

INTELLICOM COMMUNICATIONS, INC
QUICK REFERENCE SHEET FOR NEC SV8100.
(Customer Service: 909-392-1488)

To Make an Outside Call:

-Pick up handset; choose a line (if You Have Lines appearing on your phone), dial 9 if you have “In/Out “Labeled keys, the area code, and the phone number. Hang up to release the call.

Transferring A Call – In Office.

-While on the line, press transfer button and either dial the person’s extension, or their programmed button on the phone. Hang up to release the call.

Directed Call Pickup: From any telephone Dial ** followed by the ringing extension number

Distinctive Ringing:

Dial **720** followed by **1** for Internal ringing, or **2** for external ringing.

Dial the ring tone number desired **1-8**.

Press **Speaker** to accept the tone.

Last Number Redial: Hit the Redial Key on the left side of the Circle @ the bottom right of the phone several times (The System stores up to 10 numbers dialed), when you see the number you want to Redial, Pickup Handset or hit Speaker Key.

Quick Transfer to Voice Mail: Dial Extension # or hit preprogrammed button for desired Extension, dial **8** and hang up to send caller direct to dialed Mailbox.

Call Park: With the call in progress press Transfer, press **Call Park** key on your phone, look @ your phone display, it will show the parking orbit chosen (01~ 64), or If manually parking a call, hit **transfer #6** followed by the parking space number **01 ~ 64**.

To Program a Call Park Key on your phone: Dial 721, press an empty Line Key button, enter 01, and enter #6*, hit the Hold Button

Call Park Retrieve: Hit the **Park Retrieve** key on your phone, dial Parking Orbit you were told **01~64**, or if manually dial ***6** followed by the parking orbit number **01 ~ 64**.

To Program a Park Retrieve Key on your phone: **To Program a Park Retrieve Key on your phone:** Dial 721, press an empty Line Key button, enter 01, enter *6, Hit the Hold Button

Call Forward to External Tel Number: The Easiest way to achieve this is by programming a Call Forward Immediate Feature Key on an empty Line Key on your phone: Enter 751, Hit Empty Line Key button, enter 10, Hit Hold button, Hit Speaker.

To enter Tel Number to Forward to: Hit Previously programmed Call Forward Key, enter 1, enter 9 1 Area Code, Tel Number, Hit Speaker. To Cancel Hit Lit Call Forward Key, enter 0.

If Call Fwd External, and Call Fwd to Voice Mail keys are programmed on your Tel. follow these steps to alternate between forwarding a Call to an External Number (Cell phone , Home phone , etc.) and Forwarding the phone back to Voice Mail:

Normally the Key Call Fwd to Voice Mail should be lit when the User is in the office, If you want to forward your phone to your cell , hit the Call Forward External Key, Press 1 on dial pad, dial 9 plus 1(XXX)XXX-XXXX (Cell Phone or any other number), Hit the Speaker Key, the Call Forward External comes on, when back to the office Hit the Call forward External Key, Press 0, Automatically the Call Forward to Voice Mail will come back to light up.

Transferring A Call to an Outside Line:

-While on the line, press transfer button and dial 9, then 1 and the area code, Hang up. (Or announce the call and then hang up.) If your Tel Lines appear on your phone choose another Line dial telephone number, announce call, and then hang up.

Transferring a Call Directly to Voicemail: While on the line, press transfer, dial the extension, dial 8, and hang up, or if you have a programmed button for that extension, hit the button, dial 8 and hang up.

Making an Internal Conference Call:

-When a call is in progress, press ‘Conf’ key (On display) then dials extension number of desired individual (or hit their programmed button) wait for pick up, announce call, and press Add, Press Begin.

Making an External Conference Call :

When a call is in progress, press 'Conf' key (On display) then dial 9, or select a line Manually, dial your party's Telephone number, wait for pick up, announce call, and press Add, Press Begin, If you want to leave the Conference call, and leave the two parties talking unattended, press Hold, dial #8, if you would like to go back to the conference call, hit any of the lines (or buttons) blinking green on your phone.

Note: You can only get back into the conference once, you cannot exit again by pressing Hold, #8

Volume Control:

Volume Control operation is subject to the current state of the telephone:

LCD Contrast: when phone is idle adjust with the Up or down dot indents on Silver Circle @ the bottom right of phone

Ringing volume: Dial 729 adjust with the Up or down dot indents on Silver Circle @ the bottom right of phone

Speaker volume: Hit the Speaker key; adjust with the Up or down dot indents on Silver Circle @ the bottom right of phone

Handset volume: Pick Up handset; adjust with the Up or down dot indents on Silver Circle @ the bottom right of phone

To Change the Name on an Extension:

- Press the Speaker button, dial 700, press the hold button, then spell out the name on the dial pad, press hold again to store the information, and then hang up, use "Feature" key to back up (correct mistakes), # sign to advance cursor when next letter falls on same number.

To Program a Headset Button:

- Press the speaker button, dial '751', press headset designated button, dial '05' after hearing confirmation stutter tone (sounds like a very quick busy signal). Press speaker again to hang up. Headset button is now programmed.

To Program an Extension to a Designated Button on Phone:

- 1-Hit Speaker,
- 2 Dial 751,
- 3 Press Line Key button to be programmed
- 4 Dial 01,
- 5 Dial digits of desired extension
- 6 Press the 'Hold' button
- 7 Hang up.

If there are repeat keys to program do not hang up, repeat step 3 until completed. When complete, press the speaker button to hang up.

To Program a One touch Speed dial number to a Designated Button on Phone:

- 1-Hit Speaker,
- 2 Dial 751,
- 3 Press Line Key button to be programmed
- 4 Dial 01,
- 5 Dial 9 Plus Tel. Number, (1XXX-XXX-XXXX)
- 6 Press the 'Hold' button
- 7 Hang up.

If there are repeat keys to program do not hang up, repeat step 3 until completed. When complete, press the speaker button to hang up.

To program a One Touch Key Assignment, e.g. Do not disturb, Live Record, Call Park, Park Retrieve, etc.

- Dial **751**
Press the Line Key to be programmed.
Dial the code for the desired feature:
- Do Not Disturb: 03
 - Live Record: 78
 - Park: 01, #6
 - Retrieve: 01,*6
 - Direct Extension Call Pickup: **
 - Call Pickup for Own Group: *#
 - Delete Key: 00
- Press **Hold**
Press **Speaker**

To Live Record a conversation, hit the Live Record Button, the Conversation is recorded in your Mailbox as a Message.

To Program Personal SPD Dial Numbers (0-9):

Hit the Down Arrow key on display, hit the Prog Key on Soft Keys (Underneath Display, appears only when phone is idle), Hit STA, SPD PROGRAM Will Appear, Dial first Binder "0" (SPD Will show on Display), Enter 9 Plus Telephone Number as if you were dialing the number manually, Hit HOLD, Spell Out the Name of the SPD Dial number, (Hit Feature Key to correct mistakes, # to advance cursor if next letter falls on same number), Hit HOLD to Save, If You want to continue, enter next SPD Binder 1, or 2, etc.

To Retrieve Personal SPD numbers>

If Using Codes , Enter #7 followed by SPD Binder (0-9), If using Rolodex, hit Dir Underneath Display (Soft Key), Hit STA, Spell out the name you assigned to the SPD , Use UP and DOWN Arrow Keys on Display to go to SPD number or Scroll, Once Located Pick up Handset or Hit Speaker key.

To Program System SPD Dial numbers (000-999):

(Please assign only one Person in your Organization to do this)

Hit the Down Arrow key on display, hit the Prog Key on Soft Keys (Underneath Display, appears only when phone is idle), Hit Arrow pointing down, Hit SPD, Enter SPD dial Bin (000-999), DO NOT DIAL 9, Enter Number as if you were dialing the number manually, Hit HOLD, Spell Out the Name of the SPD Dial number, (Hit Feature Key to correct mistakes, # to advance cursor if next letter falls on same number), Hit HOLD to Save, If You want to continue, enter next SPD Binder .

To Retrieve System SPD Dial Numbers:

If You would like to use Codes, Enter #2 followed by SPD Dial Bin (000-999), , If using Rolodex, Hit Dir Underneath Display (Soft Key), Hit SYS, Spell out the name you assigned to the SPD , Use UP and DOWN Arrow Keys on Display to go to SPD number or Scroll, Once Located Pick up Handset or Hit Speaker key.

Update/Change Time: Locate Main Telephone Extension (Usually Reception Phone, or Manager/Owner's) Dial 728, Enter 4 digits in 24 Hr Format, Hit Speaker to Exit.

Voice Mail (In-Mail)

For Subscribers to set up their Mailbox:

Hit the VMsg key on your phone's display, on the first screen (Main Screen from here on) hit Greet, hit Gr1, Gr2, or Gr3, whichever you select, you have to record and become your Personal Greeting, Hit Back after recording your greeting, Hit 0 for the complete menu of Features, Hit 76 to record your name, record your name, hit Back after name is recorded, hit 67, press 7 to set up your personal Security code.

For System Administrator Only:

Record Voicemail Main Greetings, add a Mailbox/Program Voicemail for New Employee:

-Enter System Administrator box, dial 72(SA), Hit Instructions Soft Key to change Greetings as given to you by your installer, E.g. Day 001, Night 002. To administer subscribers hit Subs on soft Key and follow instructions.