



## *NEC SV8100 Multibutton Telephone*

### User Features

#### **KEYS ON YOUR PHONE:**

SOFT KEYS – Under the display  
EXIT – Exit from screen mode  
HELP – Check programmable keys  
FUNCTION KEYS – Keys with lights  
FEATURE – programming key  
MIC – Mute for speakerphone/answer handsfree  
MENU – For system programming  
RECALL – Finish call and hear dial tone  
ANSWER – Answer waiting call  
REDIAL – Last Number Dialed  
DIR – Directory dialing from display  
SPK – Speaker/Answer handsfree  
TRANSFER – Transfer Key  
HOLD – Hold

#### **TO PLACE AN INTERNAL CALL:**

Lift handset or press **SPK**  
Dial **extension**  
or  
press **DSS** (Direct Station Select) key

#### **TO TRANSFER A CALL:**

With call in progress  
Press **DSS** button  
**Announce** call (optional)  
**Hang up**  
OR  
with call in progress  
Press **TRANSFER**  
Dial **extension**  
**Announce** call (optional)  
**Hang up**

#### **TRANSFER CALL TO VOICEMAIL:**

With call in progress  
Press **HOLD** or **TRANSFER**  
Press **VMSG** in interactive display  
Press **DSS** button or ext. #  
Hang up

#### **TO PICKUP CALLS FROM NON-RINGING PHONE:**

Press \* # from any phone  
**Note:** This will pickup phone that has been ringing the longest.  
**\*\*Ext.** will pick-up a specific extension

#### **TO MAKE CALL WITH SPEED DIALING/DIAL BY NAME**

##### **DIRECTORY:**

Press **Dir** using soft keys  
Press **SPD**  
Use dial pad to access first letter  
Scroll up or down using arrow keys  
When desired number is displayed lift handset or press **SPK**

#### **TO PLACE YOUR PHONE INTO DO NOT DISTURB: (if key is programmed)**

Press **DND** key  
Press **1** for external calls ONLY  
Press **2** for internal calls ONLY  
Press **3** for all calls  
Press **0** to cancel  
**\*\*You can also do DND through interactive keys**



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#### **GROUP LISTEN:**

With call in progress on handset/headset

Press **SPK** key **twice**

**Note:** Call is heard through speakerphone although conversation is continued through handset. Caller cannot hear anything through speaker.

#### **TO CHANGE RING TONES:**

Press **SPK** key

Dial **720**

Press **2** for external ring tone

Dial code for the ring pattern (1-8)

Press **SPK** to hang up

#### **TO PLACE A CONFERENCE CALL:**

With call in progress

Press **CONF** key in interactive display

--to dial an internal party

Press **DSS** key or dial **extension**

Wait for party to answer

**Note:** For internal party to be active on the call – they must lift the handset or press SPK key

Hit **ADD** in interactive display

--to dial an outside party

Dial **9** or press available line key

Dial **number**, wait for party to answer

Press **ADD**

Continue adding people via steps above OR

Press **BEGIN** to bring together

**Note:** Max is 32 parties.

#### **TO PROGRAM FUNCTION KEYS:**

Press ↓

Press **Prog** using soft key

Press ↓↓

Press **Fctn**

Press **Function Key** to program

Dial **code** for corresponding function (see below)

Press **HOLD**

01 and ext = DSS (Direct Station Select)

01 and 9+phone number = speed dial

05 = Headset key

48 = Voice Over

77 and ext = Voicemail Box key

78 = Record

03 = DND

#### **TO CLEAR FUNCTION KEYS:**

Press ↓

Press **Prog** using soft key

Press ↓↓

Press **Fctn**

Press **Function Key** to Clear

Dial **00**

Press **SPK**

#### **VOICEOVER: (if programmed in function key)**

Dial busy **ext** or press busy **dss** key

Press **Voiceover** key

Converse

**Note:** Voiceover is used when you need to get through to someone already on another call. This produces a muted second voice during their call.

#### **TO ANSWER VOICEOVER:**

Press and continually hold **voiceover** key

Converse with Voiceover party

Release button to return to initial call