

SV8100/SV9100 Quick Reference 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

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

Call Park (If Applicable)

- With active call: press an unlit **PARK** key; key will flash

To Retrieve Call: press flashing **PARK** key

Paging (If Applicable)

- Press pre-programmed **PAGE** key OR
- Pick up handset and press **INPG** (on Display)

- Select group 1 (Default)

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**

CONFERENCE CALL

- Make or receive first call, press **CONF** (on Display)
- Make 2nd call- Select a Line or dial 9 then the telephone number (or dial internal ext) and press **Add** key (on Display)
- Press **BEGIN** (On display) to join all calls

NOTE: Can add up to 16 callers to a conference if you have that many lines on you system. If you only have 4 phone lines on your system you can only have 4 outside callers on your conference call and no incoming calls will be able to access phone system in this time frame.

Record A Phone Conversation (If Applicable)

- While on a call, press the **RECORD** Key - The voicemail will immediately start recording your conversation into your mailbox
- Press **RECORD** key at any time to stop recording the conversation

NOTE: Retrieve the recorded conversation the same way as retrieving voicemail

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

Ring Tone:

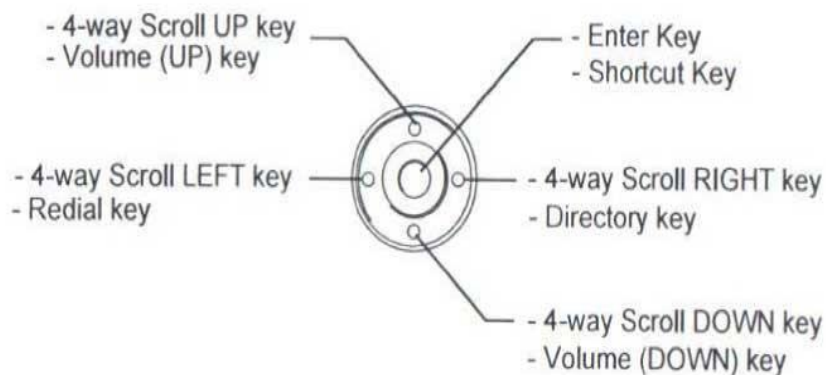
- Press **SPEAKER** Key, enter 720
- Press **1** to set **INTERNAL** ring or **2** for **EXTERNAL** ring

- Dial from **1** to **8** to listen to the different ring tones
- Press **SPEAKER** key to Save

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

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