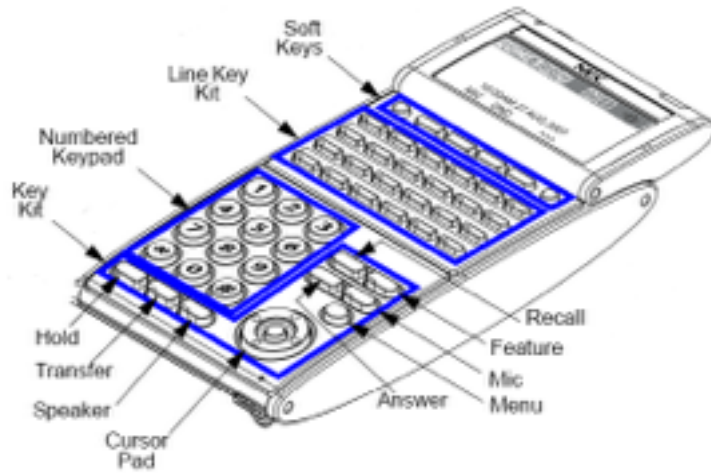


# NEC SV9100 Phone User Guide



## MENU KEYS - TELEPHONE MENU

### ➤ List

- Redial - Your latest 10 call outgoing directory
- CID - Incoming calls for system (50 calls)

### ➤ Dir

- SPD - Access system wide speed dial directory
- SPDg - Access group speed dial directory
- STA - Access your personal speed dial directory
- EXT - Station Numbers

### ➤ VMmsg - Auto logon to your voice mail box

### ➤ ↓ - Access more menus

### ➤ Prog

- C fwd - Sets Call Forward (consult your administrator)



<b>TO PLACE AN OUTSIDE CALL</b>	Dial "9" to access an outside line Dial number
<b>TO PLACE INTERNAL CALL</b>	Dial extension number or use one touch extension buttons MIC led light must be on for hands free.
<b>CALL HOLD</b>	While speaking with your caller, press "Hold" button To retrieve your call, press flashing Call key
<b>TO PARK A CALL</b>	Press "Transfer" button. Press "Park" button Dial a "Park Location" from 1 to 9 on dial pad. OR Transfer + *40 + 1 thru 9 on dial pad
<b>TO RETRIEVE A PARKED CALL</b>	Press "Retrieve" button. Dial "Park Location" from 1 to 9 on dial pad. OR Press #40 + park location from dial pad.
<b>TO TRANSFER A CALL</b>	Press "Transfer" button Dial extension number, or use one touch button When you hear ringing, you may stay on the line to announce the call or hang up to complete the transfer
<b>QUICK TRANSFER TO VOICE MAIL</b>	Press "Trf" menu key then "VMsg" menu key Dial extension number or press one touch key. Hang up. OR Press trans + extension number + 8 and hang up
<b>LAST NUMBER REDIAL</b>	Press Redial on cursor until desired number appears in display. - Last 10 numbers dialed are stored. Pick up handset, or press "Speaker" and number is dialed
<b>CONFERENCE CALL</b>	While on a call, Press CONF button. Dial next number. Press ADD menu key then dial next number Continue previous step until all callers are called Press ADD then BEGIN to connect all parties
<b>TO ENTER A NAME AND NUMBER IN SPEED DIAL</b>	Press "↓" Menu key then "PROG" Menu key Press "STA" Menu key Enter memory location on dial pad (0-9) Enter 9 + phone number Press "HOLD" Enter name (# to reuse key, ## for space, FEATURE for backspace. Press "Hold" then "Speaker" to save and end.
<b>TO DIAL A SPEED DIAL NUMBER</b>	Press "DIR" Menu key Press "STA" or "SYS" Menu key Press "↑" or "↓" Menu key to select desired speed dial Press "Speaker" or lift handset to call OR Dial "#7" and memory location 0-9

TO PROGRAM ONE TOUCH KEY	<p>Press ↓ menu key  Press PROG menu key  Press ↓ menu key until FCTN appears  Press FCTN button  Then press button you want to program.  Enter 01 on dial pad (if previously programmed enter 00 then 01)  Then the extension number or for an external call enter 9 + phone no.  Press Hold to save number then Speaker to end.</p>
CALL FORWARD ALL	<p>Press ↓ menu key  Press PROG menu key  Press CFWD menu key  Press ALL menu key  Press SET menu key  Enter extension number  Press "Speaker" Again</p>
CALL FORWARD ALL CANCEL	<p>Press ↓ menu key  Press PROG menu key  Press CFWD menu key  Press ALL menu key  Press CANCEL menu key  Press SPEAKER twice.</p>
GROUP LISTEN	<p>With Handset call in progress, press Speaker button twice  Handset call is still connected, and incoming voice is broadcast over speaker. Press Speaker button then return handset to cradle to disconnect call.</p>
CALL PICKUP	<p>Lift the handset press ** and extension number of ringing phone to intercept call or *# to intercept any <b>GROUP</b> incoming call</p>
DO NOT DISTURB	<p>Press ↓ menu key  Press PROG menu key  Press DND menu key  Press SET OR CANL follow prompts  OR - If you have a DND button on your phone, you may,  Press DND button + 3 to set, 0 to cancel</p>
VOLUME CONTROL	<p>USING CURSOR PAD UP AND DOWN CONTROL  ON HANDSET CALL CONTROLS INCOMING VOLUME  SPEAKER CALL CONTROLS HANDS FREE VOLUME  WHILE PHONE IS RINGING CONTROLS INCOMING RING VOLUME  PHONE AT REST CONTROL DISPLAY CONTRAST</p>
TO CHANGE RING VOLUME	<p>While telephone is idle, Dial *729  Use Volume control to adjust volume  Press Speaker key to save and end.</p>
TO CHANGE RING TONE	<p>While telephone is idle, Dial *720  Display will show "Set Incoming Ring 1:INT 2:EXT"  Enter choice for internal calls or external call  Display will ask "Incoming Ring 1-8?"  Press buttons 1-8 on dial pad to sample tones.</p>