

NEC SV8100 & SV9100 VOIP Telephone Guide

What You're Trying To Do	How To Do It
Place Internal Call	Press the DSS button for EXT (speak handsfree or lift handset) OR lift the handset or press SPEAKER and dial 3-Digit EXT #
Place External Call	Lift handset or press SPEAKER , Dial 9 and the TELEPHONE NUMBER
Park a Call	Press the PARK key and hang up handset or press SPEAKER (To retrieve lift handset or press SPEAKER and press PARK .)
Transfer to Extension	Press TRNS , DSS button for intended recipient or 3-Digit EXT , hang up handset
Transfer to Voicemail	Press TRNS , VMsg softkey, DSS button for intended recipient or 3-Digit EXT , hang up handset
Check Voicemail	Press VMsg softkey, follow prompts to listen or press Lstn softkey, select NEXT , RPLAY , DEL , or MORE
Check Voicemail Remotely	Call main number, when auto attendant answers, press # and enter EXT number, then see above steps
Erase Voicemail	See above, after listening to voicemail, select DEL option
Record Voicemail Greeting	Press VMsg softkey, GREET softkey, Gr1 softkey, REC softkey, follow prompts, press LSTN , REC , DEL , BACK or # to exit
Record Voicemail Name	Press VMsg softkey, press 7 6 (RN), press REC softkey, follow prompts, press LSTN , REC , DEL , BACK or # to exit
Screen Contrast	With the phone idle (not in use), press the Cursor Key UP or DOWN to adjust LCD display from light to dark
Ring Volume	Press Enter , cursor to Phone Setting , select Ring Options , select Ring Volume
Call Volume Speaker Phone	During call on speaker phone press cursor Key UP or DOWN
Call Volume Handset	During call on handset press cursor Key UP or DOWN
Caller ID List	Press LIST softkey, select CID softkey, press UP or DOWN softkey or cursor, press # , lift handset or SPEAKER to dial
Redial	Press REDIAL cursor key, press # , lift handset or press SPEAKER to dial number
Forward to EXT or Cell	Press ↓ softkey, PROG softkey, CFWD softkey, ALL softkey, select SET softkey, dial EXT or 9+Number , then SPEAKER
Do Not Disturb (DND)	Press ↓ softkey, PROG softkey, DND softkey, select SET softkey, select ALL softkey.

For additional help:

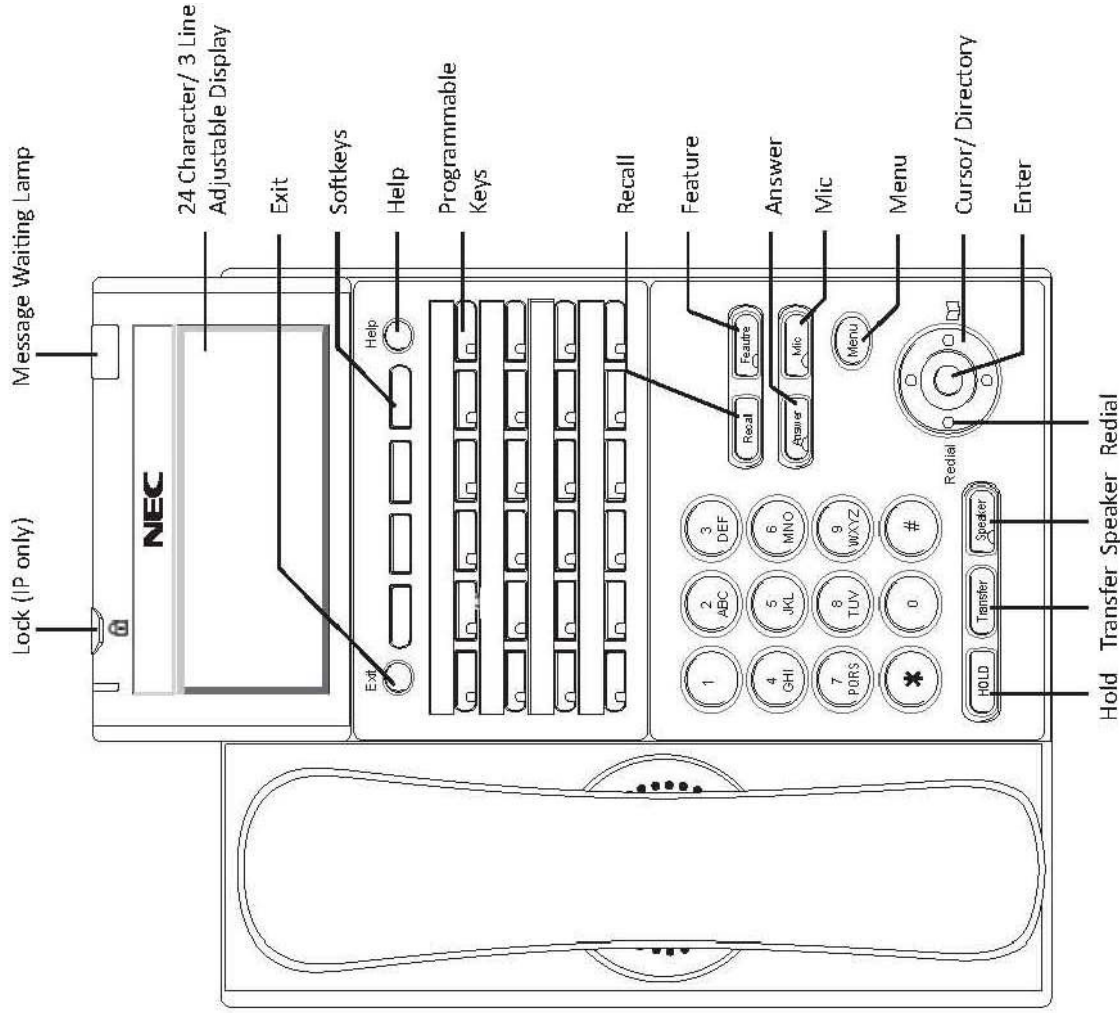
Call: 512-977-0505

Email: info@telco-data.com

Watch: www.youtube.com/TelcoDataTx



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