

NEC SV-9100

User Guide



Modern Telephone Systems LLC

1032 Greystone Square | Jackson TN | 38305

1-888-422-3600 | 1-731-422-3600

www.moderntelephone.com

Telephone Basics

To adjust the speaker volume:

Press speaker

Then up / down on the circle buttons

The volume will be saved at level selected



To adjust the handset volume:

Lift the handset

Then up / down on the circle buttons

The volume will be saved at level selected



To adjust the LCD contrast:

With the telephone on-hook

Press up / down on the circle buttons

The contrast will be saved at level selected



To adjust the ringing volume:

While the telephone is ringing

Press up / down on the circle buttons

The volume will be saved at level selected



Scroll Button

If the telephone is equipped with a **scroll** button.

Press **Scroll** to cycle through the (4) pages of buttons.

Mic Button

If the **Mic** button is illuminated then the microphone is active on speakerphone calls.

If the **Mic** button is not illuminated then the microphone is muted on speakerphone calls.

Speaker Button

Pressing the **Speaker** button will give you intercom dial tone, You can dial an intercom number or press (9) to get an outside line.

If your telephone is ringing, Press the **Speaker** button to answer the call on speakerphone.

Transfer Button

To transfer a call, Press the **transfer** button and dial the extension number or press the programmed extension button then hang up. The call will be transferred.

Hold Button

To place a call on hold, Press the **hold** button and hang up. The call will be placed on hold and will recall if left on hold to long. To retrieve a call on hold press the flashing **Line** button.

Redial Button

Press the **Redial** button to redial one of the last (10) numbers dialed from your telephone.

Group Listen

Press the **speaker** button twice (Do not hang up) The speaker button will flash.

You can talk to the caller through the handset.

Your coworkers will hear the caller's voice over the speakerphone.

Conference Calling

Make the first call, Then press **Conf** in your display.

Dial **(9)** to get an outside line and make your 2nd call.

Press **Add** and then **Begin**.

Park Buttons

If your telephone has **Park** buttons assigned, You will use them instead of the Hold button.

To place a call on Park, Press one of the **Park** buttons, The Park button will flash.

To retrieve a call from Park, Press the flashing **Park** button.

Repeat Redial

If you dialed a telephone number and it was busy.

Press **Feature** + **Redial**.

The telephone will periodically go off-hook and dial the last telephone number.

To cancel the repeat redial

Press **Feature** + **Redial**.

Caller ID

To check the telephones Caller ID list.

Press **List** in your display.

Press **CID** in your display.

Use the **arrow** keys to scroll through the last (50) calls.

To call back the number displayed, Pick up the handset.

Call Pickup

By default all telephones are in the same pickup group.

To pick up a call ringing at another telephone

Lift up the handset and dial ***#**

Paging

Your telephone will have a **PAGE** button programmed on it.

Normally this button is programmed to page all or most of the telephones.

To make a page, Lift the handset and press **PAGE**. This will allow you to make a one way paging announcement.

Call Forward

To forward your calls to another telephone.

Press **Speaker + 741 + 1 + extension number**

To cancel call forward

Press **Speaker + 741 + 0**

Do Not Disturb

To set your telephone in Do Not Disturb

Press the (**DownArrow**) to the right of VMsg

Press **Prog** + **DND** + **Set** + **ALL**

To cancel Do Not Disturb

Press the (**DownArrow**) to the right of VMsg

Press **Prog** + **DND** + **Cncl**

Voice / Ring

Your telephone has the ability to ring or handsfree on intercom calls.

To set your telephone to ring

Press **Speaker** + **723** + **Speaker**

To set your telephone for handsfree

Press **Speaker** + **721** + **Speaker**

Voicemail

Personal Voicemail Greeting

To record your personal voicemail greeting

Press **VMsg** in your display

Press **Greet**

Press **Gr1**

Press **Rec**, Start recording, Press **#** when finished.

Main Auto Attendant Greeting

To record the main auto attendant greeting

From the Operator's telephone

Press **VMsg + 72 + Instr + 001 + Rec**

When finished recording Press **#**

Music-on-Hold

To record the built-in Music-on-Hold

From the Operator's telephone

Press **Speaker + 616 + 7 + 001** (Have your music source ready to play after dialing 001)

When finished recording just hang up the handset.

Transferring a caller directly to a telephones voicemail

While on the phone with the outside caller

Press **Trf** in the display then **VMsg + extension number or extension button**

Hang up the handset.

Leave a Message in another mailbox

Press **VMsg + LvMsg** Start recording your message, Press **#** when done.

Dial the extension number you want the message to goto. Then Press **Send**

Forwarding a message to another mailbox

While listening to a message, Dial **63 + *** enter the **extension** to receive the message, Then Press **#**