

NEC

SV9100 TELEPHONE QUICK REFERENCE

Station to Station CALLS

Lift handset or press **SPEAKER** key
Dial extension number; press **1** to change from ring to voice
Press **8** to leave a voicemail message

TRANSFER A CALL

Press **TRANSFER** key, dial extension number
Announce call (optional)
Hang up for call to be transferred

NOTE: press **8** after the extension to transfer call directly to voicemail

CALL PARK (IF APPLICABLE)

With active call: press an unlit **PARK** key; key will flash
To Retrieve Call: press flashing **PARK** key

PAGING

Press pre-programmed **PAGE** key OR
Dial **7011** to page all sets
Dial **7030** to page overhead speakers
Dial ***10** to combine page (both sets and overhead speakers)

REDIAL

With the handset in the cradle...
Press **REDIAL** key
Press Up and Down arrows to review last 10 numbers you have called
Pick up handset to dial number on display

Recall

Press key to finish an outside call and hear the dial tone. (Not Centrex)
Press key (hook flash for Centrex lines) than dial number to transfer. Then hang up

CALLER ID

Press **LIST** soft key
Press **CID** soft Key
Use to review calls to your extension

CONFERENCE CALL

Make or receive first call, press **CONF** (on Display)
Make 2nd call (or dial internal ext) and press **ADD** key
Press **BEGIN** (On display) to join all calls



CALL FORWARD (IF APPLICABLE / Need Centrex Lines)

Press CALL FWD Key, then press 1

Enter (Usually 300) for all calls to forward immediately to your vmail box

OR enter another ext;

OR 9 plus a telephone number for calls to be forwarded off premise

(Note: This takes 2 lines when in effect)

Press SPEAKER

To Cancel: Press CALL FWD key, press 0

DO NOT DISTURB (IF APPLICABLE)

Press DND + 1 (For EXTERNAL Calls only) OR

Press DND + 2 (For DND on INTERNAL Calls only) OR

Press DND + 3 (for DND on ALL Calls) OR

Press DND + 4 (for DND on TRANSFERED Calls)

To Cancel: Press DND + 0

RECORD A PHONE CONVERSATION (with Voice Mail)

While on a call, press the RECORD Key The voicemail will immediately start recording your conversation into your mailbox

Press RECORD key at any time to stop recording the conversation

Note: Retrieve the recorded conversation the same way as retrieving voicemail

Turn off Voice Mail to Email using Soft Keys

Press voice mail (VMsg)

Press more

Press Setup

Press Notify

Press Email

Turn it on or off

FUNCTION / ONE TOUCH KEY PROGRAMMING

Press SPEAKER key, enter 751

Press key to be programmed

Enter 01 then the extension number

OR 01 than 9 plus telephone #

Press HOLD, press SPEAKER

STATION SPEED DIAL PROGRAMMING :

Press SPEAKER , enter 755

Enter a bin number: 0-9

Enter 9 plus a telephone number, press HOLD key

Spell out a name (Note: Press # twice for a space, and FEATURE to back up)

Press HOLD key

To Use: press SPEAKER key, enter #7 then a speed code: 0-9

OR Press soft keys: DIR, STA, , DIAL to scroll through speed dials



HORIZON BUSINESS PHONE SYSTEMS

For Service: 740-772-8588/1-866-418-8126

SYSTEM SPEED DIAL:

Press SPEAKER key/lift handset
Press REDIAL key; enter a code: 000-999 OR
OR: Press soft keys: DIR, SPD, , DIAL to scroll through speed dials

RING TONE:

Press SPEAKER key, enter 720
Press 1 to set intercom ring 2 to set external call ring
Dial code for desired ring pattern (1-8)
Press SPEAKER

RING VOLUME:

Press SPEAKER key, enter 729
Use arrow keys to adjust volume
Press SPEAKER

BACKGROUND MUSIC: **Need Music on Hold Source**

To turn music on or off for your phone only...
Press SPEAKER , Enter 725, Press SPEAKER

To Leave a Message

Press Speaker key. Receive dial tone.
Dial desired station number. Encounter no answer or busy condition.
Press MSG. Message is sent to called station.
Up to four messages can be stored in DT series memory.

To Answer a Message

MSG. LED is lit. Station is idle.
Press MSG.
Re-press MSG to display additional messages in order received.

To Respond

While displaying desired message, press Speaker Key.
Press MSG. Station which left message is automatically redialed.
Message is erased.

To Erase

To erase a message without returning the call, press MSG to display desired message.
Dial # or * while message displays. Message is erased.



HORIZON BUSINESS PHONE SYSTEMS

For Service: 740-772-8588/1-866-418-8126