

QUICK GUIDE FOR NEC SV8100

To adjust LCD contrast, speaker, handset and ringer volume:

- *Use the multi-function circle located on the bottom right of phone (See picture below)
- *For LCD contrast, while handset in down press up or down on the multi-function circle
- *For speaker volume, press speaker and then up or down on the multi-function circle
- *For handset volume, lift handset and press up or down on the multi-function circle
- *For ringer volume, while phone is ringing press up or down on the multi-function circle
(Also speaker 729)



To change ring tones:

- *Speaker 720
- *Press 1 for internal calls or 2 for external (incoming) calls
- *Scroll through ring tones by pressing 1 through 8
- *The last key/ring tone chosen will be active tone

To transfer calls (Two Methods):

To announce call

- *Press transfer button (Caller is put on hold and cannot hear you)
- *Dial extension you are calling
- *Call will ring until workmate answers. Announce caller to workmate and hang up

To transfer without announcing call

- *Press transfer button (Caller is put on hold and cannot hear you)
- *Dial extension and hang up

To program a speed dial button:

- *Speaker 751
- *Press button you wish to program
- *Press 01 to define button as DSS/One touch button
- *Enter the extension number for an internal number
- *For an external number press 9 then the number (9XXX-XXX-XXXX)*
- *Press Hold key to save changes

- *For a long distance number enter 9 then 1 and number (91XXX-XXX-XXXX)

To delete a programmed speed dial button:

- *Speaker 751
- *Press key you wish to delete
- *Press 00 and you will hear a beep
- *Hang up

To enter a station speed dial:

- Press speaker 755
- Enter speed dial destination you want to program (From 1-10)
- Enter telephone number you want to program (eg. 1 800 555 1234)
- Press hold
- Enter name by using keypad (If needed use # key to advance to next letter)
- Press hold
- Enter another speed dial destination or hang up

* To clear a station speed dial press the help key after you have selected a speed dial number

To check Last Number Redial or Caller ID:

- *Press List key
- *Choose the key for either Redial or Caller ID (CID)
- *Use the up/down arrows to scroll through the numbers
- *When you reach desired number simply pick up handset or press speaker
- *A line is automatically selected and the number is called

To put phone on Do Not Disturb:

- *Press the key below the down arrow on the display
- *Press Prog key
- *Press the DND key
- *Press the Set key
- *Press the All key
- *Display will say DND ALL and will take a few seconds to take effect
- *To remove DND follow the steps 1-4 and hit Cncl instead of Set

To enter a directory speed dial:

- *Press speaker 753
- *Enter speed dial destination you want to program (minimum of 3 numbers eg. 001)
- *Enter telephone number you want to program (eg. 1 800 555 1234)
- *Press hold
- *Enter name by using keypad (If needed use # key to advance to next letter)
- *Press hold
- *Enter another speed dial destination or hang up

To dial from directory speed dial:

- *Lift handset or press speaker
- *Press #2 and directory speed dial number
- *Number will be automatically dialled

To record your voice mail greeting:

- *Press the VMsg key
- *Press the Greet key
- *Press the Gr1 key
- *Lift handset and press the Rec key
- *Wait to speak until after the beep and then press the # key when complete
- *To review recorded greeting press the Lstn key
- *To record greeting again press the Rec key, the system will record over previous greeting
- *When complete hang up handset

To record your name:

- *Press the VMsg key
- *Using keypad press 76
- *Lift handset and press the Rec key
- *Wait to speak until after the beep and then press the # key when complete
- *To review recorded greeting hit the Lstn key
- *To record greeting again press the Rec key, the system will record over previous name
- *When complete hang up handset

To set a mail box security code:

- *Press the VMsg key
- *Using keypad, press 0 to enter main menu features
- *Using keypad, press 67 to enter mailbox options menu
- *Using keypad, press 7
- *Enter a 4 digit security code
- *Press 7 so that security code is required in order to access voice mail
- *Hang up

To set up message notification:

- *Press VMsg key and enter your security code
- *Press more button
- *Press the Setup key
- *Press the Notfy key
- *Press the Phone key
- *Follow prompts and enter time frame you want to be notified between
- *Enter the extension or telephone number you wish to be notified at (613-XXX-XXX)

To check messages from outside the building:

- *Dial your main phone number
- *If live answered ask to be transferred to your voice mail and press the # key. Otherwise press # when the auto attendant answers and enter your extension
- *Enter security code and follow prompts to listen to messages

To call forward your phone:

- *Speaker 741
- *Press 1 to set and enter either extension or 9 and then number (613-XXX-XXX)
- *Press speaker to exit
- *To cancel call forward press speaker 741, then 0 for cancel and speaker to exit

EXTRA FEATURES FOR ADMINISTRATORS

To record auto attendant greeting:

- *Press VMsg key and enter your security code
- *Press 72
- *Press 4 for Instruction menu messages
- *Enter mailbox number (eg. 001 for day greeting, 002 for night greeting)
- *Lift handset and press Rec key
- *Record message and press #
- *To listen to recorded greeting press the Lstn key
- *Hang up

To reset/delete a user`s mailbox security code:

- *Press VMsg and enter your security code
- *Press 72
- *Press Subs key
- *Enter Extension number
- *Press 7
- *Hang up

To change system time displayed on every phone:

- *Press speaker 728 and enter new time in 24 hour clock
- *You will hear beep and time is changed
- *Hang up

To change name on phone:

- *Speaker 700
- *Enter extension number you want to change
- *Start entering name by using keypad*
- *Press hold key to save changes

- *Use keypad to scroll though upper case to lower case letters
- *Use the # key to enter letter on same key or enter a space