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 dialled. Preset will allow the number to be dialled before going off-hook).

Redial

Press key to activate redial feature.

Conf (Conference)

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

Press key to access the voice mail system.

$(\wedge)$ **Up** $(\vee)$ **Down**

Used to adjust speaker/receiver volume and ringer volume.

φ Press $(\wedge)$ **Up** $(\vee)$ **Down** while idle to adjust Speaker/Receiver volume.

φ Press $(\wedge)$ **Up** $(\vee)$ **Down** while ringing to adjust ring volume.

Directory

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

Speaker

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

Transfer

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

Hold

Press this key to put a call on hold.

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2 Button Digital & IP Reference Sheet

MAKE A CALL

- φ Lift Handset or Press Speaker.
- φ Dial the Required Number.

(For external calls, dial "0" first)

LAST NUMBER REDIAL

- φ Press **REDIAL** button and # to activate call.

HOLD

Ask Caller to Please Hold:
- φ Press **HOLD** key – held key flashes.
- φ You may replace handset if you wish.

To 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 Trans**fer** 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.
- 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.

ANSWER A SECOND 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 Dial **Call Back** 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 or press Speaker and dial Call Back Access code _____.

CALL FORWARD – ALL *

Forwards all calls immediately.

To Set
- Φ Lift Handset or press Speaker
- Φ Dial **Call Forward All** Access code _____.
- Φ Dial destination number.
- Φ Replace Handset.

To Cancel
- Φ Lift handset or press Speaker
- Φ Dial **Call Forward All** Cancel Access Code _____.

CALL FORWARD NO ANSWER *

Forwards calls only after 4 – 6 rings.

To Set
- Φ Lift Handset or press Speaker
- Φ Dial **Call Forward No Answer** Access code _____
- Φ Dial destination number.
- Φ Replace Handset.

To Cancel
- Φ Lift handset or press Speaker
- Φ Dial **Call Forward No Answer** Cancel Access Code _____.

CALL FORWARD BUSY *

Forwards calls when your extension is busy.

To Set
- Φ Lift Handset or press Speaker
- Φ Dial **Call Forward Busy** Access code _____.
- Φ Dial destination number.
- Φ Replace Handset.

To Cancel
- Φ Lift handset or press Speaker
- Φ Dial **Call Forward Busy** Cancel Access Code _____.

CALL PICK UP

To answer a ringing extension in your group :

- Φ Lift handset or press Speaker
- Φ Dial **Call Pick Up Group** Access Code_____.

For ringing extensions not in your group:

- Φ Lift handset or press Speaker
- Φ DialCall Pick Up **Direct** Access Code _____ plus ringing extension number.

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.

SPEAKER/RECEIVER VOLUME

To adjust the Speaker/Receiver Volume:

Press the $(\wedge)$ Up $(\vee)$ Down button up or down during conversation

RINGER VOLUME

To adjust the Ringing Volume:

Press the $(\wedge)$ Up $(\vee)$ Down button up or down during ringing.

* On SV8300 press the * key and receive service set tone.