.

VOICE MAIL QUICK KEYS

Check new & old messages	5
Leave a message	77
Main menu of features	0
Mailbox Greeting	4
Record Name	76
Mailbox Options	67
Time and Date	84
While listening to a message	
Forward a message	63
Save a message	72
Erase a message	3
Listen to next	5
Rewind	2
Repeat	22
Fast forward	4
Mailbox Options	
Security Code	7
Auto Time/Date Stamp	28

NEC SV8100 TELEPHONE & VOICE MAIL USER GUIDE



TO ADJUST CONTRAST ON DISPLAY

- Press ▲ or ▼ arrow key while phone is idle.

TO ADJUST SPEAKER VOLUME

- While using **SPEAKER**, press ▲ or ▼ arrow key.

TO ADJUST HANDSET VOLUME

- While using handset, press ▲ or ▼ arrow key.

TO ADJUST RING TONE/VOLUME

- Press ▲ or ▼ arrow key while phone is ringing.

TO CHANGE RING TONE

- Press **SPEAKER** key.
- Dial **720**.
- Press **1** to set Intercom ring; **2** to set trunk ring.
- Enter ring pattern (1-8) for desired ring tone.
- Press **SPEAKER** to set.

TO PLACE A CALL

- Lift handset or press **SPEAKER** key.
- **For internal call** – dial 3-digit extension.
- **For outside call** – dial 9 + telephone number.

TO ANSWER A CALL

- Lift handset or press **SPEAKER** key.

TO TURN MIC ON/OFF (SPEAKER ONLY)

- Press **MIC** key. Red light means microphone is turned on.

To Mute Call while on Handset

While connected to caller press the MIC button. The button will flash. This will mute you to the caller

TO PLACE CALL ON HOLD

- Press the **HOLD** key.

TO PARK A CALL

- While on a call, press the **Park 1 or Park 2 for the Parish or the school Park 3 or Park 4**

TO RETRIEVE A PARKED CALL

- Lift handset and press the **Park 1 or Park 2 key for the Parish or Park 3 or Park 4**

TO TRANSFER A CALL

- While on a call, press **TRANSFER** key.
- Dial extension where call is to be transferred.
- Hang up, or supervise call (optional) then hang up.

DIRECT TRANSFER TO VOICE MAIL

- While on a call, press **TRANSFER** key, enter destination extension + **8** and hang up.
- Caller is transferred directly into user's voice mail account.

RECALL

- The **RECALL** key will immediately disconnect you from your call and give you new dial tone to place another call.

CONFERENCE CALL

- While on a call, press **CONF** key.
- Dial second number you wish to conference.
- When second party answers, press **Add & Begin** (Soft Keys)

LAST NUMBER REDIAL

- Press **REDIAL** key. Display shows last number dialed.
- Press **#** key to redial number.
- To search for a desired number in the redial list, press the up or down arrow keys in the display; lift handset to place the call.

CALL FORWARDING ALL - SET

- Press **FWD ALL** key or dial 741
- Press **1** to set.
- Enter **3-digit** extension or **9 + outside number**.
- Press **SPEAKER**.

CALL FORWARDING ALL - CANCEL

- Press **FWD ALL** key or dial 741.
- Press **0** to cancel.

CALL PICKUP DIRECT

- To pick up another ringing extension, lift handset and press ****** enter the extension number

TO PROGRAM ONE TOUCH KEYS

- Press **SPEAKER** key.
- Enter Service Code **751**.
- Press one touch key.
- Enter **01** follow by ext or 9+ outside number.
- Press **HOLD**.
- Press **SPEAKER** to hang up.

CALLER ID AND REDIAL SCROLL

Press the LIST soft key
Press CID for caller ID
OR

Press REDIAL

Press the up down arrows soft keys

When you find the desired number press speaker or lift the handset to dial number

Soft Keys are located under the display