

SV8100 TELEPHONE QUICK REFERENCE GUIDE

MAKING CALLS

Internal: Lift handset OR press SPEAKER key
Dial extension number, or press DSS key.

External: Lift handset OR press SPEAKER key
Dial 9, dial 1+area code + phone number.

Preview Dial: With handset down, dial *9, dial 1+area code + phone number, then lift handset to dial.

ANSWERING CALLS

Lift handset OR press SPEAKER

HOLD

While on call, press the HOLD key
To Retrieve: Lift handset or press SPEAKER and press the flashing CALL key.

TRANSFER

While on call, press the TRANSFER key
Dial extension number or press DSS key, (announce the call) hang up.
To Retrieve: Press flashing CALL key where call is holding before hanging up to complete the transfer.

TRANSFER TO VM

While on call, press the TRANSFER key
Press the VMMSG soft key
Enter voicemail extension number or press the DSS key and hang up.

REDIAL

Lift handset or press SPEAKER, Press REDIAL, press #.

TO PAGE

Lift handset, press PAGE key, make announcement, hang up gently.

PARK

While on call, press PARK 1-3.
To Retrieve: Press appropriate PARK 1-3.

CONFERENCE

While connected to a call, press the CONF soft key
Dial an extension to join an internal party or press 9 + 1+ area code for an outside party.
When other party answers press the ADD soft key, then the BEGIN soft key to start conference
To add additional callers, press CONF soft key and repeat steps.

DSS KEYS

To program: Press SPEAKER key
Dial 7 5 1
Press blank key to program and dial 01
Enter an extension number, OR 9 + phone number
Press HOLD, then SPEAKER.

VOLUME +/-

The VOLUME keys are located on the top and bottom of the circular button on the lower right side of the phone.

- 1) Adjusts handset volume
- 2) Adjusts the ring volume
- 3) Adjusts the speaker volume

Adjustments must be made while the feature is active. While phone is idle, volume keys will adjust display contrast.

RING TONE

Press SPEAKER and dial 7 2 0
Choose 1 for internal tone OR 2 for external tone
Press digits 1-8 on the dial pad to hear each ring tone. When you hear the ring tone you wish to select, press HOLD, then SPEAKER.

*****To clear any erroneous Message Lights flashing on your phone, press SPK and dial 773**

INMAIL VOICEMAIL QUICK REFERENCE GUIDE

Your mailbox number is the same as your extension number

To access voicemail:

- From your phone: Press the VMSG soft key
Enter your security code
- From outside: Dial Back Door number, OR dial main number and ask to be transferred to VM pilot (usually 500)
When the voicemail answers press # and enter your mailbox number
- From another desk: Lift handset or press SPEAKER
Dial VM pilot (usually 500)
Enter any mailbox number

You must initialize your mailbox so callers will know that they have reached the correct mailbox. This includes recording your name for the company directory, your personal greeting and setting a security code.

To set security code:

- Access your mailbox
Dial 67 7 and follow voice prompts OR
Press the MORE soft key
Press the SETUP soft key then the CODE soft key
Enter a new security code (must be 4 digits)
Press the OK soft key

Record your name:

- Access your mailbox
Dial 76 7 and follow voice prompts OR
Press the MORE soft key
Press the RC NAME soft key then the REC soft key
After the tone, record your first and last name
Press the DONE soft key or #
Use the soft keys to listen, re-record etc.

Record your greeting:

- Access your mailbox
Dial 4 1 7 and follow voice prompts OR
Press the GREET soft key
Press the GR1, GR2 or GR3 to select greeting
Press the REC soft key
After the tone, record your greeting
Press the DONE soft key or #
Use the soft keys to listen, re-record etc.

MESSAGE OPTIONS

You will be notified of new messages by the flashing light on the top of your telephone.

To Listen to Messages:

- Log into your mailbox
- 5 Listen to new messages
 - 17 Listen to saved messages

Options available while listening to a message:

- 3 Erase the message
- 72 Save the message
- 73 Reply to message sender (internal only)
- 63 Redirect message to another user
- 2 Back up 5 seconds
- 22 Back up to beginning of message
- 4 Go forward 5 seconds
- 84 Time and Date stamp
- 5 Go to next message
- 99 Exit Voicemail

Remember that messages are saved if you do not delete them.

To leave a quick voicemail message for another extension:

Dial the extension number and if unanswered or busy, press your VMSG soft key and wait to record

To bypass someone's greeting:

While listening to the greeting, press * and wait to record

To back up a step in Voice Mail

Press the # key