



NEC SV9100 Telephone & Voice Mail Quick Reference Guide

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Answer A Call

Internal Call: When your telephone rings, Lift handset or press **Speaker Key** to answer call.

Outside Call: When your telephone rings, Lift handset or press **Speaker Key** to answer call. Your Call Key or Line Key you are on will be lit green.

Note: If **MIC** key is not lit the caller will not be able to hear you on a **Speaker** call.

Place A Call

Internal Extension: Lift handset or Press **Speaker Key**, Dial Ext. Number or Press the pre-programmed button on your telephone of the person you're trying to call.

Outside Call: Lift handset, Dial **9** or Press available **Line Key** if programmed, Dial telephone number.

Call Hold

Place a Call on Hold: While on an outside call, Press **HOLD Key**, Your **Call 1** or **Call 2** Key you are using will flash Green on your phone only. If your system is programmed with Line Keys, the line you are using will flash Green on your telephone and Red on all others.

Call Park (Shared Call Hold Feature)

Park A Call: While on a call press an available **Park Key**, the Park Key will flash Green on your telephone and Red on all other phones.

Pick Up a Call from Park: Pick up handset, Press the flashing **Park Key** call is holding on.

Transfer A Call

While on a call, Press **Transfer Key**, Dial Ext. Number or Press pre-programmed Ext. Number, Announce call (Optional) or Hang up to complete transfer of call.

To send call directly to Voice Mail. Press **VMsg Soft Key** in display after Transfer Key above.

Note: To return to the call before hanging up, press flashing Call Key.

Transfer A Call To Employee's Cell Phone

While on a call, Press **Transfer Key**, Dial **9**, Dial cellphone number. Announce call (Optional) or Hang up to complete transfer of call.

Conference Call

Place or Answer a Call, Press **Conf.** (Soft Key) in Display. Place your next call, when call is answered Press **Add** (Soft Key) in Display, Place your next call or Press **Begin** (Soft Key) in Dis-

Volume Controls: Adjust Volume on Incoming Ringing, Speakerphone, Handset, or Display Contrast: While the phone is ringing, or while talking with handset or speakerphone, or if phone is idle. Press Cursor's Up and Down Scroll Buttons repeatedly to adjust the volume of ringing, current call, or if phone is idle, the display contrast.

Make A Page

Internal Page: While on a call press an available **Park Key**, the Park Key will flash Green on your telephone and Red on all other phones. Press the **Page Key**, announce the page and hang up.

Note: If your phone rings back to you and if in the display you see (HOLD RECALL), the call was not picked up.

Ring Tone Adjust:

You can customize the way internal and external calls ring your phone. To change Incoming Ring Tones, Press 720, Press 1 for Internal Call Ringing or Press 2 for External Call Ringing, Dial Code for the Ring Pattern 1-8, Press Speaker Key to save the pattern.

Last Number Dial & Caller ID

To Preview the Last Number Dialed: Press **List** (Soft Key), Press **Redial** (Soft Key), Use the Up and Down (Soft Keys) to scroll through your **Redial List**. Lift handset or Press **Speaker** Key to dial number.

To Preview Caller ID: (Optional if you subscribe to Caller ID) Press **List** (Soft Key), Press **CID** (Soft Key), Use the Up and Down (Soft Keys) to scroll through your Caller ID List. Lift handset or Press **Speaker** Key to dial Number

Program Names

From the phone that you want to program the Name (leave the handset in the cradle).

Press the **Call 1** or the **Speaker Key**, Dial **700**, Dial **Ext. Number**; enter the letters of the name using the instructions below. Name can be up to 12 digits long. Press **Hold** Key (you will hear confirmation beeps), Press **Speaker** Key to hang up.

Keys to Use when Programming Names: When programming a name on your phone, the dial pad digits become the letters of the alphabet. Press the dial pad digit once for the first letter in the group, twice for the second letter, etc. For example, for the letter C, press dial pad digit 2 three times. The system automatically moves to the next letter.

Call Forwarding (In Display)

To set ALL Call Forward settings:

Press **Prog** soft key, press **Cfwd**, press **ALL**, Press Set, then dial ext. number or 9 + outside number.

To CANCEL:

Press **Prog** soft key, press **Cfwd**, press **ALL**, Press **CNCL**

Setting Up Your Voice Mail

Press the **VMsg** key in your display

Press **Greet**

Press **G1**, **G2**, or **G3** for the greeting you want to activate.

Press **5 to listen** to the greeting or press **7 to record**. Then press the **#** key when you're done.

To Record Your Name

Press **VMsg** in your display

Press **More** then press **RcNam**

Press **7** to record, or use your **soft keys** to record.

To Set a Security Code

Press **VMsg** in your display

Press **More + Setup + Code**

Follow the instructions or use your **soft keys** to set a security code.

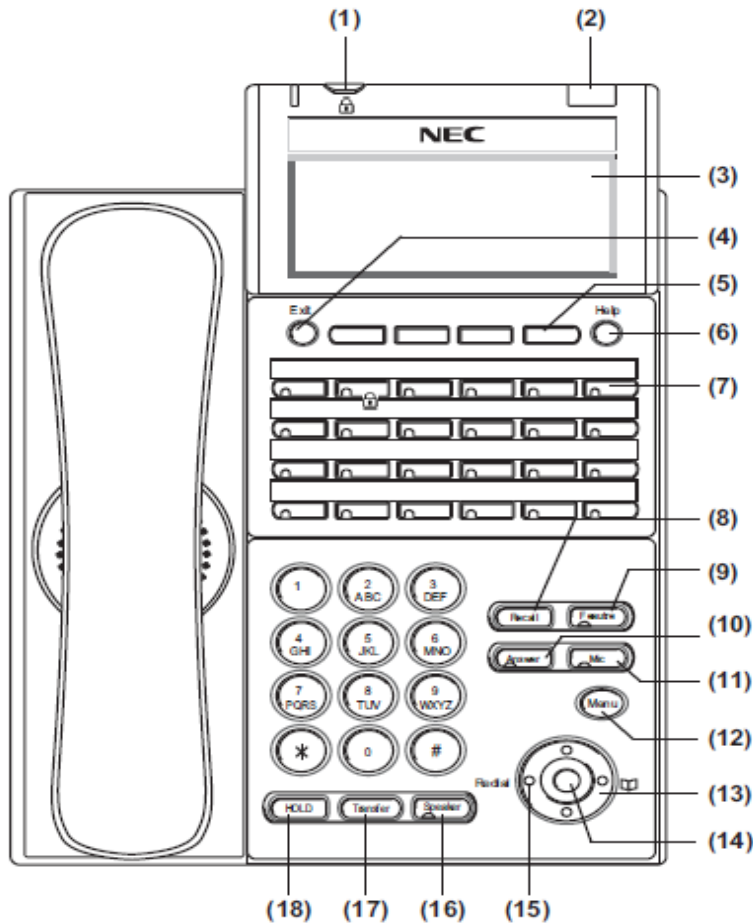
Accessing Voice Mail

From Your Telephone: Press **VMsg** (Soft Key) in display.

From Another Telephone in the Office: Dial Voice Mail Extension 2900. You will be prompted for your mailbox number, Dial mailbox number (same as extension), Enter Security Code (if asked).

From Outside the Office (if you have a Voicemail Back Door Number or when Auto Attendant is On – Dial Voicemail Back Door Number, when company greeting answers, Press **# + Mailbox Number**, Enter Security Code (if asked).

**DT430/DT830
(24-button with LCD)**



(1) Security Button

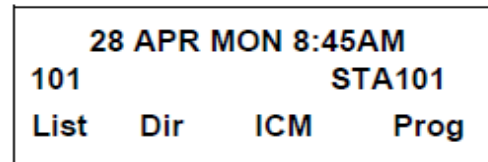
The user can press this key to lock the telephone so no other user may access the telephone.

(2) Call Indicator Lamp

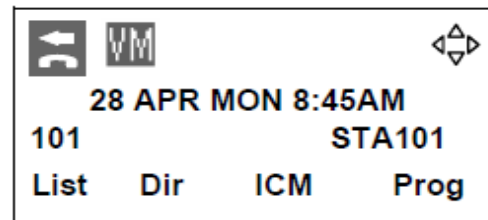
On the SV9100, this lamp flashes fast when a call terminates to the terminal and flashes slower when a message has been left.

(3) LCD (Note 1)

LCD (Liquid Crystal Display) provides DT Series activity information plus data, time and Softkey Operation.



The LCD on DT430/DT830 has 28-character, 4-line capability. Top line is used exclusively for the status icons.



The user can exit from a screen mode by pressing this key.

(5) Softkeys

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

(6) Help

The user can press this key followed by a programmable key to check what Line or Programmable Feature is programmed on the key.

(7) Programmable Keys

These keys can be programmed as Flexible Line key/Programmable Feature Key by the Telephony Server Administrator. For the SV9100, the programmable keys can be set by WebPro/PCPro/Handset Pro and the user can also set them.

(8) Recall

Press key to finish an outside call and hear the dial tone. With Centrex trunks press the recall key to hook flash the line.

(9) Feature

Used to activate any features as terminal setup functions.

(10) Answer

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

(11) Mic

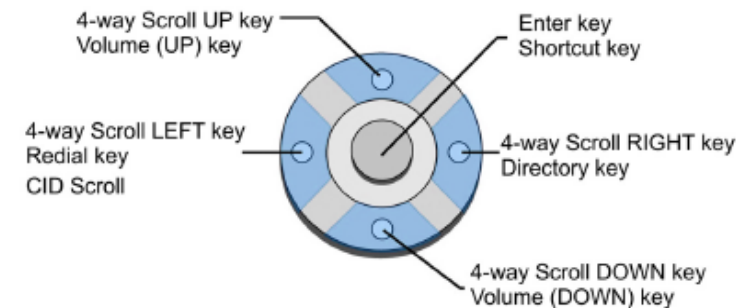
Press the key to Mute/Un-Mute the speaker and/or handset.

(12) Menu

From this key, the user can access to the functions not normally used (such as terminal settings, downloads and access to XML applications) easily.

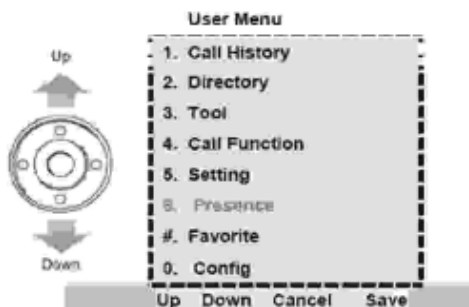
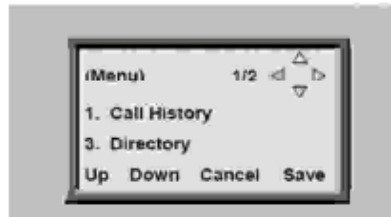
(13) Cursor

By using this Key, DT Series user can access various features with simple operation.



Two lines of menu items can be displayed at a time. Use "Up" or "Down" key to scroll to the item.

Menu of DT430



Menu of DT430

Note: *DT410 (2-Button without LCD) does not have the Cursor Key.*

(14)Enter

DT430/DT830 Series has Shortcut Menu for frequently-used features. The user can access to Shortcut Menu by pressing **Enter** Key.

Note: *DT410 Series does not support the Shortcut Menu.*

Shortcut Menu includes the following features.

Feature	Description
1. Missed Call	Access to history of Missed Call.
2. Voice Mail	Access to history of incoming Voice Mail.

(15)Redial/CID Scroll

(Last Number Call, Speed Calling-Station/Group)

Press key once to activate redial feature. Press redial and scroll through numbers that have been dialed.

When the desired number is displayed, press the # key to activate dialing.

Press key twice to activate the CID scroll feature. Press key twice and scroll through numbers that have been received.

When the desired number is displayed go off hook to activate dialing.

(16)Speaker

Controls the built-in speaker which can be used for Hands Free dialing/monitoring.

LED on key lights when key is active.

DT430 supports half/full duplex handsfree.

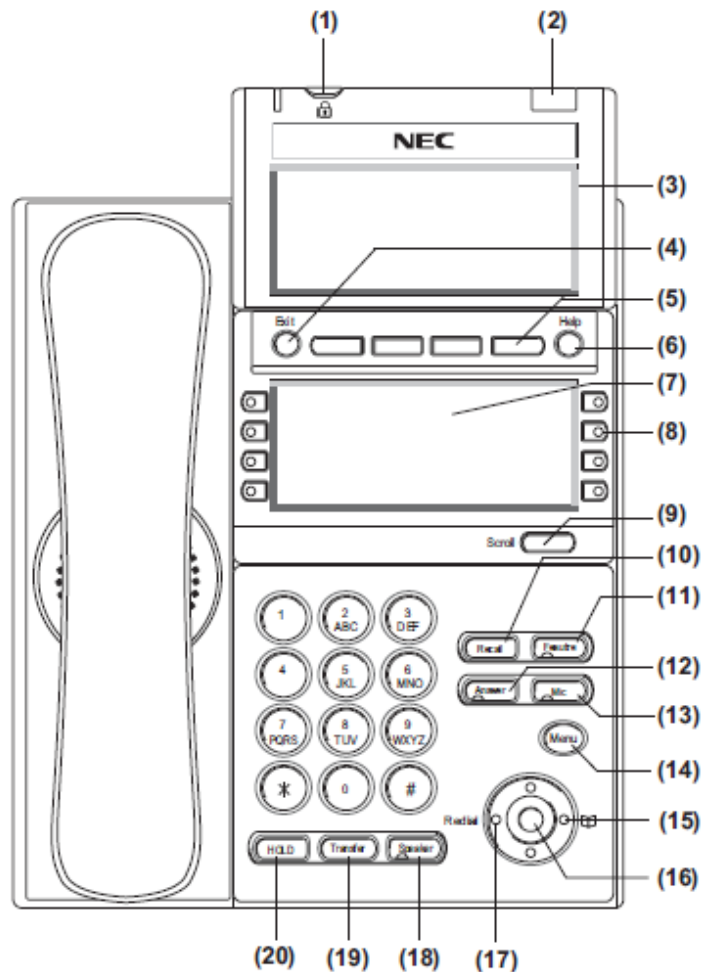
(17)Transfer

Allows the station user to transfer established calls to another station, without attendant assistance.

(18)Hold

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

**DT430/DT830
(DESI Less 8-Button with LCD)**



(1) Security Button

The user can press this key to lock the telephone so no other user may access the telephone.

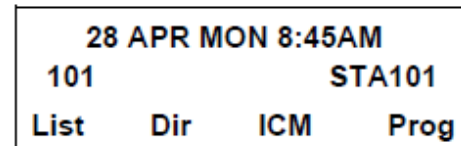
(2) Call Indicator Lamp

On the SV9100, this lamp flashes fast when a call terminates to the terminal and flashes slower when a message has been left.

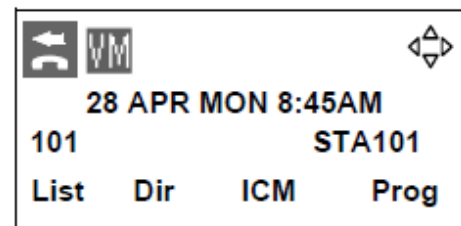
(3) LCD (Note 1)

LCD (Liquid Crystal Display) provides DT Series activity information plus data, time and Softkey Operation.

The LCD on DT410 has 24-character/28-character, 3-line capability.



The LCD on DT430 has 28-character, 4-line capability. Top line is used exclusively for the status icons.



(4) Exit

The user can exit from a screen mode by pressing this key.

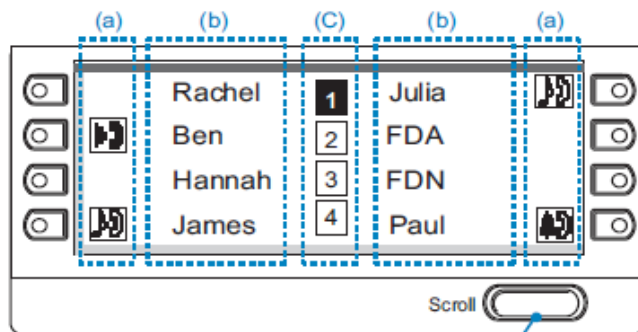
(5) Softkeys

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

(6) Help

The user can press this key followed by a programmable key to Check what Line or Programmable Feature is programmed on the key.

(7) 8LD Display



32 (8 keys x 4 pages) additional programmable keys are provided. They can be programmed as Flexible Line/Programmable feature key by Telephony Server Administrator. For the SV9100, the programmable keys can be set by WebPro/PCPro/Handset Pro and the user can also set them.

Note: *Maximum 11 characters (including icon)
Maximum 13 characters (excluding icon)*

(a) Icon

Status of the Line key such as Call termination, Call Hold or Busy, and setting on the Feature key are shown as Icons.

User's Status	Icon	Flashing Pattern
• Idle		
• I-HOLD		Blink Note
• Others Hold		Blink Note
• Recall		Blink Note
• Incoming Ringing		Blink Note
• During Conversation (Individual Use)		
• Call Transfer		
• Conference		
• During Conversation (Other Party Use)		
• Active Feature (Under a setting of feature key like a "Call Forwarding")		
• Others		
• Key is busy (example, if programmed as a virtual extension and the virtual extension is busy).		Steady Lit

(b) Feature Key Information

Feature Key Information displays the followings.

Key	Description	Maximum digits to be displayed
Line Key	- Name and Number information	Refer to note*
Feature Key	- Feature Name	Refer to note*
One-Touch Speed Dial Key	- Speed Dial Name Information - Number Information	Refer to note*

Note: *Maximum 11 characters (including icon)*
Maximum 13 characters (excluding icon)

(c) Page Icon

8LD display has four pages (8 Programmable Feature keys per page). Page Icon Key indicates currently displayed page. The user can switch the Feature Key display from page 1 to 4 by using the Page Switching Key.

1	Feature Key 1-8	Black background indicates currently displayed page.
2	Feature Key 9-16	
3	Feature Key 17-24	
4	Feature Key 25-32	

(8) Programmable Keys

These keys can be programmed as Flexible Line key/Programmable Feature Key by Web/PCPro.

(9) Scroll Key

This key is used to turn over the page of 8LD display.

(10) Recall

Press key to finish an outside call and hear the dial tone. With Centrex trunks press the recall key to hook flash the line.

(11) Feature

Used to activate any features as terminal setup functions.

(12) Answer

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

(13) Mic

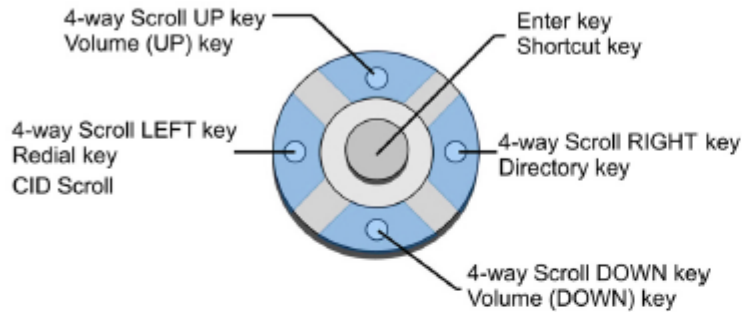
Press the key to Mute/Un-Mute the speaker and/or handset.

(14) Menu

From this key, the user can access to the functions not normally used (such as terminal settings, downloads and access to XML applications) easily.

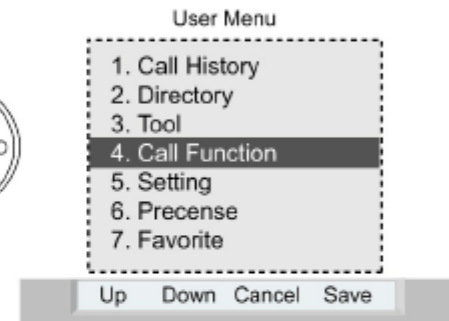
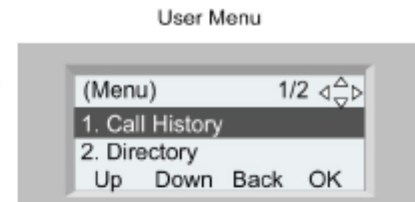
(15) Cursor

By using this Key, DT Series user can access to various features with simple operation.



For DT430 Series, two lines of menu items can be displayed at a time. For DT830 Series, three lines of menu items can be displayed at a time. The following figure shows the menu screen for DT430 Series. Use "Up" or "Down" key to scroll to the item.

Menu of DT430



Menu of DT830

Note: *DT410 (2-Button without LCD and DT410 [6-Button with LCD]) does not have the Cursor Key.*

(16)Enter

DT430/DT830 Series has Shortcut Menu for frequently-used features. The user can access to Shortcut Menu by pressing **Enter** Key.

Shortcut Menu includes the following features. (Ex. of DT830)

Feature	Description
1. Missed Call	Access to history of Missed Call.
2. Voice Mail	Access to history of incoming Voice Mail.
3. IM	Not Supported.
4. Presence	Not Supported.
5. Backlight	Access to screen for LCD backlight settings.
6. Bluetooth	Not Supported.

(17) Redial/CID Scroll

(Last Number Call, Speed Calling-Station/Group)

Press key once to activate redial feature. Press redial and scroll through numbers that have been dialed.

When the desired number is displayed, press the # key to activate dialing.

Press key twice to activate the CID scroll feature.

Press key twice and scroll through numbers that have been received.

When the desired number is displayed go off hook to activate dialing.

(18) Speaker

Controls the built-in speaker which can be used for Hands Free dialing/monitoring.

LED on key lights when key is active.

DT430/DT830 supports half/full duplex handsfree.

(19) Transfer

Allows the station user to transfer established calls to another station, without attendant assistance.

(20) Hold

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