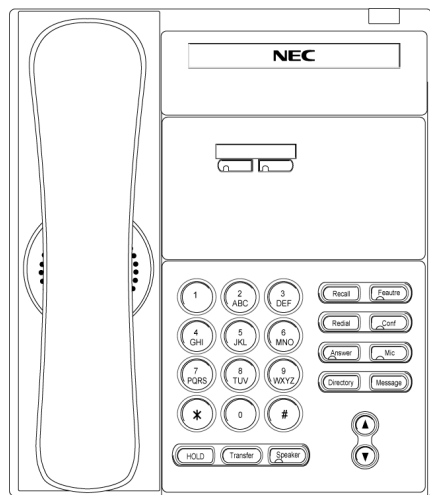# NOTICE

Note that when converting this document from its original format to a .pdf file, some minor font and format changes may occur. When viewing and printing this document, we cannot guarantee that your specific PC or printer will support all of the fonts or graphics. Therefore, when you view the document, fonts may be substituted and your individual printer may not have the capability to print the document correctly.

2 Button

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 send a hook flash to the CO you are currently on. Depending on the CO, it may put the caller on hold with Telco or hang up.

Feature

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

Feature + 1 – Turns microphone On/Off.

Redial

Press key to activate redial feature.

FUNCTION KEYS

Conf

Press this key to establish a three 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 lights up during speakerphone operation.

Message

Press the **Message** key to access the voice mail system or press the key to leave Message Waiting.

Toggle Up/Down

Use the ∧ Up or ∨ keys to adjust speaker/receiver volume and ringer volume.

- ❏ Press ∧ Up or ∨ Down while idle to adjust speaker/receiver volume.
- ❏ Press ∧ Up or ∨ 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 Dialing/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.

MAKE A CALL

- ❏ Lift the Handset or press **Speaker**.
- ❏ Dial the required number

(For external calls, dial **9** first).

UNIVERGE® SV8100

NEC

2 Button Digital & IP Reference Sheet

LAST NUMBER REDIAL

- ❏ Press **REDIAL** button and **#** to initiate call.

HOLD

Ask the caller to please hold:

- ❏ Press the **Hold** key – held key flashes.
- ❏ You may replace handset if you wish.

To retrieve a call:

- ❏ Lift the handset.
- ❏ Press the flashing line.

NOTE:

For exclusive hold – press **Feature** + **Hold**.

TRANSFER

With a call in progress:

- ❏ Press the **Transfer** key.
- ❏ Dial an extension or external number and announce the call (optional).
- ❏ Replace the handset.

NOTE:

If the called extension is busy or does not answer, press **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)

- ❏ Press the **Transfer** key.
- ❏ Dial an internal or external number.
- ❏ When the third party answers, press **Conf** key twice.
- ❏ 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.

ANSWER A SECOND CALL

Answer Hold allows a multiline terminal user to press the flashing Answer Key to answer an incoming ringing call or a Camp-On call. When the mutiline terminal user is already answering a call, the first call is automatically placed on hold.

- ❏ Receive a CO/DID/DIL incoming ring, the Answer key flashes.
- ❏ Press **Answer** to access the new call, the Answer LED goes out and the original call is put on hold.
- ❏ If additional calls are received, press **Answer** to place the current call on hold and connect to the next call as long as Call Appearance Keys and/or CO line keys are available.

CALLBACK

If you dial a busy extension:

❏ Dial **#** and hang up.

❏ Replace the handset.

During this time you may make and receive calls.

❏ When both extensions are free, your phone will ring.

❏ Lift the handset or press **Speaker** and the other extension will ring.

To Cancel:

❏ Lift the handset or press **Speaker** and dial **770**.

CALL FORWARD – ALL

Forwards all calls immediately.

To Set:

❏ Lift the handset or press **Speaker**.

❏ Dial **Call Forward All** Access code **741**.

❏ Press **1** to set.

❏ Dial the destination number.

❏ Replace the handset.

To Cancel:

❏ Lift the handset or press **Speaker**.

❏ Dial **Call Forward All** Access code **741**.

❏ Dial **0** to cancel.

CALL FORWARD NO ANSWER

Forwards calls only after 4 – 6 rings.

To Set:

❏ Lift the handset or press **Speaker**.

❏ Dial **Call Forward No Answer** Access code **743**.

❏ Press **1** to set.

❏ Dial the destination number.

❏ Replace the handset.

To Cancel:

❏ Lift the handset or press **Speaker**.

❏ Dial **Call Forward No Answer** Access code **743**.

❏ Press **0** to cancel.

CALL FORWARD BUSY

Forwards calls when your extension is busy.

To Set:

❏ Lift the handset or press **Speaker**.

❏ Dial **Call Forward Busy** Access code **742**.

❏ Press **1** to set.

❏ Dial the destination number.

❏ Replace the handset.

To Cancel:

❏ Lift the handset or press **Speaker**.

❏ Dial **Call Forward Busy** Access code **742**.

❏ Press **0** to cancel.

CALL PICK UP

To answer a ringing extension in your group:

❏ Lift the handset or press **Speaker**.

❏ Dial **✳#**.

For ringing extensions not in your group:

❏ Lift the handset or press **Speaker**.

❏ Dial Access code **768** plus ringing extension number.

PROGRAMMING SPEED NUMBERS

To store a Station Speed Dialing number:

❏ Lift the handset or press **Speaker**.

❏ Dial **755**.

❏ Dial the Station Speed Dial buffer number to be programmed (0-9).

❏ Dial the telephone number you want to store (up to 24 digits).

❏ Hang up.

To Dial a Station Speed Dialing number (multiline terminal):

❏ Press **Speaker**.

❏ Dial **#7**.

❏ Dial the Station Speed Dial buffer number (0-9).

MESSAGE KEY

To leave a Message Waiting:

❏ Call busy or unanswered extension.

❏ Dial **0**.

❏ Hang up.

To cancel the Message Waiting you have left at a specific extension:

❏ At the multiline terminal, press **Speaker**.

❏ Dial **771**.

❏ Dial the number of the extension you do not want to have your messages.

❏ Hang up.

To access your messages:

❏ Press **Speaker**.

❏ Press the **Message** key.

SPEAKER/RECEIVER VOLUME

To adjust the Speaker/Receiver volume:

Press ∧ Up or ∨ Down button up or down during conversation.

RINGER VOLUME

To adjust the Ringing volume:

Press ∧ Up or ∨ Down button up or down during ringing.