

## Instructions for NEC SV 8100 Telephone System Commonly Used Features

### 1- To Make an Outside Call :

- 1- Lift Handset or Press Speaker Button.
- 2- Dial 9 and Telephone Number.
- 3- Wait for Called Party to Answer.
- 4- Speak to Called Party

### 2- To Intercom an Extension :

- 1- Lift Handset or Press Speaker Key.
- 2- Dial the 3 Digit Extension Number.
- 3- Speak With Called Party.

### 3- To Set Up Your Voicemail Box :

- 1- Press the Gray Plastic Soft Key that corresponds To the LCD Display Characters ' VMSG '
- 2- Press the Soft Key ' GREET '
- 3- Press the Soft Key ' GR 1 '
- 4- Press the Soft Key ' REC '. Listen for Beep Tone Then record a Custom Greeting. When Finished With Greeting, Press the Speaker Key When Done.

### 4- To Check Voice Mail From Your Telephone :

- 1- Press the ' VMSG ': Soft Key.
- 2- Press ' LSTN ' Soft Key.
- 3- After Listening to the Message, The VM Will Automatically Save Message or You Can Press The ' DEL ' Soft Key to Erase the Message.
- 4- Press ' NEXT ' Soft Key if More Than One VM Message is in Your Mailbox. Follow Voice Prompts.

### 5- To Check Voice Mail Remotely :

- 1- Dial Main Telephone Number
- 2- When The Auto Attendant Answers, Dial # and Your 3 Digit Extension Number.
- 3- Follow Spoken Prompts as You Would at Your Desk

6- Park / Hold a Call for Another Extension :

- 1- Answer the Ringing Call.
- 2- Press Park 1, Park 2 or Park 3 Key.
- 3- Dial Extension Number of Person to Receive Call.
- 4- Announce "Call Parked on Park 1 (2or3) for you".

OR

- 1- Answer the Ringing Call
- 2- Press Park 1, park 2 or Park 3 Key.
- 3- Press the Page Button and Announce " Call for "John"  
on Park 1 (2or3) "

NOTE : When the Call is Retrieved from Park, The Button is Available for use again.

7- To Transfer a Call :

- 1- Answer Ringing Call
- 2- Press Transfer Key.
- 3- Dial 3 Digit Extension Number, Announce Who is on the Line.
- 4- Hang up. The Call is Now Ringing at That Person's Extension
- 5- They Pick up Call and Converse.

8- To Transfer a Caller Directly to Voice Mail :

- 1- Answer the Incoming Call.
- 2- Press Transfer Key
- 3- Dial the 3 Digit Extension Number Followed  
By The Number 8 Then Hang up.
- 4- Caller Now in Voice Mail Box.

9- To Call Forward Your extension to Another Extension :

- 1- At Extension Being Forwarded, Handset Hung Up,  
Press “Down Arrow” icon (extreme right button under LCD  
Screen.)
- 2- Press “PROG” Button.
- 3- Press “CFWD” Button.
- 4- Press “ALL” Button
- 5- Press “SET” Button or “CNCL” Button as Desired
- 6- Turn Off “SPEAKER” Button.
- 7- The Extension is Now Forwarded.

