



Sv9100 Multi-Line Terminal Quick User Guide



MAKING A CALL

Lift the Handset or press **Speaker** (For the remainder of this guide we will refer to lifting the handset but pressing the **Speaker** key is also valid)

- Dial the required internal number
- For external calls, dial **0** first for an outside line

HOLD

Ask the caller to please hold:

- Press **Hold** – hold key flashes.
- You may replace handset if you wish.

To retrieve a call:

- Lift the handset.
- Press the **Flashing Line Key**

TRANSFER

With a call in progress:

- Press **Transfer**
- Dial an extension, external number or programmed one-touch key and announce the call when they answer (optional)
- Replace the handset

Note: If the called extension is busy or does not answer, press the **Green Flashing Key** to return to your caller. If the extension answers and indicates that they do not wish to take the call, ask them to hang up and you will be put directly back to the original caller.

ANSWER A SECOND CALL

When receiving call waiting tone:

- Press the **Answer** key to access the new call - the Answer LED goes out and the original call is put on hold

If additional calls are received, press **Answer** to place the current call on hold and connect to the next call so long as Call Appearance keys are available

Note: To toggle between calls press the **Hold** key then the required **Flashing Call Key**

REDIAL

Last dialed number

- Lift the handset and press **Redial** then **#** to initiate the call

Recently dialed numbers

- Without lifting handset press **Redial** (Left Cursor key).
- Press the Cursor button up or down to search for the required number
- Lift the handset to initiate the call

CALL PICK UP

To answer a ringing extension in your group:

- Lift the handset and dial *** #**

To answer a call ringing at a specific extension:

- Lift the handset and dial ****** plus the other extensions number

CONFERENCE

With a call in progress (internal or external)

- Press the **Conf** soft key
- Dial an internal or external number
- When the third party answers, press the **Add** soft key
Repeat the above 2 steps until all parties are in the conference.
- Press the **Begin** soft key to begin the conference

Note: Any party may exit the conference by hanging up. As long as at least one of the parties is an extension on the phone system the conference will remain active.

VOICEMAIL

To access your mailbox and retrieve messages:

- Push the **VM** soft key, or
- Lift the handset and dial *8

To record a greeting for your mailbox:

Access your mailbox, then using the soft keys below the display select:

- **Greet**,
- **Gr1, Gr2 or Gr3**,
- **Rec**
- Speak into the handset after the tone.
- Once you are done recording press **#**

*Use the **Lstn** soft key to playback the greeting*

To forwards calls to your mailbox:

when your extension is busy or after the no answer timer expires

- Press the Speaker key and dial **744**
- Dial **1** to set
- Dial the destination number **199**
- Press **Speaker** to store

To Cancel:

- Press the Speaker key and dial **744**
- Dial **0** to cancel.

SPEED DIALING

To dial a system speed dial:

- Lift the handset
 - Dial **#2**
 - Dial the 3 digit speed dial location (000 ~ 999)
- Or - Without lifting the handset,
- Press **Directory** (Left Cursor key)
 - Press the Cursor button up or down to search for the required number
 - Press the lift the handset to initiate the call

To add a system speed dial:

- Press the Speaker key and dial **753**
- Dial the speed dial location (000 ~ 999)
- Dial telephone number you want to store (up to 24 digits)
- Press **Hold** to store
- If desired, enter name using dial pad
- Press **Hold** to store

Note: To move the cursor right press **#** , to move the cursor left press **Feature**

VOICE CALL ANNOUNCE

Allows the caller to make the receiver's digital phone automatically answer the internal call and go directly to speaker/hands free.

- Lift the handset and dial the extension number
- Press **Voice** soft key or dial **1** while the other phone is still ringing and speak over the intercom

AUTO HANDSFREE ANSWER

Incoming internal calls to the digital extension are automatically answered and put on hands free/speaker.

To Activate:

- Press the Speaker key and dial **721**

To Cancel:

- Press the Speaker key and dial **723**

PAGING

Allows a user to page all digital handsets.

- Lift the handset and dial ***10**

PROGRAMMING ONE-TOUCH KEYS

To program an extension or an external number into a vacant function key

- Press the Speaker key and dial **751**
- Press an available Function key
- Dial the *One-Touch* service code **01**
- Enter either an extension number or external number, including 0 for an outside line
- Press **Hold** to store

Service Code 00 will erase data from function key

EXTENSION NAME

To edit the displayed extension name of any extension

- Press the **Speaker** key and dial **700**
- Enter the number of the extension to change
- Enter the name using the dial pad
- Press **Hold** to store

*Note: To move the cursor right press **#**, to move the cursor left press **Feature***

RINGTONES

The DT series handset has 8 different ring tones you can select

- Press the Speaker key and dial **720**
- Dial **1** to set Internal ring or Dial **2** to set External ring
- Enter (1-8) for desired ring pattern

KEY PAD TONES

To activate key pad tones

- Press the Speaker key and dial **724** to turn On/Off

LCD

To adjust the display contrast

- Press the Cursor key up or down while the phone is idle

SPEAKER/RECEIVER VOLUME

To adjust the speaker/receiver volume

- Press the Cursor key up or down during a phone conversation

RINGER VOLUME

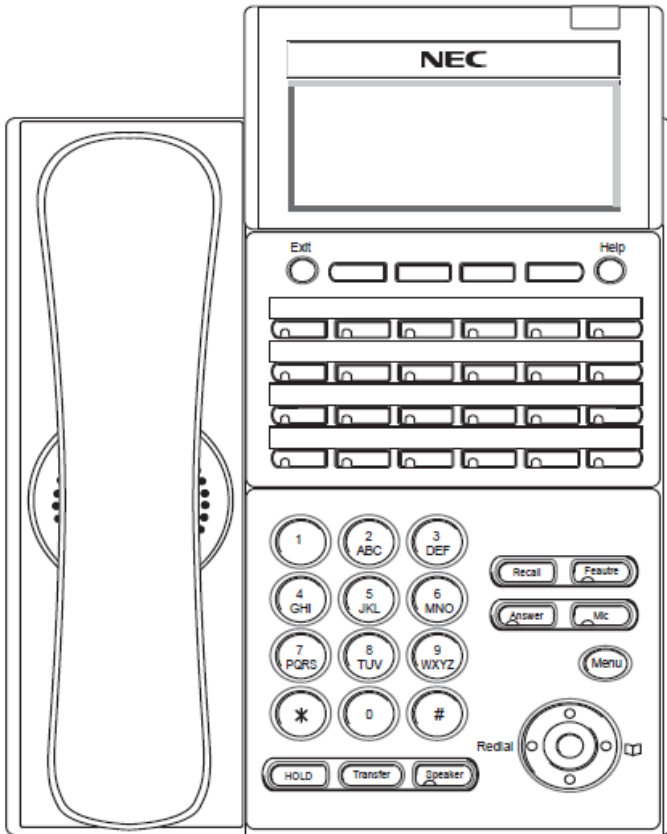
To adjust the ringer volume

- Press the Cursor key up or down while the phone is ringing

CLOCK

To change the time displayed on all handsets

- Lift the handset and dial **728**
- Enter the time in 24hr format (e.g. 9am – 0900)
- Confirmation tone will be heard after entering the digits, then replace the handset



24 Button Telephone

Exit

The user can exit from the Help Mode by pressing this key.

Help Key

Explanations of the Soft keys can be called up on the LCD by pressing this key.

Programmable Function Keys

Flexible Line keys or Feature keys are assigned by function code 751 *see previous page*

Recall

Press this key to terminate current call and reseize dial tone.

Feature

Used to activate terminal setup functions

Answer

When the LED on this key is flashing, press the key to answer a waiting call.

Mic

Controls the microphone when speaking hands free. LED on key lights when mic is active.

Hold

Press this key to place an internal or external call on hold

Transfer

Allows the extension user to transfer established calls to another extension

Speaker

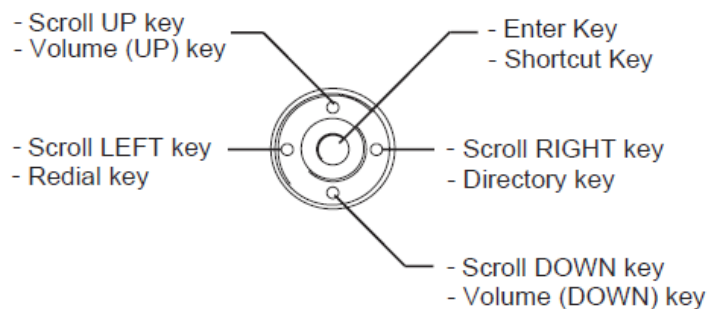
Controls built-in speaker, which can be used for Hands Free Dialing/Monitoring. LED on key lights when speaker is active.

Menu

From this key, the user may access additional functions such as Call History and Directory.

Cursor Key

Access various features with simple operation.



HANDSET CONTROLS

Call Indicator Lamp

This lamp flashes fast when a call is ringing, or flashes slower when a message has been left.

Alphanumeric Display

The LCD has 4 lines, 28 characters. Top line is used exclusively for the status icons.



Soft Keys

The Soft Keys show the available features for your current activity. Any feature shown at the bottom of the LCD is available.