SV8100 Quick Reference Guide

To program an extension name:
1. Press SPEAKER
2. Dial 700
3. Dial the extension number you want to change
4. Enter the name via the keypad (press "#" if you want to use a different letter on the same key or the same letter twice, press "##" for a space)
5. Press HOLD
6. Press SPEAKER

To hear your music on hold through your handset (same to turn on or off):
1. Press SPEAKER
2. Dial 725
3. Press SPEAKER

[This needs to be enabled & programmed before it can be used – give us a call if the code doesn't work]

To set the time (system wide):
1. Press SPEAKER
2. Dial 728
3. Dial 2 digits for the hour (24 format – eg. for 1:00pm dial "13")
4. Dial 2 digits for the minute (00-59)
5. Press SPEAKER

To change your ring tone:
1. Press SPEAKER
2. Dial 711
3. Dial 1 for internal calls or dial 2 for external calls
4. Select the ring tone (1-8)
5. Press SPEAKER

To answer a call ringing on another telephone:
1. Pickup the handpiece or press SPEAKER
2. Dial * #

To answer a call ringing on a specific telephone:
1. Pickup the handpiece or press SPEAKER
2. Dial * *
3. Enter the extension number of the phone that is ringing

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DEALER

To activate Do Not Disturb:
1. Press the "Prog" softkey
2. Press the "DND" softkey
3. Press the "Set" softkey
4. Press "Ext" for outside calls, "Icm" for internal calls or "ALL" for both outside and internal

To cancel Do Not Disturb:
1. Press the "Prog" softkey
2. Press the "DND" softkey
3. Press the "Cncl" softkey

To program an outside telephone number into a spare key on your handset:
1. Press SPEAKER
2. Dial 751
3. Press the key you wish to program
4. Dial 01
5. Dial 0 then the telephone number you want to store
6. Press HOLD
7. Go back to step 3 if you want to program another key
    OR
8. Press SPEAKER to finish

To set an automatic call back (Camp on) on a busy internal call:
1. Call an internal extension and hear the busy tone
2. Dial #
3. Hangup - When the busy party finishes their call, their extension will call you back

To set the volume of your speaker, handpiece or ringer:
Hands-free Speaker Volume: Press the top or bottom of the round cursor button while you're on a hands-free call

Handpiece Volume: Press the top or bottom of the round cursor button while you're on a normal call using the handpiece

Ringer Volume: Press the top or bottom of the round cursor button while you're phone is ringing (this will set the volume for both the internal and external ring tones)

Speed Dialling

Inputting Speed Dials:
1. Press the "PROG" soft key on your handset
2. Press the same key again, it will now show a down arrow
3. Press the "SPD" soft key
4. Press the "SYS" key
5. The system will now ask you for the speed dial number (000 to 999)
6. Input the desired number
7. Type the desired phone number in and press [Hold]
8. Type the name in and press [Hold]
9. After pressing hold the system will beep and the speed dial is stored

To edit existing Speed Dials:
1. Follow steps 1 – 4 as above
2. Type the speed dial number to be edited in – the existing data will be shown
3. Follow steps 6 – 8 as above to overwrite the relevant data

To dial a stored number:

Method 1 – Quick dialling
1. Press [Redial] and then dial the 3 digit speed dial code – the currently stored number will display for confimation
2. Pickup the handpiece (or press speaker) to dial the speed dial displayed

Method 2 – through speed dial directory
1. Press the "Dir" softkey
2. Press the "SPD" softkey
3. Press the "SYS" softkey
4. Press the up or down arrow softkeys to scroll through the speed dials in alphabetical order OR type the first letter(s) of the name then the up or down keys to jump to the first speed dial that starts with that letter(s)
5. Pick up the handpiece (or press speaker) to dial the number displayed

Tips when entering the speed dial name:
- To use the same character twice press the # key to move the invisible cursor to the next character
- To enter a space press the # key twice
- To delete a character press the feature button (backspace)
- Special characters can be found by pressing the 1, 0 and * keys

CALL FORWARDING

Call Forward Immediate

This will forward all calls that come to your extension (internal, direct calls from outside and transferred calls) immediately without ringing at your extension.

To activate:
1. Press SPEAKER
2. Dial 741
3. Dial 1
4. Dial the internal extension number your wish your calls to be forwarded to or dial "0" then an outside number (mobile, another site etc.) ** The system must be programmed to allow calls to be forwarded to outside numbers – if you get an error after dialling "0" please call us on 02 4903 6666 to enable this feature.
5. Press SPEAKER

To deactivate:
1. Press SPEAKER
2. Dial 741
3. Dial 0
4. Press SPEAKER

Call Forward Busy/No Answer

This will forward incoming calls to your extension if you're on another call or if you do not answer after a certain amount of time (20 seconds by default).

To activate:
6. Press SPEAKER
7. Dial 744
8. Dial 1
9. Dial the internal extension number your wish your calls to be forwarded to or dial "0" then an outside number (mobile, another site etc.) ** The system must be programmed to allow calls to be forwarded to outside numbers – if you get an error after dialling "0" please call us on 02 4903 6666 to enable this feature.
10. Press SPEAKER

To deactivate:
5. Press SPEAKER
6. Dial 744
7. Dial 0
8. Press SPEAKER