# **SV8100 Phone System Operations**

#### **Buttons:**

**LIST** (Call ID) Used with caller-id to store the last 50 calls on a per station basis.

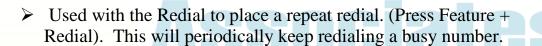
Message Lamp Lights to indicate voice mail message left for user.

<u>Mic</u> When this button is lit it allows you to converse hands free. This should be on at all times.

# Up/Down

- > Has 3 functions
- ➤ When phone is idle controls display
- ➤ When ringing controls volume of ringing
- ➤ When talking controls volume

### Feature



Recall

Instead of hanging up from your current call, press RECALL. This will disconnect your current call and grab the same line right back.

### Conf.

- > With a call established
- > Press Conf
- > Dial an extension or an outside number
- > Press **Add** on softkey
- > Start to **begin** conference call

# **Last Number Redial**

- ➤ Lift handset
- Press Redial and #

**Speaker** Activates the speaker phone

Answer Used to answer incoming calls. If another call comes in, pressing answer will put the current call on hold and allows the next call to be answered.

## **Transfer** With a call in progress:

- > Press **Transfer**
- > Dial the extension, or press programmed button
- ➤ Announce call (optional)
- ➤ Hang up

**Hold** With a call in progress:

> Press HOLD

**To Call Outside** Dial 9 + number. Let the system select the line for you.

# To Program Speed Dial

**Note:** Do not lift handset

- > Press **Speaker**
- > Dial 755 (753 for system speed dial)
- Dial speed memory location
  - o **0-9 (Station) 000- (System)**
- > Dial the number
- Press Hold (if entering name) and dial name of party using the keypad. –Just like a cell phone. If accessing two or more letters in a row off the same button, # will space you over. If you make a mistake, the Feature Button will back you up.
   13 letters

#### maximum

- > Press **Hold**
- Press Speaker

# To Use a System or Station Speed Dial

Press Dir for Directory
Press STA for Station and SPD for System
Scroll up/down to desired Number
OR

Hit letter correlating to name on dialpad and then scroll up/down
Press Dial

# To Program a One Touch Button

- > Press **Speaker**
- ➤ Dial **751**
- > Press the button you want to program
- $\triangleright$  Dial the code (01)
- > Enter extension or If programming an outside number, dial "9" and number
- > Press **HOLD** to save the information
- > Press Speaker



# **UM8000**

#### For Personal Voicemail:

- > Press the soft key that says "VMsg"
- > Enter your security code (default is 0000)
- > Select the soft key "more>"
- > Select the soft key "Greet"
- > Select the soft key "Curr"
- $\geq$  2 for no
- ➤ 1 for yes to rerecord your greeting
- > Enter \* to save your greeting.

~Default Security code is always 0000

# To check messages outside of office:

- > Call into main number (or Dial your Direct line)
- ➤ Dial your extension
- ➤ When you hear your voicemail greeting press 9 and your extension number
- > Enter your security code

# **QUICK MESSAGE ACTIONS:**

	TASK	SHORTCUT
•	REPEAT THE MESSAGE	3#
•	SAVE MESSAGE AS NEW	30
•	CHECK NEXT MESSAGE	35
•	DELETE A MESSAGE	36
•	ARCHIVE A MESSAGE	37
•	HEAR WHEN THE MESSAGE WAS SENT	38
•	REDIRECT A MESSAGE	39

**1- YES** 2- NO

\*- CURRENT MENU **#- PREVIOUS MENU** 

# To change personal setup (Security code; recorded name; spell name; directory status)

Go into YOUR voicemail

Press 7 for setup options; press 7 for personal settings; listen to options (change security code press 4; change recorded name press 5; spell name press 6; directory status press 7)

<sup>\*</sup>Please contact Repair at repair@telephoneassociates.com or 715-392-8101 with service issues.