MAKE A CALL

- Lift Handset or press Speaker Button (if speaker button is available on your handset)
- ◆ Dial the required number. (For external calls, dial "0" first)

LAST NUMBER REDIAL

- Lift Handset.
- Dial Last Number Redial access code

TRANSFER

With a call in progress:

- Press FLASH / RECALL Key (or momentarily press the hookswitch).
- Dial the third party.
- Restore handset before third party answers. The first and third party will be connected when third party answers.

or

Wait for the third party to answer and announce the transfer, while keeping the first party on Consultation Hold. When the station user hangs up, the first and third parties are connected automatically.

CALL PICK UP GROUP

To answer a ringing extension in your group:

 Lift handset and dial Call Pick Up Direct access code

HOLD

This feature permits a user to Hold a call in progress by dialing a Call Hold access code. This line can then also be used for originating another call or returning to a previously held call.

To Hold a call in progress:

- Press FLASH / RECALL Key (or momentarily press the hookswitch)
- Listen for special dial tone.
- Dial the Call Hold access code
- Leave handset off hook while call is on hold.
- The call in progress is held and the station may make a new call.

To Retrieve call

- ♦ Hang up.
- Your telephone will ring with the original party.

To Release the call and return to original party:

- Hang up to release the call in progress.
- ♦ Your telephone will ring.
- Lift handset and continue with original call.

CALL PICK UP DIRECT

To answer a ringing extension not in your group.

 Lift handset and dial Call Pick Up Direct access code____ plus ringing extension number.

NEC SV8500 & SV8300 SINGLE LINE TELEPHONE REFERENCE SHEET

CONFERENCE CALL

With a call in progress (internal or external)

- Press FLASH / RECALL Key (or momentarily press the hookswitch).
- Dial internal or external number.
- When the third party answers, press FLASH / RECALL Key (or momentarily press the hookswitch).
- A three-way conference is now established

NOTE:

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

CALL PARK

To park calls so that they can be retrieved from any extension on the system.

To Park:

- Ask caller to hold.
- Press FLASH / RECALL Key (or momentarily press the hookswitch) Listen for special dial tone and dial Call Park access code
- ♦ Hang up.

To Retrieve from originating extension:

- Lift handset and dial access code____.
- Call is now connected

To Retrieve from another extension:

- Lift handset and dial access code____ and extension number call was parked at.
- Call is now connected.



GENERAL INFORMATION

- Access to many features is based on system assignments. Some access codes may vary from those stated in this user guide and not all features may be available from your telephone.
- The Flash, Recall, Transfer key located on certain models of Single Line Telephone can be used in place of the Hookswitch.
- When accessing any features where you need to press FLASH / RECALL Key (or momentarily press the hookswitch) listen for the service set tone before proceeding to the next step.

CALLBACK

Allows users receive a callack from a busy extension.

- On receipt of a busy tone..
- Press FLASH / RECALL
 Key (or momentarily press the hookswitch)
- Listen for special dial tone
- ♦ Dial Callback access code

 Hang up. (You may now make & receive calls.)

- When both extensions are free, your handset will ring.
- Lift handset and the other extension will ring.

To Cancel Callback

- ♦ Lift handset
- Dial Callback Cancel access code _____

CALL FOWARD - ALL

Forward all calls immediately.

To Set

- Lift handset and dial Call Forward All access code
- Listen for special dial tone.
- Dial destination number. (receive service set tone)
- Replace Handset.

To Cancel

- Lift handset and dial Call Forwarding All Cancel access Code _____.
 (receive service set tone)
- ♦ Replace handset

CALL FORWARD NO ANSWER

Forward calls only after 4 – 6 rings (length of ringing time dependant on system programming)

- Lift handset and dial Call Forward No Answer access code
- Listen for special dial tone.
- Dial destination number. (receive service set tone)
- Replace Handset.

To Cancel

- Lift handset and dial Call Forwarding No Answer Cancel access Code _____. (receive service set tone)
- Replace handset

CALL FORWARD BUSY

Forward calls when your extension is busy.

- Lift handset and dial Call Forward Busy access code
- Listen for special dial tone.
- Dial destination number. (receive service set tone)
- Replace Handset.

To Cancel

- Lift handset and dial Call Forwarding Busy Cancel access Code _____.
 (receive service set tone)
- ♦ Replace handset

NOTES