SV8100 Cheat Sheet

Receiving a call:
1. Pick up Handset or Press Speaker
1a. press the ANSWER key if it is blinking.
2. Converse

Placing a call:
1. Pick up **Handset** or Press **Speaker**
2. Dial **9** or Press available Line button
3. Dial phone number

Call Internally:
1. Pick up **Handset** or Press **Speaker**
2. Dial extension number or Press programmed One-Touch button
3. Voice announce after tone burst or wait for the ring call to be answered

Park:
To Park a Call
1. When on an active call, simply press **Park 1** (Park 2, Park 3, ETC)
2. The Park key will flash green on your phone and red on everyone else's
3. Anyone from any phone can press the Park key and pick up the call
4. Once the call has been picked up from Park, that key now becomes available for another call

Transferring a call:
With caller on the phone
1. Press **Transfer**
2. Press **One-Touch button** for party or **Dial extension**
   -Wait to Announce caller if you want to screen the call.
3. Hang up

Transferring a call to vm:
With caller on the phone
1. Press **Transfer**
2. Press **VMSG** on the screen
3. Press **One-Touch button** for party or **Dial extension**
4. Hang up

Conference Call:
1. With first party on the phone, Press **Conf** softkey once
2. Place next call (internal or external)
3. Once second party answers, Press **ADD** softkey
4. Repeat steps 2 and 3 until all parties are dialed
5. On the last caller press the **BEGIN** softkey.

VO Key:

This key is your Voice Over or Whisper Feature.

1. Dial busy EXT #
2. When ring/busy signal is heard press your **VO** key one time
3. Speak

Note: The third party will not hear you; only the person at the EXT you dialed will hear you speak. If the person you Voiced Over to would like to respond to you, they will need to hold down there VO key the ENTIRE TIME they speak back. This will mute them from the outside caller.

Recall Key:

This key is the FLASH feature. Not used on most systems.

Feature:

Used to activate terminal features and setup.

Answer:

When the LED light is lit on this key, you have a second call. Press the key to answer.

MIC:

When this key is lit, you **CAN** be heard on speaker phone and on the handset. If this key is not lit, you are muted.

Redial:

1. Press **Redial**
2. Press **Volume Up** or **Down** keys to scroll through numbers
3. Once on desired number, Pick up **Handset** or Press **Speaker** to call

Programming Station Speed Dial Numbers:

1. Press **Speaker** key
2. Dial **751**
3. Press the **key** you wish to program
4. Dial **01** for one-touch
5. Dial **EXT** number or **External #** (9+1+area code+number)
6. Press **Hold**

To Delete

1. Press **Speaker** key
2. Dial **751**
3. Press the **key** you wish to delete
4. Dial **000**
5. Press **Speaker** to hang up

Call forwarding

1. Press **Speaker**
2. Dial **741**
3. Press **1** to set
4. Dial **EXT** number or **External #** (9+1+area code+number)
5. Press **Speaker** key to hang up

To Cancel

1. Press **Speaker**
2. Dial **741**
3. Dial **0**
4. Press **Speaker** to hang up