

NEC SV9100

To Program Speed Dial

Press Speaker
Dial 753
Dial the bin # (001-999)
Dial the telephone number
Press Hold
Spell the name using the dial pad
Press Hold

To Use Speed Dial

Press Speaker
Dial #2 + Bin number (001-999)

To Program a Speed Dial under a button

Press Speaker
Dial 751
Press the button you want to program
Dial 27+ the speed dial bin number (001-999)
Press Speaker

To Program an Extension Number under a button

Press Speaker
Dial 751
Press the button you want to program
Dial 01
Dial the extension number
Press hold
Press Speaker

To Program a Voice Mail button

Press Speaker
Dial 751
Press button you want to program
Dial 77 + mail box number
Press Speaker

To Set Ring Volume

Press Speaker
Dial 729
Use Volume up/down and adjust volume
Press Speaker

To Program Ring Tones

Press Speaker
Dial 720
Dial 1 for internal call Dial 2 for external calls
Dial 1-8 for different ring tone
Press Speaker

To Program Handsfree answer or Ringing for internal calls

For Handsfree	For Ringing
Press Speaker	Press Speaker
Dial 721	Dial 723
Press Speaker	Press Speaker

HOW TO: PROGRAM NAMES ON YOUR TELEPHONE DISPLAY

NEC SV8100 Telephone System

From the phone where you want to program the display (leave the handset in the cradle):

1. Press the **CALL 1** or the **SPEAKER** button
2. Dial **700** (for some systems it is **800**)
3. Dial your **3-digit extension number**
4. Enter the letters of the name using the instructions below.

The name can be up to 12 digits long.

5. Press **Hold** (you will hear confirmation beeps)

6. Press the **SPEAKER (SPK)** button to hang up

KEYS TO USE FOR PROGRAMMING THE NAME:

When programming a name on your phone, the dial pad digits become the letters of the alphabet. Press the dial pad digit once for the first letter in the group, twice for the second letter, etc. For instance, for the letter C, press dial pad digit **2**, three times. The system automatically moves to the next letter.

= Accepts the entry (only required if two letters on the same key are required, ex-:TOM) Pressing # again=space.

Conf= Clear the entry one character at a time

Clear= Clear all entries from the point of the flashing cursor to the right

To Set Time

Press Speaker
Dial 728
Enter time in 24 hour mode

To Transfer a call

Press Transfer
Dial Extension Number to transfer to
Hang up
Or
Press Transfer
Push Preprogrammed Button
Hang up

To Transfer a Call Directly to an Extensions Voice Mail

Press Transfer
Press VMsg (softkey or voice mail button)
Dial Extension Number to transfer to
Hang up
Or
Press Transfer
Press VMsg (softkey or voice mail button)
Push Preprogrammed Button
Hang up