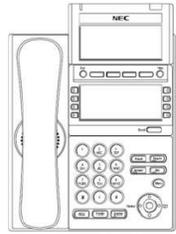## OVERVIEW

12/24/32 Button

DESI Less 8 Button

Menu

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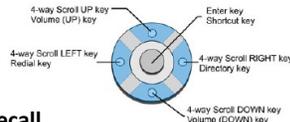

Soft Keys

Any feature sown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.

Programmable Keys

These keys can be programmed as either a Flexible Line key, Programmable Feature key or One-Touch Speed Dial key.

FUNCTION KEYS

Cursor

Recall

Press this key to send a hook flash to the CO you are currently on. Depending on the CO it may put the caller on hold with Telco or hang up.

Feature

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

Feature + 1 turns microphone On/Off

Answer

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

Hold

Press this key to put a caller on hold

Transfer

Allows the extension user to transfer a call or make a 2nd call

Speaker

Controls built-in speaker, which can be used for hands free dialing/monitoring. LED on key lights when key is active.

Help

Explanations of Programmable Keys can be called up on the LCD by pressing and holding the Help key plus a programmable key.

Exit

The user can exit from the Menu or Help mode by pressing this key.

MAKE A CALL

Lift the Handset or press Speaker

Dial the required number. For external calls dial 9 first

UNIVERGE® SV8100   NEC

12/24/32 Button Digital & IP
DESI Less 8 Button Digital & IP
Reference Sheet

LAST NUMBER REDIAL

Without lifting handset, press the REDIAL button.

Press the Up or Down softkeys to scroll through the recent call list.

Lift the handset or press the speaker button to dial

HOLD

Press the Hold key– held key flashes.

You may replace the handset in the cradle

To Retrieve:

Lift handset

Press flashing line

Note: For exclusive hold– press Feature + Hold

TRANSFER

With a call in progress:

Press the Transfer key

Dial the extension or outside number

Replace the handset

Note: If the called extension is busy or does not answer press the Flashing Key to return to your caller

CONFERENCE

With a call in progress

Press the Conf key/softkey

Dial internal or 9 + external number

When the third party answers press the RLS key to remove them should they not wish to be part of the conference. Then dial your next participants number.

Press Add and dial any additional participants.

Once you have everyone you wish joined to the conference press Begin

Note: Any party may exit the conference by hanging up. The other 2 parties will stay connected as long as one of them is internal.

VOICECALL

Allows user to intercom to other handsets.

Lift the handset and dial extension number

Press the Voice soft key and speak over the intercom

CALL FORWARD ALL

Forwards all calls immediately.

To Set:

Press the speaker Key and press the Forward key

Dial 1 to set

Dial the destination number

Press the Speaker key to complete

To Cancel:

Press the Speaker key and press the Forward key

Dial 0 to cancel

Press the Speaker key to complete

CALL PICKUP

Lift the handset and dial ** plus the ringing extension number

CALL PARK

To Park a call:

While actively on a call press the hold button

Press the park key, then the park location(01, 02 etc)

Hang up the handset

To pickup a Parked Call:

Press the Park Ans button

Dial the 2 digit park location (ex. 01, 02)

SHORTCUT MENU

The user can access the shortcut menu by pressing the Enter key (center cursor button)

PROGRAMMING SPEED NUMBERS

To store a station speed dial number (display phones only)

Press Speaker

Dial 755

Enter the speed dial buffer number

Dial 9+ the external telephone number you want to store

Press Hold

If desired enter name using dial pad

Press Hold

Press speaker to hang up

TO DIAL A STATION SPEED DIAL NUMBER

Without lifting the handset press #7 then the speed dial buffer number

Lift handset and converse

TO DIAL A SYSTEM SPEED DIAL NUMBER

Without lifting the handset press #2 or redial then the speed dial buffer number

Lift handset and converse

DISPLAY

To adjust the display:

Press the Cursor button up or down while the telephone is idle

SPEAKER/RECIVER VOLUME

To adjust the Speaker/Receiver volume:

Press the cursor button up or down during conversation

RINGER VOLUME

To adjust the ringer volume:

Press the Cursor button up or down during ringing.

ANSWER A SECOND CALL

Answer Hold allows a multiline terminal user to press the flashing Answer Key to answer an incoming ringing call. When the multiline terminal user is already on a call, the first call is automatically placed on hold.

Receive a CO/DID/DIL incoming ring, the Answer key flashes

Press Answer 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 the place current call on hold and connect to the next as long as Call Appearance Keys and/or CO Line keys are available

CELL ON/OFF

To have calls ring through to both the office phone and cell phone at the same time:

Press the "Cell On" key

To turn off press the Cell Off key then press Speaker

To answer a call via cell: Answer call then press *

If unanswered the call goes to the office voicemail

CHANGE RINGTONE

Press Speaker

Dial Feature 720

Dial 1 for internal calls or 2 for external calls

Press digits 1-8 to toggle through ring tone options

Once desired tone is selected press speaker to save