

NEC SV8100 HANDSET USER GUIDE

Making a Call

- Lift Receiver or Press **Speaker**
- Dial the Required Number
- Converse

NOTE:

For external calls, dial '0' first

Placing a Call on Hold

With an external call in progress;

- Press the **Hold** key – held key flashes
- You may replace the receiver if you wish

To retrieve the call;

- Lift receiver
- Press the flashing line key

NOTE:

For exclusive hold – press **Feature** then **Hold**

Transferring a Call

With a call in progress:

- Press the **Transfer** key
- Dial an internal extension no. or an external number (enter '0' followed by number)
- Announce the call (optional)
- Replace receiver

NOTE:

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

Answering a Second Call

With an external call in progress;

- Press the **Hold** key
- Then press flashing **Line/Call** key
- Converse

Last Number Redial

Without lifting the receiver;

- Press the **Redial** button
- Use the cursor keys **up/down** to scroll through the last 10 dialed numbers
- Lift receiver or press **Speaker** to initiate the call

Microphone Control

- A lit **Mic** LED indicates that your speaker microphone is on
- A unlit **Mic** LED indicates that you cannot respond to a caller when using the speakerphone (i.e. your voice is muted)

Mute Control

With a call in progress (internal or external);

- Press the **Mic** key (the **Mic** key will flash)

To un-mute

- Press the **Mic** key again (the **Mic** key will illuminate solid red)

Using System Speed Dials

Via Soft Keys:

Without lifting the receiver;

- Press the '**DIR**' soft key
- Press the '**SPD**' soft key
- Press the '**SYS**' soft key
- Enter the letter you wish to begin your search with then use the cursor keys **up/down** to scroll through the speed dial entries
- Lift receiver or press **Speaker** to initiate the call

Via Redial

Without lifting the receiver;

- Press the **Redial** button
- Enter the speed dial location number (i.e. 001 – 999)
- Lift receiver or press **Speaker** to initiate the call

Call Pick Up

To answer an unknown ringing extension;

- Lift receiver
- Dial * #
- Converse

To answer a known ringing extension;

- Lift receiver
- Dial **
- Dial the ringing extension no.
- Converse

Incoming Call History

Without lifting the receiver, press the **List** soft key

- Press **CID** soft key
- Use the cursor keys **up/down** to scroll through the last 50 received/missed callers
- Lift receiver or press **Speaker** to initiate the call

NOTE:

A missed call is identified by a '*' symbol before the date & time

Conference Calling

With a call in progress (internal or external)

- Press **Conf** Key
- Dial an internal or external number
- Upon answer, press the **Add** soft key

At this stage repeat points 2 & 3 to add further callers or proceed to the next step

- Press the **Begin** soft key to initiate the conference call

NOTE:

The amount of callers you can add into a conference call is dependent on the amount of lines your handset can handle.

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.