



Unified Communications

NEC SV8100



CALLING YOUR MAILBOX TO CHECK YOUR MESSAGES FROM OUTSIDE

Dial **YOUR MAIN NUMBER** and press # then **your mailbox number**.

CALLING FROM OUTSIDE TO LEAVE A MESSAGE FOR ANOTHER USER

Dial **YOUR MAIN NUMBER** and press * then **their mailbox number**.

NEC

KEYSET
QUICKSTART
REFERENCE
GUIDE



TO FORWARD YOUR PHONE TO VOICEMAIL

Select one of the options below:

Forward All Calls:

Dial **741**, then **1** to set, then dial VM pilot **3999**, hang up.

Forward when busy:

Dial **742**, then **1** to set, then dial VM pilot **3999**, hang up.

Forward when no answer:

Dial **743**, then **1** to set, then dial VM pilot **3999**, hang up.

Forward when busy/no answer:

Dial **744**, then **1** to set, then dial VM pilot **3999**, hang up.

TO TRANSFER A CALLER TO A USER'S MAILBOX.

1. While on call, press **Transfer**.
2. Dial **extension number**, or press button for person you wish to transfer caller to.
3. Press the **VMsg** softkey or dial **8**.
4. Hang up.

STANDARD GUIDE



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NEC SV8100 STANDARD REFERENCE GUIDE

STANDARD CONFIGURATION GUIDE

Additional voicemail directions on reverse side.

MAKING AN OUTSIDE CALL

Lift the Handset or Press **Speaker**, Dial 9, then telephone #.

Or

Dial 9 then telephone #.

ANSWERING A CALL

Lift the Handset.

Or

Press the **ANSWER** button. If your phone is not ringing you will need to press the flashing light for the line that is ringing, and then lift the handset.



PLACING A CALL ON HOLD

While the call is active: Press the **Hold** button.

RETRIEVING HELD CALLS

Lift the Handset then press the desired line key that is holding a call.

PARKING A CALL

While on phone with a caller:

1. Press the desired **Park Key** (1-4)

Or

1. Press the **Transfer** key.
2. Dial **#6** and the **Park Location** (1-64)

RETRIEVING A PARKED CALL

Press **Speaker** or lift handset then:

1. Press the desired **Park Key** (1-4)

Or

1. Dial ***6** and the **Park Location** (1-64)

TRANSFERRING A CALL

While the call is active:

1. Press the **Transfer** key.
2. Dial the **station number**.
3. Announce the call. (Optional)
4. Hang up.

* To transfer straight to a user's mailbox dial **8** after dialing the extension number of the person you are transferring to.

PLACING A CONFERENCE CALL

1. Establish first call.
2. Press the **Conf** button.
3. Dial the extension/outside number you would like to add.
4. When called party answers, press the **Conf** key twice.
5. Repeat steps 2-4 to add more parties.

ALL-CALL FORWARD CALLS

1. Press **Speaker**.
2. Dial **741**
3. Press **1**
4. Dial Party to be forwarded to. If an outside line Dial 9 first.
5. Press **Speaker**.

CANCEL ALL-CALL FORWARD

1. Press **Speaker**.
2. Dial **741**
3. Press **0**

ACTIVATE/DEACTIVATE DO NOT DISTURB

To Activate: Press **DND** then 3

To Deactivate: Press **DND** then 0

MAKE AN INTERNAL PAGE

1. Lift Handset
2. Select **InPg** on Display softkey.
3. Dial **1**.



TO ACTIVATE/DEACTIVATE YOUR MICROPHONE

Press the **Mic** button.

Tip: If you are on your speaker make sure your **Mic** button is lit. When lit this means the microphone is on.



TO CHECK YOUR CALLER ID

1. Press the softkey below **List** in the Display.
2. Press the softkey below **CID** in the Display.
3. Scroll up and down using the arrow options in the Display.

TO CALL THE VOICEMAIL

Press the **VMsg** softkey in the display.



TO TRANSFER A CALLER TO THE VOICEMAIL BOX OF ANOTHER USER'S EXTENSION.

1. While on call, press **Transfer**.
2. Dial **extension number**, or press button for person you wish to transfer caller to.
3. Press **8**.
4. Hang up.



STILL HAVING TROUBLE? VISIT WWW.WWTELEPHONECO.COM FOR A FULL RANGE OF USER GUIDES.

Look for the blue diamond icon, pictured here, on our website.