NEC SV8100 ADMINISTRATOR USER GUIDE

Changing the System Time

Without lifting the receiver;
- Press the **Speaker** key
- Dial **7 2 8**
- Enter the new time
- Press the **Speaker** key to save & exit

NOTE:

Enter time in 24 hour format **HHMM**

Changing User Extension Names

Without lifting the receiver;
- Press the **Speaker** key
- Dial **7 0 0**
- Dial an internal extension number (e.g. 101)
- Enter the extension name using the keypad (refer to table A)
- Press **Hold**
- Press **Speaker** to exit

Call Forwarding the Main No. Off-Site

Activate:

Without lifting the receiver;
- Press the **Speaker** key
- Dial **7 9 0**
- Dial **1** to set
- Dial **2 0 1**
- Dial **0** followed by the number you wish to divert to
- Press **Speaker** to exit

Deactivate:

Without lifting the receiver;
- Press the **Speaker** key
- Dial **7 9 0**
- Dial **0** to cancel
- Dial **2 0 1**

- Press **Speaker** to exit

Programming System Speed Dials

Without lifting the receiver;
- Press the **Speaker** key
- Dial **7 5 3**
- Enter a valid speed dial location number (**001 – 999)**
- Enter the new **phone number**
- Press **Hold**
- Enter a name using the keypad (refer to table A)
- Press **Hold**

To continue entering speed dials, repeat points 3-7
- Press **Speaker** to exit

Programming One-Touch Keys

With External Numbers:

Without lifting the receiver;
- Press the **Speaker** key
- Dial **7 5 1**
- Press an available **one-touch** key
- Dial **0 1**
- Dial **0**
- Enter an external phone number
- Press **Hold**
- Press **Speaker**

With Internal Numbers:

Without lifting the receiver;
- Press the **Speaker** key
- Dial **7 5 1**
- Press an available **one-touch** key
- Dial **0 1**
- Enter an internal extension number
- Press **Hold**
- Press **Speaker**

Table A

Button	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
1	1	@	[	¥	]	^	_	`	{
2	A	B	C	a	b	c	2	Back to A	
3	D	E	F	d	e	f	3	Back to D	
4	G	H	I	g	h	i	4	Back to G	
5	J	K	L	j	k	l	5	Back to J	
6	M	N	O	m	n	o	6	Back to M	
7	P	Q	R	S	p	q	r	s	7
8	T	U	V	t	u	v	8	Back to T	
9	W	X	Y	Z	w	x	y	z	9
0	0	!	"	#	$	%	&	'	(
*	*	+	,	-	.	/	:	;	<

NOTE:
- Press **#** once to move the cursor to the right
- Press **#** twice to insert a space
- Press the **Feature** key to enter a backspace

Please note that this is a generic user guide and some features may not be available on your handset. Please speak to your phone system provider for further details.