

NEC

SV9100 Administration Guide

NO Voicemail with Webpro



Table of Contents

Phone Outline..... 3

Online System Programming..... 4

Logging in to Web Pro: 4

Changing the Name of a Set: 4

System Speed Dials: 4

Changing the Date & Time: 4

Changing One Touch Key of a Set:..... 5

Phone System Programming..... 5

Clearing Message Waiting Light..... 5

Swapping Extension Numbers 5

Background Music..... 5

IMPORTANT NOTE:

The extension and mailbox numbers referenced in this guide are the most commonly used configuration. It does **not** guarantee that your company will use the same extension and mailbox numbers due to each systems **customized** configuration. If you are **unsure** of what numbers were used in your configuration, please call or email the NATG service department.



Phone Outline



- **Exit**..... Exit's out of various programming
- **Security**..... Locks the phone for security purposes (IP Phones only)
- **Message Indicator**..... Flashes when you have a voicemail (or a message waiting)
- **Soft Keys**..... Corresponds with what the display says
- **Help**..... Tells how a one touch key is programmed
- **One Touch Keys**..... Programmable buttons for features, lines, int/ext numbers
- **Recall**..... Transfers callers to an external number (if applicable)
- **Feature**..... Used for programming
- **Answer**..... Answers the First incoming call to a specific phone
- **Mic**..... Mutes the microphone while on speakerphone
- **Menu**..... Access to Company Directory, Call History and Ring Settings
- **Directory**..... Speed Dials
- **Up**..... Adjusts the volume on the ringer, handset and speaker
- **Down**..... Adjusts the volume on the ringer, handset and speaker
- **Redial**..... Review the last numbers dialed
- **Speaker**..... Speakerphone
- **Transfer**..... Transfers a call to another extension or external number
- **Hold**..... Places the current call on hold

Online System Programming

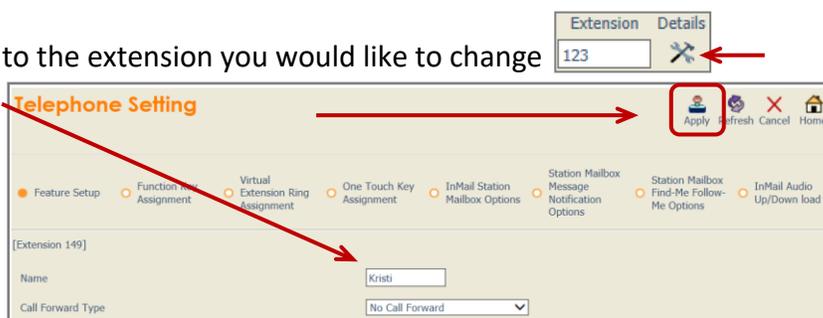
Logging in to Web Pro:

1. Using **Internet Explorer** , enter IP Address ____ . ____ . ____ . ____ **Note:** If you do not have your IP address, please contact your IT department or NATG (charges may apply)
2. Enter User Name: [as previously provided by NATG]
3. Enter Password: [as previously provided by NATG]
4. Press **Enter**

Important Note: When finished making your programming changes, make sure to log out of programming to avoid accidental changes

Changing the Name of a Set:

1. Log in to **Web Pro**
2. Click 
3. Click on the **Details** bar  next to the extension you would like to change
4. **Enter the new employee's name**
5. Click **Apply**  when finished
6. Click **Home** , Click **Logout** 



Telephone Setting

Extension Details 123

Apply Refresh Cancel Home

Feature Setup Function Assignment Virtual Extension Ring Assignment One Touch Key Assignment InMail Station Mailbox Options Station Mailbox Message Notification Options Station Mailbox Find-Me Follow-Me Options InMail Audio Up/Down load

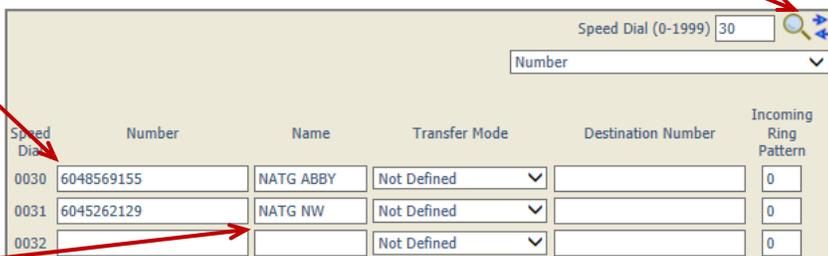
[Extension 149]

Name Kristi

Call Forward Type No Call Forward

System Speed Dials:

1. Log in to **Web Pro**
2. Click 
3. **Choose the speed dial number** you'd like to program/change (click the right or left arrow to scroll through other pages)
4. **Enter the phone number** you'd like to program (with no 9 in front and no dashes (if it's long distance number you must enter a 1 in front or the number))
5. **Enter the Name** of the contact (can be between 1 & 12 characters) (leave all other columns blank)
6. Click **Apply**  when finished
7. Click **Home** , Click **Logout** 



Speed Dial (0-1999) 30

Number

Speed Dial	Number	Name	Transfer Mode	Destination Number	Incoming Ring Pattern
0030	6048569155	NATG ABBY	Not Defined		0
0031	6045262129	NATG NW	Not Defined		0
0032			Not Defined		0

Changing the Date & Time:

1. Log in to **Web Pro**
2. Click 
3. Enter correct date and date information
4. Click **Apply**  when finished
5. Click **Home** , Click **Logout** 



Changing One Touch Key of a Set:

1. Log in to **Web Pro**
2. Click 
3. Click on the **Details** bar  next to the extension you would like to change 
4. Click 
5. **Choose the function key** you would like to change
 (ex: Function Key 01 would change key 1 on the phone (to find out the key you would like to change, From the phone you're making changes to, Press Help key(by display) then press the key you'd like to program – the display will say Line Key "XX"). To scroll to the next page of keys, click the right or left arrow.
6. **Choose the feature** you would like to program on that key, example:
 - a. 01 – DSS/One Touch (programs ext's or external #'s)
 - b. 03 – Do Not Disturb
 - c. 10 – Call Forward Immediate
 - d. 05 – Headset
 - e. 78 – Conversation Recording
7. If choosing **01 – DSS/One Touch** for extensions or external phone numbers, under Additional Data, **enter the extension number** or **9 + phone number** you'd like programmed.
8. Click **Apply**  when finished
9. Click **Home**  , Click **Logout** 

Function	Additional Data
01 - DSS/One Touch	102
01 - DSS/One Touch	96048569155
03 - Do Not Disturb	
10 - Call Forward Immediate	
05 - Headset	

Phone System Programming

Clearing Message Waiting Light

*Message Waiting is often activated by accident. When calling an employee, you have an option to press the MW (message waiting) soft key (on display). This feature activates their message light and prompts them on the display to call you back but also can mislead you to think you have a voicemail. If an employee contacts you saying their message light is on but they do not have voicemail, follow these instructions to cancel it: **From the employee's phone that is flashing:***

1. Press **SPEAKER** key, dial **773**
2. Press **SPEAKER** key

Swapping Extension Numbers

From the employee's phone that you'd like to swap

1. Press **SPEAKER** key, dial **797**
2. Enter Password **1111**
3. Enter the extension to swap it with
4. Press **SPEAKER** key

Background Music

1. Press **SPEAKER** key
2. Dial **725**
3. Press **SPEAKER** key

To De-Activate: Press **SPEAKER** key, Dial **725**

