

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.

