

6/24/32 Button



Dual Screen 8 Button

From this key, the user may access additional functions such as Call History and Directory

User Menu



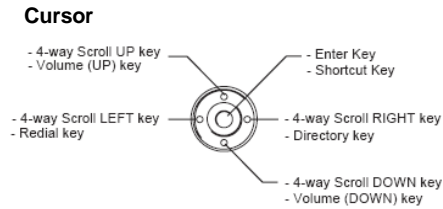
Soft Keys

Any feature shown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.

Programmable keys

These keys can be programmed as either Flexible Line key, Programmable Feature key or One-Touch Speed Dial key.

FUNCTION KEYS



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.

Answer

When the LED on this key is flashing, press the key to answer a waiting call.

Hold

Press this key to put a call on hold

Transfer

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

Speaker

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

Help

Explanations of the Soft keys can be called up on the LCD by pressing this key.

NEC SV9100 Communications Server Basic User Guide

Customer Name



MAKE A CALL

- ◆ Lift Handset or Press Speaker.
- ◆ Dial the Required Number.
(For external calls, dial "0" first

LAST NUMBER REDIAL

- ◆ Without lifting handset, press **REDIAL** button.
- ◆ Press the Cursor key up/down to search the required number.
Press **#** or **Speaker** to initiate call.

HOLD

Ask the caller to Please Hold:

- ◆ Press **HOLD** key – held key flashes.
- ◆ You may replace handset if you wish.
To Retrieve Call
- ◆ Lift handset.
- ◆ Press flashing Line

NOTE:

For exclusive hold – press **HOLD** twice

TRANSFER

With a call in progress:

- ◆ Press **TRANSFER** key.
- ◆ Dial extension or external number and announce the call (optional).
- ◆ Replace handset.

NOTE:

If the called extension is busy or does not answer, press the flashing **Line**, or the **Conf** key to return to your caller.

If the extension is busy, replace handset to initiate a camp-on. Unanswered camp-on calls and unscreened transfers will recall to your extension

CONFERENCE

With a call in progress (internal or external)

- ◆ Press **CONF** soft key.
- ◆ Dial internal or external number.
- ◆ When the third party answers, press **Add** Soft key. (soft keys are the four buttons under the display)
- ◆ Press **BEGIN** soft key.
- ◆ 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

Ask first caller to hold the line

- ◆ Press **HOLD** key.
- ◆ and speak to second caller.

NOTE:

Toggle between both calls by pressing **HOLD**, and pressing required line.

CALL FORWARD - ALL

Forwards all calls immediately.

To Set

- ◆ Press Call FWD Key or dial 741.
- ◆ Dial 1 to Set.
- ◆ Dial destination number.
- ◆ Replace Handset.

To Cancel

- ◆ Press Call FWD Key or dial 741.
- ◆ Dial 0 to Cancel.
- ◆ Replace Handset.

CALL FORWARD BUSY NO ANSWER

Forwards calls only after 4 – 6 rings and on busy tone.

To Set

- ◆ Press CF B/NA Key or dial 744
- ◆ Dial 1 to Set.
- ◆ Dial destination number.
- ◆ Replace Handset.

To Cancel

- ◆ Press CF B/NA Key or dial 744
- ◆ Dial 0 to Cancel.
- ◆ Replace Handset.

CALL PICK UP

To answer a ringing extension in your group:

- ◆ Lift handset and press PICK
- ◆ Soft key or dial * #.
- ◆ For ringing extensions not in your group:

Lift handset, dial * * plus ringing extension number.

To Record Greeting

- ◆ Press Day VM or Night VM key
- ◆ Press Greet soft Key or dial 0 then 4
- ◆ Press Greet soft key or dial 1
- ◆ Press Record soft key or dial 7
- ◆ Press Done soft key or dial #

To Listen to Messages

- ◆ Press Day VM or Night VM key
- ◆ Press stn Soft Key or dial 0 then 5
- ◆ To Delete press Del soft key or dial 3

Vicemail Number

Internally:

- ◆ Dial Mailbox number e.g. 100

Externally:

- ◆ Dial # followed by Mailbox number

BACKGROUND MUSIC

Set/Cancel.

- ◆ Press Speaker.
- ◆ Dial 725.
- ◆ Press Speaker

PROGRAMMING ONE TOUCH KEYS

To Program One Touch Keys using spare Function key:

- ◆ Press Speaker key.
- ◆ Dial 751.
- ◆ Press an available Function key.
- ◆ Dial 01.
- ◆ Enter either extension number or external number including 0 for an outside line.
- ◆ Press HOLD then Speaker key.

To Access

- ◆ Press desired Function Key

SPEED DIAL

SYSTEM SPEED DIALS (Can be used by all handsets)

To store Speed Dial numbers:

- ◆ Press [Speaker]
- ◆ 753 (Code for system Speed dials)
- ◆ Dial system storage code. (e.g.: 500, 501 etc.)
- ◆ Dial telephone number you want to store (up to 24 digits).
- ◆ Press [Hold].
- ◆ Enter the Name associated with the Speed Dial number.
- ◆ Press [Hold]
- ◆ Press [Speaker] to hang up or repeat steps 3 to 7 to program another System Speed Dial bin

To Access System Speed Numbers:

- ◆ Dial #2 then Speed Dial number

To Program STA Speed Numbers:

- ◆ Press PROG Soft key.
- ◆ Press STA Soft key.
- ◆ Dial Buffer Location (1~0, Up to 10 numbers).
- ◆ Enter either extension number or external number including 0 for an outside line.
- ◆ Press HOLD.
- ◆ Enter Name using dial pad.
- ◆ Press HOLD.
- ◆ Press Speaker key.
- ◆ To Access
- ◆ Press DIR Soft key.
- ◆ Press STA Soft key.
- ◆ Select number by pressing the up and down arrow Soft keys.
- ◆ Press DIAL Soft key

DISPLAY

To adjust the Display:

- ◆ Press the Cursor button up or down while the phone is idle.

To adjust the Speaker/Receiver Volume:

- ◆ Press Speaker and dial 729
- ◆ Press the Cursor button up or down during conversation

The DT Series has 8 kinds of ringer tones which you can select:

- ◆ Press Speaker and dial 720.
- ◆ Dial 1 to set internal ring; Dial 2 to set External ring.
- ◆ Dial code for desired ring pattern (1~8).
- ◆ Replace Handset.

Note: Access codes used in this reference sheet are the systems default settings