

SV8100 Quick Reference guide

Outbound Calls: Lift receiver or press speaker key, dial 9 and phone number.

Internal Calls: Lift receiver or hit speaker key dial party's 3 digit ext. number.

Recall: [Recall] key establishes new dial tone.

Conference: *Internal parties* – Place outside call, press “Conf” soft key, dial extension to add to conference when party answers, press “Add” soft key, then “Begin” soft key. *External parties* – Place outside call, when party answers press “Conf” soft key, establish new outside call when party answers press “Add” soft key, then “Begin” soft key.

Transfer: *Normal* – Press [Transfer] key, dial extension, announce call then hang up. *Blind Transfer* – Press [Transfer] key, dial extension, hang up.

Voice Mail Transfer – Press [Transfer] key, dial extension + 8 (i.e. xxx8) then hang up.

Last Number Redial: Press [Redial] and #

Speed Dial: *Programming* – Station (10 NUMBERS) press [Speaker] 755. Dial speed dial buffer to be programmed (0-9). Dial 9 then phone # to be programmed, press [Hold]. Enter name to be associated with the speed dial # via dial pad (2= abc 3=def 4=ghi 5=jkl 6=mno 7=pqrs 8=tuv 9=wxyz). Press [Hold] to store. # skips a space. [Feature] clears entry and backs up 1 space. [Exit] clears entire entry.

System Speed Dial: Press speaker 753, enter 3 digit storage location 000-999 enter telephone # to be stored press hold key, using the dial pad enter the spelled name of the # you are storing (see above) press hold key to store. To add additional numbers enter new 3 digit storage location & repeat above steps.

To use: Station: #7 + {local station storage location 0-9} (i.e. #70, for location 0).

To use: System: Hit [Redial] key. Dial system speed dial buffer 000-999.

Programmable Line Keys: Press [Speaker] key dial 751, press Line Key you want to program, and 2 digit code of feature and [Hold] to store. Refer to Multiline user guide (Pg.49) for feature codes.

Microphone: Press [Mic] key (Led on) to talk hands free. Press [Mic] key (Led off) to mute.

Volume Controls: *Display screen:* While phone is idle, press arrow up and down keys to adjust contrast in display. *Speaker Volume:* Press [Speaker] key, adjust arrow up and down keys for desired volume. *Handset Volume:* While on call with handset, press arrow keys up and down for desired volume. *Ringer Volume:* While phone is ringing, press arrow key up or down for desired volume, or press [Speaker] then 729, and adjust to desired level.

Answer Key: To answer incoming ringing call while on outside line, press [Answer] key. First call goes on hold and connects to incoming call.

Group Listening: While on outside call press [Speaker] key twice to allow people in room to hear outside caller.

Voice Mail Access: Lift receiver or hit [Speaker] key and *8 on your dial pad or dial Voice Mail pilot # (usually 300) Enter your security code then follow menu prompts.