

SV8100 Telephone User Guide

ANSWERING CALLS

- 1) Line keys will illuminate steady, Main I/C key will ring
- 2) Lift handset or press speaker key (microphone must be on)
- 3) Converse

PLACING CALLS - Internal

- 1) Lift handset or press speaker key, dial intercom extension number

VOICE ANNOUNC CALLS

- 1) Make sure microphone is turned on
- 2) Dial extension, when you hear ringback tone press Voice soft-key
- 3) You are now speaking to called party through their hands free speaker
- 4) Called party responds hands free or picks up handset and converses

PLACING CALLS - External

- 1) Lift handset or press speaker
- 2) Dial 9 + the telephone number (either 7-digits for local calls or 1 + 10-digit number)
- 3) Converse

CALL ALERT NOTIFICATION (If assigned)

With a call in progress...

- 1) Receive a Call Alert Notification in your handset
- 2) Press HOLD key, then converse with second party
- 3) Press flashing line key or conference key to return to original call

CO/PBX NUMBER REDIAL

- 1) Press the REDIAL key up to six (6) times to see the last six (6) external numbers you've dialed.
- 2) When you locate the number you wish to redial, either lift the handset OR press Speaker to dial.
- 3) Converse

MICROPHONE CONTROL

- 1) Press the MICROPHONE (MIC) key.
- 2) A lit (red) MIC LED indicates that the MICROPHONE is ON. (NO RED LIGHT means the MICROPHONE is OFF)

SPEAKER PHONE CALLS

- 1) Press the SPEAKER key, the LED will light red
- 2) Ensure that the MICROPHONE (MIC) LED is lit
- 3) Place INTERNAL or EXTERNAL (outside) call
- 4) Converse
- 5) Press the SPEAKER key to disconnect call

GROUP LISTENING

With a call in progress via the handset...

- 1) Press the SPEAKER key, the LED will light
- 2) Converse. Conversation is heard over the speaker AND the handset. (Use the handset to respond)
- 3) Press the SPEAKER key to CANCEL GROUP LISTENING.

HOLDING CALLS

1) For a non-exclusive hold, with call in progress, press HOLD

2) For an exclusive hold, press FEATURE then HOLD

Note 1: To RETRIEVE a held call, press the flashing Line key or Conference key (internal calls)

Note 2: If you have an external music on hold source, the transferred party will hear it

Note 3: After a pre-programmed time, a held call will recall to the originating station

TRANSFERRING CALLS

Using your phone, with a call in progress...

1) Press the TRANSFER key

2) Dial the station number

3) Announce the call (optional)

4) Replace the handset

Note 1: If you announce the call to the transferred party and they don't take the call by hanging up, the call will ring back to the original extension

Note 2: To send a call straight to voicemail, press TRANSFER + Extension + 8

CONFERENCE

With a call in progress...

1) Press the SOFT KEY beneath 'CONF' on the LCD Display screen. You will receive dial tone.

2) To Conference an INTERNAL user, simply dial the INTERNAL intercom extension, announce your Conference call to the party you dialed, and depress the SOFT KEY beneath the word ADD / BEGIN to Conference your dialed party.

3) To Conference an EXTERNAL party, press the 'CONF' soft-key, dial 9 + the desired 7 or 10-digit number, announce your Conference call to the party you dialed, and depress the SOFT KEY beneath the word ADD / BEGIN to Conference your dialed party.

PAGING - INTERNAL/EXTERNAL

1) Lift handset or press Speaker (microphone must be turned on)

2) Press SOFT KEY beneath 'INPG' on the LCD Display screen OR from a 2 Button Telephone dial '7011'

3) Dial 1 to Page INTERNAL Zones OR dial 0 to Page EXTERNAL Zones

4) Announce your page

To Answer Back the INTERNAL Page via MEET ME PAGING

1) Depress the Speaker key or Lift Handset

2) Dial '763' to talk to Paging party or press the Meet Me Page Key if assigned

3) Converse

Note: If an end user is engaged in a conversation on his or phone, the page will not play through the phone

SYSTEM SPEED DIAL – PROGRAMMING

Note: Your system is programmed to store up to 1000 system speed dial numbers

To Store...

1) Press SPEAKER to get dial tone .

2) Dial access code '753'.

3) Dial the BIN Number (from 000 to 999)

4) Dial the telephone number to be stored (either 7 digits for calls within your area code or 1 plus 10 digits for numbers outside your area code – remember, 24 digits maximum)

5) Press the HOLD key and dial the name of the party – remember, 13 letters or character maximum. (Use * to advance the cursor one space and conference to go back one space when needed)

6) Press the HOLD key again to store entry

7) Press SPEAKER to hang up

TO DIAL OUT - Using System Speed Dials

- 1) Press the SOFT KEY beneath 'DIR' (DIRECTORY) on LCD display screen.
- 2) Press the SOFT KEY beneath 'SYS' (SYSTEM)
- 3) Press the digit from the dial key pad that corresponds to the first letter of the first name of the party you wish to call
- 4) Press the SOFT KEY beneath the DOWN ARROW on the LCD Display screen to go to the beginning of that listing
- 5) Press the SOFT KEY beneath the DOWN ARROW to scroll through your entries and find the party's name
- 6) Press the SOFT KEY beneath 'DIAL' on the LCD Display screen to dial that party

STATION SPEED DIAL – PROGRAMMING

Note: Your system is programmed to store up to 10 station speed dial numbers

To Store...

- 1) Press SPEAKER to get dial tone
- 2) Dial access code '755'
- 3) Dial the BIN Number (from 1 to 9; 0 = 10)
- 4) Dial the trunk access code, i.e. '9'
- 5) Dial the telephone number to be stored (either 7 digits for calls within your area code or 1 + 10 digits for numbers outside your area code – remember, 24 digits maximum)
- 6) Press the HOLD key and dial the name of the party – remember, 13 letters or characters maximum (Use * to advance the cursor one space and conference to go back one space when needed)
- 7) Press the HOLD key AGAIN (to store entry)
- 8) Press SPEAKER to hang up

To Dial Out:

- 1) Press the SOFT KEY beneath 'DIR' (DIRECTORY) on LCD display screen.
- 2) Press the SOFT KEY beneath 'STA' (SYSTEM)
- 3) Press the digit from the dial key pad that corresponds to the first letter of the first name of the party you wish to call.
- 4) Press the SOFT KEY beneath the DOWN ARROW on the LCD Display screen to go to the beginning of that listing.
- 5) Press the SOFT KEY beneath the DOWN ARROW to scroll through your entries and find the party's name.
- 6) Press the SOFT KEY beneath "DIAL" on the LCD Display screen to dial that party.

Call Pickup

- 1) Direct Extension Pickup: hear a telephone ring, dial *# plus the extension# and call will be re-directed

Volume Control

- 1) Ring Volume: while the telephone is ringing use the circular button to adjust volume level (up/down)
- 2) Handset Volume: while on a telephone call use the circular button to adjust volume level (up/down)
- 3) Speaker Volume: while on a speaker hands free call use the circular button to adjust volume level (up/down)

FOR MORE INFORMATION, PLEASE GO TO OUR WEBSITE
<http://www.dmgt.com/support.html>