

# NEC SV9100

## User Information Guide

32 button Desilex with Park Buttons



# TelecomOptions

CLEARLY YOUR BEST CHOICE

## DT330/DT730 Telephone

1. Lock Button-Not equipped

2. Message waiting light

Flashes when you have voice mail messages

3. LCD Information Display-See page 3

4. Exit Button

Press to exit programming, help or menu items

5. Soft Keys- See page 3

6. Help Button- Actually is Check

Details of Programmable Keys can be viewed by pressing the Help key plus a programmable key.

7. Button LCD Display- See page 3

9. Scroll (or page) button

Use this button to scroll through the four button pages

10. Recall

Press this key will hang up the current call and return dial tone.

11. Feature

Used to activate terminal setup functions and to program One-Touch keys.

12. Answer-Not used on your system

13. Mic

Turns on and off Speakerphone mic. Lamp is it when Mic is on.

14. Menu- Direct access to Phone Menu items

15. Direct access to ABB directory (system speed dial directory)

16. "Select" or "Enter" to select System Menu items, such as speed dial lists.

17. Direct access to Last 10 Numbers Dialed list.

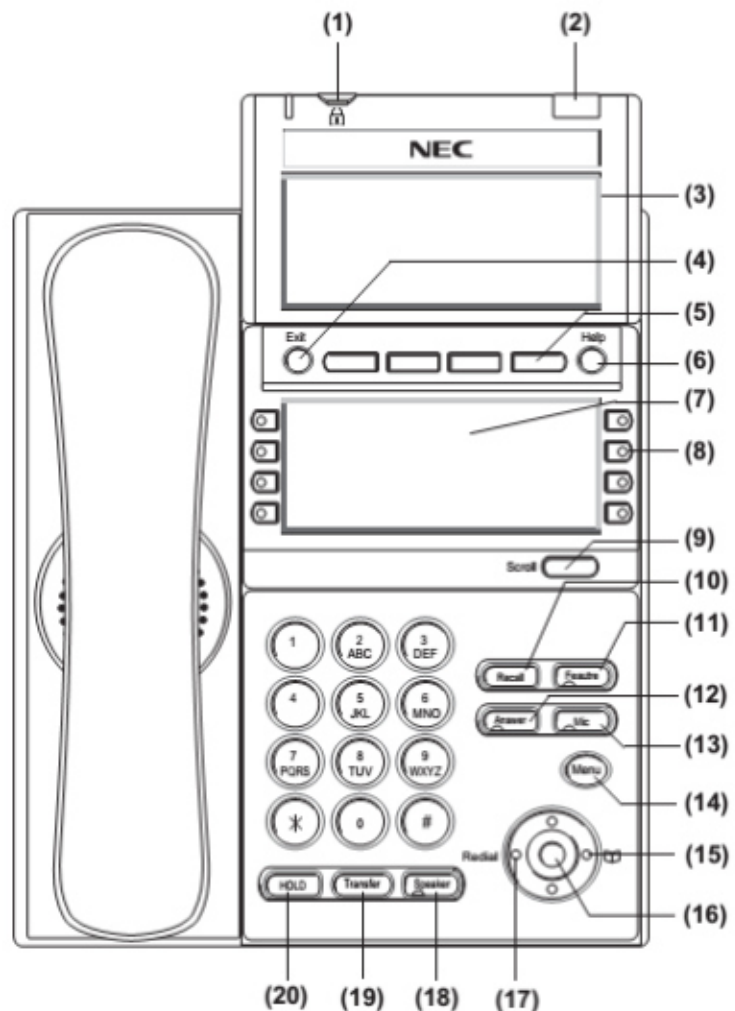
18. Speaker- Controls built-in speaker, which can be used for Hands Free Dialing/Monitoring.

19. Transfer- Allows the extension user to transfer a call or make a second call.

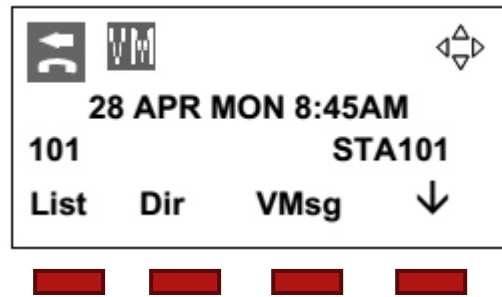
20. Hold

Press this key to put a call on hold on your phone only, Press "Call 1" or "Call 2" keys to retrieve call

### DT330/DT730 (DESI Less 8-Button with LCD)



## LCD Display



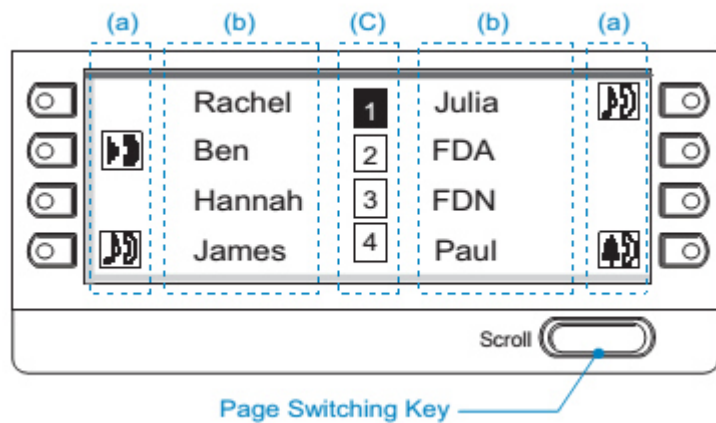
## Soft Keys

### Using Soft Keys

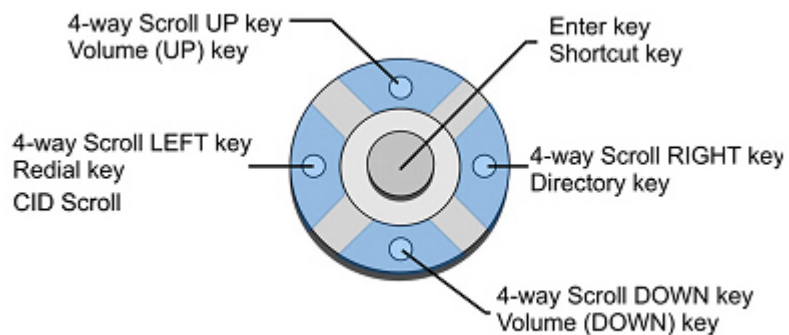
Soft keys change according to what you are doing on the phone at that time  
Press the soft key under the label you wish to select

## Button Display

Press Scroll button to scroll through pages  
Black Background indicates page num.  
Press the button to the left or right of the label



## Cursor Control



## Menu

Press Enter key to access menu list  
Use up and down arrow scroll buttons to scroll through menu items  
Press enter to select menu item  
Please see full NEC SV9100 Terminal User Guide for more information on menu items, available from your system administrator.

## User adjustments

Use the Cursor UP and Down buttons to adjust contrast, ringing and speakerphone volume  
Display contrast adjust- press up and down when the phone is idle  
Ring adjust- press up and down when the phone is ringing  
Volume adjust- press up and down when the phone is on speakerphone

## Making Outgoing Calls

### Intercom (three options)

Pick up handset and dial extension number

Hit speaker and dial extension number (or Vice versa)

Hit one touch button and use speaker phone or pick up handset

### Intercompany Branch Office Calls

Same as Intercom above

### Outside Calls

Pick up the handset, dial 9 and number

Press speaker ("SPK"), dial 9 and number (or Vice versa)

Hint: To return to handset from speaker phone, simply pick up handset

To switch from handset to speaker, hit Speaker button once and pick up handset

## Receiving and Transferring Calls

Answer a call by either picking up handset or hit speaker button

### Hold

To place a call on hold on your phone only, press hold button and hang up handset

### Park

To place a call on hold that can be retrieved on any phone, press Park and hang up handset

### Transfer

To transfer a call to another extension

Press Transfer button or "Xfer" softkey

Dial extension number

Announce call and hang up to connect

Or just hang up to send call

### Transfer to an outside number

Press Transfer

Dial 9 and phone number and wait for at least 1 ring

Announce call or simply hang up to complete transfer

### Transfer to Voice Mail

Press Hold button

Press "Vmsg" soft key

Dial the extension number and hang up

## Additional features

### Transferring a co-worker into voice mail for message retrieval

With caller on the line:

Press Hold

Dial 200

Hang up

# Other Features

## Speed Dial Lists

ABB (alphabetical system speed dial list)

EXT (Intercompany extension list)

STA (Button) please see SV9110 User Guide for instructions on this feature

TELBK (Group list) please see SV9110 User Guide for instructions on this feature

### Using the System Speed Dial (A.K.A. ABB Directory list)

Press "Redial" cursor

Use cursor up and down or softkey up and down arrows to scroll through list

When desired name appears, pick up handset or press speaker button to dial.

See your System Administrator for programming this list.

## Caller ID lists

### Redial

Press "List" softkey

Press "Redial" softkey

Use cursor up and down or softkey up and down arrows to scroll through list

When desired number appears, pick up handset or press speaker button to dial.

### CID (Incoming caller I.D.)

Press "List" softkey

Press "CID" softkey

Use cursor up and down or softkey up and down arrows to scroll through list

When desired number appears, pick up handset or press speaker button to dial.

## Phone settings

### To Adjust Handset Receiver Volume

Press the Up/Down key in the off-hook status or during the call.

### To Adjust Speaker Volume

Press the Up/Down key during speakerphone operation or during the call.

### To Adjust Ringer Tone

Press the Up/Down key during ringing.

### To Adjust LCD Contrast

Press the Up/Down key in the on-hook status.

# Setting up and using Voice Mail

Default is no password. **You must set your password!**

To access your voicemail from your phone

Press "VMsg" softkey

Enter your four digit security code ‡

Use the soft keys (or press 5) to listen to your messages

Or press Zero to hear all options

Checking your voice mail from another system phone

Dial 200

Enter your extension number

Enter your security code

Checking your voice mail form outside

During business hours

Call in and ask to be transferred to extension 200

Enter "#" and then your extension number and security code

After hours

Call in and during main greeting Press "#"

Enter your extension number and security code

\*\*\* Setting up your mail box \*\*\*

Changing your security code

Enter your voice mail box as above

Press 0 (Zero) for More Options

Press 67 for Setup

Press 7 for Security code

Follow the voice prompts

Change your Personal Greeting

Enter your voice mail box as above

Press "Greet" softkey

Select "Grt 1" softkey

Follow the voice prompts

Change your name Press "More", "Name"

Enter your voice mail box as above

Press "More" softkey

Press "RcNam" softkey

Follow the voice prompts to record your name only

‡ The first time you enter your mailbox you will not be required to enter a security code.

## InMail Voice-Mail Navigation

	Main Menu	
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L	Listen to Messages	5
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While listening you can:

RE	Record Reply	73
MF	Message Forward	63
MC	Make Call to Sender	62
TI	Get Time and Date	84
SA	Save Message	72
E	Erase Message	3

L	Listen to Next Msg	5
B	Back-up Few Secs	2
BB	Back-up to Beginning	#
G	Go Ahead a Few Secs	4
*	Pause/Resume Listening	*

1N	Listen to New Msg.	16
1S	Listen to Saved Msg.	17
1A	Listen to All Msg.	12
#	Exit Listening Mode	#

RS	Record & Send Msg.	77
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Enter Mailbox Numer, then:

*	Re-Enter Mailbox Num.	*
#	Exit to Main Menu	#

While Recording you can:

*	Pause/Resume Recording	*
E	Erase Recording	3
#	End Recording	#

G	Mailbox Greeting	4
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Follow the prompts to set up your mailbox

Callers hear your active greeting (1-3) only if you do not answer our are busy. If Auto-Attendant DND in ON, the auto-attendant does not ring your phone. Callers immediately hear your active greeting. If Auto-Attendant DND is OFF, the auto-attendant will try your extension.

RN	Record Name	76
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Follow the prompts to record your name.

InMail will play your mailbox name in the voice prompts instead of your mailbox number.

OP	Mailbox Options	67
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The Mailbox options are:

S	Security Code	7
N	Message Notification	6
AT	Auto Time-Stamp	#
#	Exit to Main Menu	#

1N	Listen to New Msg.	16
1S	Listen to Saved Msg.	17
1A	Listen to All Msg.	12

XX	Exit Mailbox	99
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# Advanced Features

## Conference Calling

Establish an intercom or outside call.

Press "Conf" softkey or the "CONF" button

Dial the extension you want to add.

OR dial 9 and an outside number. Wait for called party to answer

When the called party answers, press the "Add" softkey or "CONF" button twice.

5. Repeat steps 2~4 above to add more parties

The maximum number of parties is 3 outside and 3 inside calls including yourself.

## Changing Voice/Ring on Intercom calls

To select Voice Announce on intercom calls

Press "Speaker" button and dial 721, "Voice Announce" will appear on display. Press speaker button again

To select Ring on intercom calls

Press "Speaker" button and dial 723, "Signaling" will appear on the display. Press speaker button again

## To change your ringtone

Press Enter button, scroll to Phone Stetting, Press Enter, Scroll to Ring Options, press enter, Scroll to Ring Tones, Select either Internal calls or External calls, scroll to desired ring and press Enter. Press Exit button when done.