

SV8100 PHONE USER GUIDE

Phone Button Outline:



Exit - Exit's out of various programming

Security - Locks the phone for security purposes (If applicable, IP Phones only)

Message Indicator - Flashes when you have a voicemail (or a message waiting)

Soft Keys - Corresponds with what the display says

Help - Tells how a one touch key is programmed

Function One Touch Keys - Used for various features, line keys, intercoms and one touch speed dials

Recall - Same as Flash key for various features

Feature - Used for programming

Answer - Answers the First incoming call to a specific phone

Mic - Mutes the microphone while on speakerphone

Menu - Access to Company Directory, Call History and Ring Settings

Directory - Speed Dials

Up - Adjusts the volume on the ringer, handset and speaker

Down - Adjusts the volume on the ringer, handset and speaker

Redial - Review the last numbers dialed

Speaker - Speakerphone

Transfer - Transfer a call to another extension

Hold - Holds the call

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DIAL OUT

- Lift **HANDSET** or press **SPEAKER** Key
- Dial **9** (System will automatically grab an available line for you)

NOTE: When using the **SPEAKER** phone you must have MIC key lit **RED** in order for the caller to hear you, turn the MIC key if you would like to mute the **SPEAKER**

INTERCOM CALLS

- Lift handset or press **SPEAKER** key
- Dial extension number; speak or press **1** to change from voice to ring
- Press **8** to leave a voicemail message

TRANSFER A CALL

- Press **TRANSFER** key, dial extension number
- Announce call (optional)
- Hang up for call to be transferred

NOTE: press **8** (or using soft keys press **Trnsf**, then press **VMsg** and extension) after the extension to transfer call directly to voicemail

REDIAL

With the handset in the cradle...

- Press **REDIAL** key
- Press Up and Down arrows to review last 10 numbers you have called
- Pick up handset to dial number on display

CALLER ID

- Press **LIST** soft key
- Press **CID** soft Key
- Use ↑ or ↓ to review calls to *your* extension

DO NOT DISTURB (IF APPLICABLE)

- Press **DND (or Speaker 747) + 1** (For *EXTERNAL* Calls only) OR
 - Press **DND (or Speaker 747) + 2** (For DND on *INTERNAL* Calls only) OR
 - Press **DND (or Speaker 747) + 3** (for DND on *ALL* Calls) OR
 - Press **DND (or Speaker 747) + 4** (for DND on *TRANSFERED* Calls)
- To Cancel:* Press **DND (or Speaker 747) + 0**

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PROGRAM ONE-TOUCH KEYS with FUNCTIONS

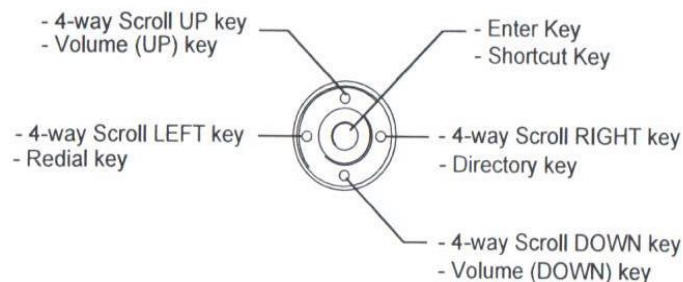
1. Press **SPEAKER**
2. Enter **751**
3. Press the key you would like to program
4. Enter 2 digit code from below
5. Press **SPEAKER**

Code	Function	Brief Explanation
00	Not Defined	Clears the button and leaves it blank
01	DSS/One Touch	Extension number or a phone number, press HOLD key
03	DND Key	Do Not Disturb

VOLUME:

- **Speaker Volume** – press **Speaker**, then **Volume Up** or **Down**
- **Handset Volume** – Lift **Handset**, then **Volume Up** or **Down**
- **Screen Contrast - Volume Up** or **Down**
- **Ring on phone** – While phone is ringing or **Speaker 729**, then use **Volume Up** or **Down**

By using this Key, DT Series user can access to various features with simple operation.



- **NOTE: Volume for any of the above will not work if you have Background music on, on your phone**

RING TONE:

- Press **SPEAKER** Key, enter 720
- Press **1** to set **INTERNAL** ring or **2** for **EXTERNAL** ring
- Dial from **1** to **8** to listen to the different ring tones
- Press **SPEAKER** key to Save

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INTERNATIONAL CALLING: (IF APPLICABLE)

Your phone system has been programmed to restrict making international phone calls. If you find the need to make an international call, use the following instructions. (This does not include US Calls)

NOTE: This will only allow one international call to be made. You will have to use these instructions for every international phone call made.

- Press the **SPEAKER** button
- Enter **775** and enter Phone System Passcode (tech to provide)
- Select a **LINE KEY** or dial **9**
- Dial international phone number