

## NEC SV8100 / SV9100 User Manual Cheat Sheet

- Group Listening: While on a call Press the speaker button twice
- Adjusting Ring Volume: Press speaker 729
- Voice/Ring on Intercom calls: Speaker 721 for Voice. Speaker 723 for Ringing on Intercom calls.
- Back Ground Music: Press speaker 725 ( if programmed)
- Canceling Message Waiting: Press speaker 773
- Canceling Just the Messages: Press speaker 771
- Paging: Lift the hand set press the InPg soft key dial 1 for group one. Or, Lift the hand set and dial 701 and the dial 1 for the group 1 and other numbers for other groups
- System Call Park: Press Transfer + #6 + (01 ~64) to park in 64 parking zones
- System Park Retrieve: Dial \*6 + (01 ~64)
- Quick Transfer to Voice Mail: Dial Extension Number followed by 8 hang up
- Conference: While on a call press the Conf soft key. Receive dial tone dial the telephone number or internal station. When connected press the Add softkey, Press the begin soft key.
- Unsupervised Conferencing: Put the callers on hold while they are on conference and dial #8
- Extension Name: Press Speaker, dial 700, press Hold and enter the name, press Hold, and press Speaker
- CF/All: Speaker 741 + 1 to set and enter the number. CF/All  
Cancel: Speaker 741 + 0
- CF/Busy NA: Speaker 744 + 1+station number, or VM Port, or for outside calls dial 9 followed by 1 area code and 7 digit Phone Number, and hang up.
- Station Speed Dial: Speaker 755 + (0 ~ 9) for the buffer + Tel number + Hold to enter the name + Hold + Speaker to hang up
- System Speed Dial: Speaker 753 + (000 ~ 999) for the buffer + Tel number + Hold to enter the name + Hold + Speaker to hang up
- Access Speed Dial: Dir soft key, SPD soft key for system speed dials. EXT soft key for Intercom. STA for personal speed dials. Enter a letter using the dial pad or use the up and down arrows to scroll.
- Dynamic Soft Keys: The Soft keys are located directly under the LCD display.

The LCD will change with the status of the phone. (Idle, on a call, in voice mail)

**-DND – Do No Disturb:** Press Speaker 747 followed by

- 1- To Block Trunk Calls
- 2- To Block Page, Intercom, Transfer Calls and Etc.
- 3- To Block All Calls
- 4- To Block Incoming Forward Calls
- 0- To Cancel

And Hang Up

**-Pick Up a Specific CO Line to dial out:** Press Speaker # 9 10 (This is to pick up line 10)

**-VOICE MAIL GREETING:** From the main phone press the Vmsg soft key->More soft key->Mgr soft key->Inst soft key->When prompted for a box number enter 001 for the day greeting and 002 for the night greeting.

**ALWAYS ENTER A SECURITY CODE FOR YOUR VOICE MAIL BOX**

Soft keys Vmsg-> More->Setup->Code. you will have a choice to always have to use a code or use a code only remotely and no code when accessing from your ext.

**-Access messages remotely:** Dial in. During the main greeting Press pound (#) + your ext number and follow prompts.

**To activate Night Service by dialing codes:**

1. At a multiline terminal, press Speaker.

- OR -

At the single line telephone, lift the handset.

2. Dial 718. To change a different group's mode, dial 718 + the group number (01~32).

3. Dial the Night Service Code:

1 = Day 1 Mode, 2 = Night 1 Mode, 3 = Midnight 1 Mode, 4 = Rest 1 Mode

5 = Day 2 Mode, 6 = Night 2 Mode, 7 = Midnight 2 Mode, 8 = Rest 2 Mode

4. Press Speaker or hang up.