

## 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.

**Mic** 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***

- Used with the Redial to place a repeat redial. (Press Feature + Redial). This will periodically keep redialing a busy number.

***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
  - **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**
- Dial the code (**01**)
- Enter **extension or** If programming an **outside number, dial “9” and number**
- Press **HOLD** to save the information
- Press **Speaker**

The logo for Telephone Associates features a stylized telephone handset icon on the left, composed of horizontal lines. To the right of the icon, the words "Telephone" and "Associates" are stacked vertically in a large, bold, light blue sans-serif font.

**Telephone  
Associates**

# 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”**
- **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	3 0
• CHECK NEXT MESSAGE	3 5
• DELETE A MESSAGE	3 6
• ARCHIVE A MESSAGE	3 7
• HEAR WHEN THE MESSAGE WAS SENT	3 8
• REDIRECT A MESSAGE	3 9

**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*)

**\*Please contact Repair at [repair@telephoneassociates.com](mailto:repair@telephoneassociates.com) or 715-392-8101 with service issues.**