VIP TECHNOLOGIES INC

Austin • Dallas • East Texas

NEC SV8100
Telephone
Quick Reference Guide

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VOLUME / LCD CONTRAST SETTINGS

LCD Display Contrast:
- Press the up or down notch on the Cursor button while phone is idle.

Speaker/Receiver volume:
- Press the up or down notch on the Cursor during conversation.

To permanently change ring volume:
- Press [Speaker] key
- Dial code 729
- Adjust volume using the up/down positions on the Cursor button as ring tone to heard
- Press [Speaker] key to set the ring volume

MIC – Press the MIC key to turn the microphone on and off. MIC key must be lit (on) to respond hands free. When off hook, MIC led will flash

SPEAKER - Controls the built-in speaker that can be used for hands-free operation.
- Press **SPEAKER**, dial number, and
- begin speaking. Press **Speaker** to hang up.
- The **MIC** light must be on to conduct a
- Hand-free conversation.

ANSWERING CALLS

ANSWER Incoming External/Outside Calls
- Hear ringing
- Lift handset to answer or press desired line key
- Lift Handset/Converse

Answer Internal Calls via hands free answer-back
- Hear burst of tone over one's speaker.
- Large LED will flash red-LCD displays calling station information
- Hear calling station's voice over one's speakerphone.
- Answer-back/respond hands free
  *Insure the MIC light is on so that calling station may hear you.

Note: If your telephone is programmed to answer internal calls hands free and you wish your phone to tone signal instead, Press Speaker key. Dial service code 723. Press Speaker key again to exit program mode.

If your telephone is programmed for internal calls to ring your extension and you wish to answer always hands free, Press Speaker key. Dial service code 721. Press Speaker key again to exit program mode.

HOLD
- Press **HOLD**. Held line flashes.

- Lift handset and press the held line key to retrieve Held call. (**led flashes green**, on your telephone—and flashes red on other stations)
- Note: After a preprogrammed time, the held call will recall the originating station with a rapid flashing led and a with a special tone alert.

TRANSFER: (With call in progress)
- Press **TRANSFER**.
- Dial destination extension number
- Hang-up or wait for answer, announce
- Call, and hang up.
- If there is no answer, press flashing **line key** to return to the caller, if desired.

Transferring Calls Using Direct Station Selection (DSS) keys—One Touch extension keys
- Press the programmed DSS, extension key, caller is placed on system hold
- Announce the call (optional)
- Replace the handset to complete the transfer.

Note 1: To transfer a call directly to a personal voice mailbox, **dial 8** after pressing the DSS/One-Touch key or after pressing Transfer and dialing an extension number. Hang up to complete the transfer to voice mail box.

How to Transfer Voice Mail Subscriber to Voice Mail System.
With call in progress:
- Press [Transfer] key
- Press Voice Mail (VMsg) key
- When voice mail system answers dial subscriber ID number [**#**]; plus mail box number/ **or** inform the mail box holder before you press [transfer] key to remember to dial the subscriber number(#, followed by mail box number) when they hear the company greeting begin,
- Hang up immediately

Transferring Outside caller to an outside telephone number, such as to a cell phone, With call in progress:
- Press [Transfer] key, hear progress tone
- Dial 9, plus complete telephone number
- Wait for answer
- Press [Recall] to complete the transfer
- Hang up

Note: transferring calls to outside telephone numbers may be restricted for certain or all extensions. System Administrator must allow this function.

PAGING: To make a one-way Page Announcement (over speaker of telephones not in use)
- Lift handset
- Press [InPg] soft key, then dial 0, to page all key set phones
- Make announcement

- Hang Up by pressing the hook switch.

PLACING CALLS

Internal Calls:
- Lift handset
- Dial station number or, press **One Touch Key** programmed for Direct Station Selection.
- Converse after alert tone ends if hands free answer back is enable; otherwise if the extension is ringing, wait for answer.

  Note 1, when calling a multi line telephone, Press the Voice/Ring soft key to change voice announcement to ring and vice versa

Station Busy/No Answer Options:
To Place A Call Back:
- Call unavailable (busy or unanswered extension
- Press CB (Callback) soft key
- Hang up
- Lift the handset when the system returns the callback request, which it will do after the called station becomes idle.

PLACING: Outside Calls:
- Lift handset
- Press an idle LINE key**, or** dial trunk access code [9]—hear dial tone,
- Dial telephone number
- Converse

Last Number REDIAL
This feature stores the last 10 numbers dialed.
- **S**earch for the desired number: Press **Redial** (notch) on cursor key and press Scroll Up or Down soft keys to search for the desired telephone number.
- Lift handset or press Speaker to dial desired displayed number.

SPEED DIAL – System/Station
To dial a Station Speed Dial number:
- Press the **Dir** soft key
- Press **STA** soft key
- Select **scroll up/down key** to search for name/number. (or dial an alpha char to begin search by alpha character.
- Lift handset or press Speaker to dial displayed number.
-

CALLER ID—if available from the Telephone Service Provider
- Answer: Receive incoming ringing or transferred outside call.

- Review the telephone display for the calling party's name or number.
- Answer the call accordingly
- To view the Caller ID information after the information no longer displays, press the line or LINE key the call is residing on (line key with solid green LED). Caller ID information will display for another 6-10 seconds

Note: on all inbound calls caller ID information will not display until approximately the 2nd ring. On transferred calls, caller ID information will not display until the transferred call is answered on your telephone.

CALLER ID (CID): (Optional) An unanswered call will reside in the CID history under the List soft key
- Press the LIST Soft key and CID soft key (the last number is first displayed).
- Press the ARROW DOWN Soft key to scroll through the list of the numbers in memory
- Press the DEL soft key to delete the entry and scroll to the next entry.
- To place a call back to a number in the temporary memory list, with the number to be dialed displayed, press a line or Speaker key. The outgoing call is placed

USER PROGRAMMING FUNCTIONS

RING TONE Programming:
To Change Internal/External/ Incoming Ring Tones: (DTL/ ITL sets have 8 selectable ringer tones
- Press [Speaker] and dial code 720
- Dial 1 to select Intercom ring tone or dial 2 to select External incoming ring tone.
- Dial selectable ring tone pattern (1-8)
- To Set the desired tone, press [Speaker].

Station/Extension Name Change: to change your extension name from your display telephone:
- Press [Speaker] key
- Dial code 700
- Press [Hold] key
- Enter the name, using the numeric keys (12 digits maximum)
- Press [Hold] key to store the name
- Press[Speaker] to hang up

Message Waiting Lamp Indication
To Cancel Message Waiting indications set by other extensions (Large LED flashes RED):
- Press the MW soft key (display shows which extension set the MW lite). Press [cancel] soft key to cancel MW lamp indication.

Note: or to cancel message light, press Speaker key and dial 773, then Speaker key again.

Soft Key Programming Method for One Touch keys:
- Press Arrow Down soft key
- **Prog**ram soft key
- Press Arrow Down Soft key, twice
- Press Function [Fctn] soft key
- Press a One Touch Key to be programmed
- Dial 01
- Dial Extension number to appear on the One Touch Key
- Press HOLD key to store entry.
- Press next One Touch Key and repeat previous steps, or press Speaker key to end programming.

  Note: Function Code 00 will erase the function from the key.
Note: Press **Exit** to clear all entries from the point of the flashing cursor and to the right, this clears both the number and name

Station/Personal Speed Dial Programming (10 max)
Press arrow down soft key
Press Prog soft key
Press STA soft key
LCD says SPD Program, dial a speed dial memory code to program 1-9, 0
Dial 9, plus outside telephone number
Press HOLD
Using keys on key pad spell name (up to 8 characters)
Press HOLD to save
LCD says SPD Program, enter next speed dial memory code to program and follow above procedures to add additional station speed dial information, or press Speaker key to exit station speed dial programming.

Speed Dial Name Assignment Tips:
- When entering characters for speed dial name assignment:
- Press Feature key to backspace (from right to left)
- Press [##] key to add a space between words/characters
- Press [#] to move cursor for left to right when it is necessary to type two consecutive characters on the same key. Example; To spell the name ANN: press the [2] key once; press the [6] key twice; press [##]; press the [6] key twice.
- Hold key clears all entries from the point of the flashing cursor and to the right.