

NEC

SV8300 TELEPHONE QUICK REFERENCE

DIAL OUT:

- Lift handset, (or press **SPEAKER** key) dial 9

INTERCOM CALLS

- Lift handset, (or press **SPEAKER**)
- Dial extension number

TRANSFER A CALL

- With active call press **TRANSFER** Key
- Dial extension (OR a pre-programmed key)
- Announce call (optional),
- hang up for transfer to go through

Note: Press **VmTRF** Soft Key after the ext to transfer call direct to person's mailbox

PARK A CALL:

- With active call press **PARK SET** key;
(system will assign call to a park zone, which will show on your display ex: 01)
- Intercom or Page employee and announce the parked call

To Retrieve Call: Press **PARK RETRV** key and dial code where call was parked ex: 01

LAST NUMBER REDIAL

- Press **REDIAL** key repeatedly to review last 5 numbers dialed:
- Press **#** for system to dial number on display

CONFERENCE CALLS

- With active call, press **TRANSFER** key
- Dial 9 for another line, make 2nd call (or dial an extension number)
- Press **CONF** key

CALL FORWARD (IF APPLICABLE)

- Press **SPEAKER** key
- Press **CALL FWD** key
- Enter (if all calls to go straight to your mailbox) OR enter another person's ext OR enter 9 plus a telephone number for calls to go off premise: **NOTE:** this takes 2 outside lines when in effect
- Press **SPEAKER**

To Cancel: press speaker then **CALL FWD** Key then *, press speaker



DO NOT DISTURB (IF APPLICABLE)

- Press **SPEAKER**
- Press **DND** key
- Press **SPEAKER** key again

ONE-TOUCH KEY PROGRAMMING

- Press **FEATURE** key
- Press key to be programmed
- Enter an ext number (OR 9 then a telephone number)
- Press **FEATURE** key

Note: when a one touch key is programmed it takes one of the station bin numbers from the 00-19 allowed in station speed dial

STATION SPEED DIAL PROGRAMMING

- Press **STA** Soft key
- Press **↑PREV** or **↓NEXT** to choose a bin 00-19
- Press **ENTRY**, then **NUMBER**
- Enter **9** plus the desired number, then press **SET**
- Press **NAME**: spell out name (#after each letter),
- Press **SET**
- Press **OK**

USING STATION SPEED DIAL

- Press **REDIAL** then a code (00-19)
OR
- Press **STA**, **↑PREV** or **↓NEXT** to scroll through speed dials
- Lift handset when desired speed dial is displayed

RING TONE

- Press **FEATURE** key then **3**
- Press **3** repeatedly to hear/set different ring tones
- Press **FEATURE** key when done

RING VOLUME

- Press **FEATURE** key then **3**
- Use arrow keys to adjust volume
- Press **FEATURE** key when done

