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
To Record Greeting:
Press **Greet** soft key
Press **Gr1** soft key
Follow instructions for recording greeting
Choose Listen, Record or Del, OR
Press **Done** or # when finished
Press **Back** soft key or # when finished
Press **Back** soft key or # again
This will take you back to Main Menu
To Record Name:
Press **More** soft key and **Rec Name** soft key **OR** dial "76" to record name
Follow instructions for recording name
Choose Listen, Record or Del, OR
Press **Back** soft key or # when finished
To assign a security code,
Press **More** soft key and **Set Up** soft key and **Code** soft key **OR** dial "67"
Enter 4-digit code
Select Required (from your extension) or Not required

TO ACCESS VOICEMAIL

➤ From your phone press **VMsg** soft key or Message key. Follow prompts.
➤ From another phone dial **200**. 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, enter security code,** You MUST have a security code to access your mailbox. 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**
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	**67**
Auto Time/Date Stamp	**28**

CHANGING HANDSFREE AND RINGING ON INTERNAL CALLS
Dial 721 for hands free
Dial 723 for ringing

NEC SV9100
TELEPHONE & VOICE MAIL
USER GUIDE

Soft Keys

Cursor

TO ADJUST SPEAKER VOLUME

➤ While using **SPEAKER**, press top or bottom cursor key.

TO ADJUST HANDSET VOLUME

➢ While using handset, press top or bottom cursor key.

TO ADJUST RING TONE/VOLUME

➢ Press top or bottom cursor key while phone is ringing OR dial 729 and press top or bottom cursor key.

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 PLACE CALL ON HOLD

➢ Press the **HOLD** key.

TO PLACE CALL ON PARK

➢ Press the **PARK 1 OR PARK 2** key.

TO RETRIEVE A CALL ON PARK

➢ Press the flashing **PARK 1 OR PARK 2** key.

TO TRANSFER A CALL

➢ While on a call, press pre-programmed **DSS** key or press **TRANSFER** key and dial the 3-digit extension number.
➢ Hang up, or supervise call (optional) then hang up.

DIRECT TRANSFER TO VOICE MAIL

➢ While on a call, press pre-programmed **DSS** key or press **TRANSFER** key, enter destination extension + **8** and hang up.

➢ Caller is transferred directly into user's voice mail box.

ALL CALL/ZONE PAGE

➢ Lift Handset
Press the Page All key

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)

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

LAST NUMBER REDIAL AND CALLER ID INFORMATION

➢ Press **LIST soft** key.
➢ Press **REDIAL** or **CID**
➢ To search for a desired number in the redial or caller ID list, press the soft keys under the up or down arrow keys in the display; lift handset or press the speaker key 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 GROUP

➢ To pick up another ringing extension within your group, lift handset and press *#.

CALL PICKUP DIRECT

➢ To pick up another ringing extension, lift handset and press *** *.**
➢ Enter extension number and converse with party.

TO CHANGE RING TONE

➢ Press **SPEAKER** key.
➢ Dial **720**.
➢ Press **1** to set Intercom ring; **2** to set trunk ring.
➢ Press 1 for TONE or 2 for MELODY
➢ Select 1 thru 5 to hear tone (You can only hear one tone or melody at a time and must repeat the steps to hear each one.

TO PROGRAM ONE TOUCH KEYS

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

Soft Keys are located under the display