

Digital Terminal layout



IP Terminal Layout

Call Indicator Lamps

Lamp at top corner of handset flashes when a call terminates to the terminal. Lamp lights steadily when a message has been left.

Programmable keys

These keys can be programmed as either Flexible Line key, Programmable Feature key or One-Touch Speed Dial key.

Recall

Press this key to terminate current call and re-seize dial tone.

Feature

Used to activate terminal setup functions and to program One-Touch keys.

Feature + 1 – Turns Microphone On/Off.

Feature + 3 – Selects ring tone (Repeat'3' to select a different tone) (non-IP terminal).

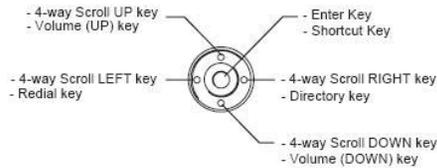
Feature + 7 – Indicator On/Off. Controls if lamp flashes when ringing.

Feature + 8 – Direct/Preset dial pad On/Off. Direct will automatically go off-hook when number is dialed. Preset will allow the number to be dialed before going off-hook).

Note: Feature 7 & 8 are not functional on a SV8300.

FUNCTION KEYS

IP Terminal Layout only



Redial (offered on Digital terminal only)

Press key to activate redial feature.

Conf (offered on Digital terminal only)

Press this key to establish a 3 way conference. LED on key lights when active.

Answer

When the LED on this key is flashing, press the key to answer a waiting call.

Mic

Press key to respond hands free. LED on this key light up during speakerphone operation.

Message (offered on Digital terminal only)

Press key to access the voice mail system.

Speaker

Controls built-in speaker, which can be used for Hands Free Dialling/Monitoring. LED on key lights when key is active

**UNIVERGE SV8500
UNIVERGE SV8300**



6 Button Digital & IP Reference Sheet

(^)Up (v)Down

Used to adjust speaker/receiver volume and ringer volume.

φ Press (^)Up(v) Down while idle to adjust Speaker/Receiver volume.

φ Press (^) Up(v) Down while ringing to adjust ring volume.

Directory(offered on Digital terminal only)

Press key to activate speed calling – system feature. (Future)

Transfer

Allows the extension user to transfer a call or make a second call.

Hold

Press this key to put a call on hold.

MAKE CALL

- φ Lift Handset or Press Speaker.
- φ Dial the Required Number. (For external calls, dial "0" first)

LAST NUMBER REDIAL

- φ Without lifting handset, press REDIAL button.
- φ Press Redial to scroll to the required number.
- φ Press # to initiate call.

HOLD

Ask Caller to Please Hold:

- φ Press HOLD key – held key flashes.

φ You may replace handset if you wish.

o Retrieve Call

- φ Lift handset.
- φ Press flashing Line

NOTE:

For exclusive hold – press HOLD twice

TRANSFER

With a call in progress:

- φ Press TRANSFER key.
- φ Dial extension or external number and announce the call (optional).
- φ Replace handset.

NOTE:

If the called extension is busy or does not answer, press the flashing Transfer to return to your caller.

If the extension does not accept the call, ask them to hang up and your call is returned.

CONFERENCE

With a call in progress (internal or external)

- φ Press TRANSFER Key.
- φ Dial internal or external number.
- φ When the third party answers, press CONF key. Hard key is present on Digital terminal while softkey labeled CONF for the IP Terminal.
- φ A three way conference is now established.

NOTE:

Any party may exit the Conference by hanging up. The 2 parties will remain connected, as long as one of the remaining parties is internal.

TOGGLE CALL

Allows users to toggle between calls.

- ϕ Press **TRANSFER** key (this puts the first call on hold and provides you with dial tone to call the 2nd party).
- ϕ Dial required 2nd number.
- ϕ Press **TRANSFER** key each time you wish to toggle between the parties.
- ϕ When finished with one party, hang up on them and the telephone will ring and connect you to the other party.

CALLBACK

If you dial a busy extension.

- ϕ Press **CALL BACK (CB)** soft Key or dial Access code _____.
- ϕ Replace Handset.

During this time you may make and receive calls.

- ϕ When both extensions are free, your phone will ring
- ϕ Lift handset or press Speaker and the other extension will ring.

To Cancel

- ϕ Lift handset and press **CALL BACK (CB)** soft key or dial Access code _____.

CALL FORWARD - ALL

Forwards all calls immediately.

To Set

- ϕ Lift Handset and press **FDA** Key or Dial Access code _____
- ϕ Dial destination number.
- ϕ Replace Handset.

To Cancel

- ϕ Lift handset, press **FDA** key, or dial Access Code _____.

CALL FORWARD NO ANSWER

Forwards calls only after 4 – 6 rings.

To Set

- ϕ Lift Handset and press **FDN** Key or Dial Access code _____.
- ϕ Dial destination number.
- ϕ Replace Handset.

To Cancel

- ϕ Lift handset, press **FDN** key, or dial Access Code _____.

CALL FORWARD BUSY

Forwards calls when your extension is busy.

To Set

- ϕ Lift Handset and press **FDB** Key or Dial Access code _____
- ϕ Dial destination number.
- ϕ Replace Handset.

To Cancel

- ϕ Lift handset, press **FDB** key, or dial Access Code _____.

LOGIN/LOGOUT

For IP Phones only.

To Login

- ϕ Enter Login code and press **SET** Soft key.
- ϕ Enter password and press **OK** Soft key.

To Logout

- ϕ Press **LOGOUT** key. (Display will show LOGOUT?)
- ϕ Press **LOGOUT** key again and wait a few seconds for handset to logout.

CALL PICK UP

To answer a ringing extension in your group:

- ϕ Lift handset and press **PICK** Soft key or dial Access Code _____.

For ringing extensions not in your group:

- ϕ Lift handset, dial Access Code _____ plus ringing extension number.

VOICECALL

Allows a user to intercom other Digital handsets.

- ϕ Lift handset and dial extension number.
- ϕ Press **VOICE** Soft key and speak over the intercom.

PROGRAMMING SPEED NUMBERS

To Store Numbers using One-Touch Keys:

- ϕ Press **Feature** button.
- ϕ Press an available **One-Touch Speed Calling** key.
- ϕ Enter either extension number or external number including 0 for an outside line.
- ϕ Press **Feature** button.

To Access

- ϕ Press desired **One-Touch Speed Calling** key or press **Speaker** and **One-Touch Speed Calling** key to call number.

SET MESSAGE KEY

To Set

- ϕ Press **Feature** button.
- ϕ Press **Message** key.
- ϕ Dial Voice Mail System access Code _____
- ϕ Press **Feature** button.

To Access:

- ϕ Press **Message** button.
- ϕ Hear ringback tone.

DISPLAY

To adjust the Display:

Press the Up Down button up or down while the phone is idle.

SPEAKER/RECEIVER VOLUME

To adjust the Speaker/Receiver Volume:

Press the Up Down button up or down during conversation

RINGER VOLUME

To adjust the Ringing Volume:

Press the Up Down button up or down during ringing.