NEC SV9100
User Information Guide

32 button Desiless with Park Buttons

RELIANT

COMMUNICATIONS • SECURITY • AUDIO/VIDEO

DT330/DT730 Telephone

1. Lock Button-Not equipped

2. Message waiting light
Flashes when you have voice mail messages

3. LCD Information Display-See page 3

4. Exit Button
Press to exit programming, help or menu items

5. Soft Keys- See page 3

6. Help Button- Actually is Check

Details of Programmable Keys can be viewed by pressing the Help key plus a programmable key.

7. Button LCD Display- See page 3

9. Scroll (or page) button
Use this button to scroll through the four button pages

10. Recall
Press this key will hang up the current call and return dial tone.

11. Feature
Used to activate terminal setup functions and to program One-Touch keys.

12. Answer-Not used on your system

13. Mic
Turns on and off Speakerphone mic.
Lamp is it when Mic is on.

14. Menu- Direct access to Phone Menu items

15. Direct access to ABB directory (system speed dial directory)

16. "Select" or "Enter" to select System Menu items, such as speed dial lists.

17. Direct access to Last 10 Numbers Dialed list.

18. Speaker- Controls built-in speaker, which can be used for Hands Free Dialing/Monitoring.

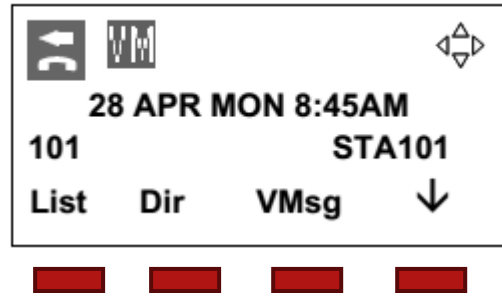19. Transfer- Allows the extension user to transfer a call or make a second call.

20. Hold
Press this key to put a call on hold on your phone only, Press "Call 1" or "Call 2" keys to retrieve call

DT330/DT730
(DESI Less 8-Button with LCD)

LCD Display

28 APR MON 8:45AM
101   STA101
List   Dir   VMsg   ↓
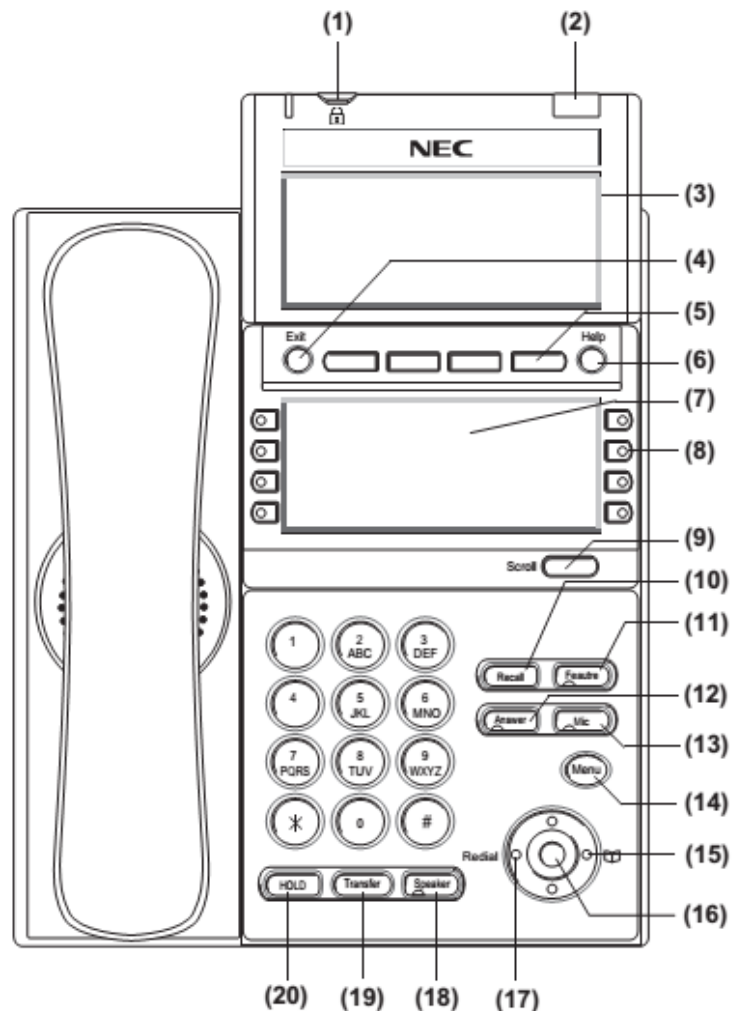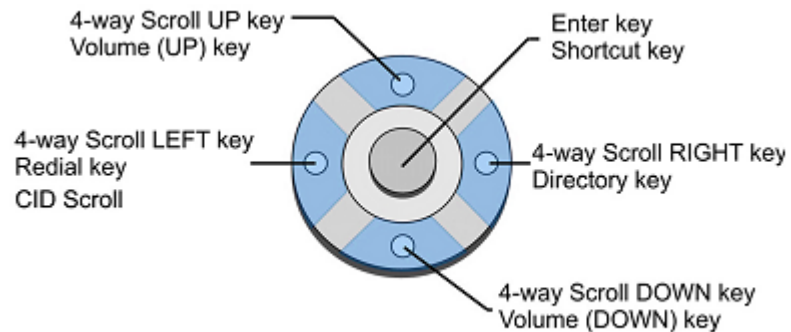
Soft Keys

Using Soft Keys

Soft keys change according to what you are doing on the phone at that time
Press the soft key under the label you wish to select

Button Display

Press Scroll button to scroll through pages
Black Background indicates page num.
Press the button to the left or right of the label
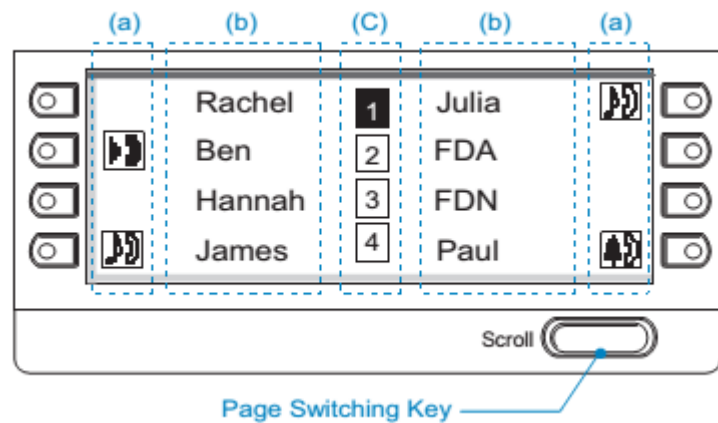
Cursor Control

Menu

Press Enter key to access menu list
Use up and down arrow scroll buttons to scroll through menu items
Press enter to select menu item
Please see full NEC SV9100 Terminal User Guide for more information on menu items, available from your system administrator.

User adjustments

Use the Cursor UP and Down buttons to adjust contrast, ringing and speakerphone volume
Display contrast adjust- press up and down when the phone is idle
Ring adjust- press up and down when the phone is ringing
Volume adjust- press up and down when the phone is on speakerphone

Making Outgoing Calls

Intercom (three options)
Pick up handset and dial extension number
Hit speaker and dial extension number (or Vice versa)
Hit one touch button and use speaker phone or pick up handset

Intercompany Branch Office Calls
Same as Intercom above

Outside Calls
Pick up the handset, dial 9 and number

Press speaker ("SPK"), dial 9 and number (or Vice versa)

Hint: To return to handset from speaker phone, simply pick up handset
To switch from handset to speaker, hit Speaker button once and pick up handset

Receiving and Transferring Calls

Answer a call by either picking up handset or hit speaker button

Hold
To place a call on hold on your phone only, press hold button and hang up handset

Park
To place a call on hold that can be retrieved on any phone, press Park and hang up handset

Transfer
To transfer a call to another extension
Press Transfer button or "Xfer" softkey
Dial extension number
Announce call and hang up to connect
Or just hang up to send call

Transfer to an outside number
Press Transfer
Dial 9 and phone number and wait for at least 1 ring
Announce call or simply hang up to complete transfer

Transfer to Voice Mail
Press Hold button
Press "Vmsg" soft key
Dial the extension number and hang up

Additional features

Transferring a co-worker into voice mail for message retrieval
With caller on the line:
Press Hold
Dial 200
Hang up

Other Features

Speed Dial Lists

ABB (alphabetical system speed dial list)

EXT (Intercompany extension list)

STA (Button) please see SV9110 User Guide for instructions on this feature

TELBK (Group list) please see SV9110 User Guide for instructions on this feature

Using the System Speed Dial (A.K.A. ABB Directory list)
Press "Redial" cursor
Use cursor up and down or softkey up and down arrows to scroll through list
When desired name appears, pick up handset or press speaker button to dial.

See your System Administrator for programming this list.

Caller ID lists
Redial

Press "List" softkey
Press "Redial" softkey
Use cursor up and down or softkey up and down arrows to scroll through list
When desired number appears, pick up handset or press speaker button to dial.

CID (Incoming caller I.D.)

Press "List" softkey
Press "CID" softkey
Use cursor up and down or softkey up and down arrows to scroll through list
When desired number appears, pick up handset or press speaker button to dial.

Phone settings
To Adjust Handset Receiver Volume

Press the Up/Down key in the off-hook status or during the call.

To Adjust Speaker Volume

Press the Up/Down key during speakerphone operation or during the call.

To Adjust Ringer Tone

Press the Up/Down key during ringing.

To Adjust LCD Contrast

Press the Up/Down key in the on-hook status.

Setting up and using Voice Mail

Default is no password. **You must set your password!**

To access your voicemail from your phone
Press "VMsg" softkey
Enter your four digit security code ţ
Use the soft keys (or press 5) to listen to your messages
Or press Zero to hear all options

Checking your voice mail from another system phone
Dial 200
Enter your extension number
Enter your security code

Checking your voice mail form outside
During business hours

Call in and ask to be transferred to extension 200
Enter "#" and then your extension number and security code

After hours
Call in and during main greeting Press "#"
Enter your extension number and security code

*** Setting up your mail box ***

Changing your security code
Enter your voice mail box as above
Press 0 (Zero) for More Options
Press 67 for Setup
Press 7 for Security code
Follow the voice prompts

Change your Personal Greeting
Enter your voice mail box as above
Press "Greet" softkey
Select "Grt 1" softkey
Follow the voice prompts

Change your name Press "More", "Name"
Enter your voice mail box as above
Press "More" softkey
Press "RcNam" softkey
Follow the voice prompts to record your name only

ţ The first time you enter your mailbox you will not be required to enter a security code.

InMail Voice-Mail Navigation

	Main Menu	

L	Listen to Messages	5

While listening you can:

RE	Record Reply	73		L	Listen to Next Msg	5		1N	Listen to New Msg.	16
MF	Message Forward	63		B	Back-up Few Secs	2		1S	Listen to Saved Msg.	17
MC	Make Call to Sender	62		BB	Back-up to Beginning	#		1A	Listen to All Msg.	12
TI	Get Time and Date	84		G	Go Ahead a Few Secs	4		#	Exit Listening Mode	#
SA	Save Message	72		*	Pause/Resume Listening	*				
E	Erase Message	3								

RS	Record & Send Msg.	77

Enter Mailbox Numer, then: **While Recording you can:**

*	Re-Enter Mailbox Num.	*		*	Pause/Resume Recording	*
#	Exit to Main Menu	#		E	Erase Recording	3
				#	End Recording	#

G	Mailbox Greeting	4

Follow the prompts to set up your mailbox

Callers hear your active greeting (1-3) only if you do not answer our are busy. If Auto-Attendant DND in ON, the auto-attendant does not ring your phone. Callers immediately hear your active greeting. If Auto-Attendant DND is OFF, the auto-attendant will try your extension.

RN	Record Name	76

Follow the prompts to record your name.

InMail will play your mailbox name in the voice prompts instead of your mailbox number.

OP	Mailbox Options	67

The Mailbox options are:

S	Security Code	7		AT	Auto Time-Stamp	#
N	Message Notification	6		#	Exit to Main Menu	#

1N	Listen to New Msg.	16
1S	Listen to Saved Msg.	17
1A	Listen to All Msg.	12

XX	Exit Mailbox	99

Advanced Features

Conference Calling

Establish an intercom or outside call.
Press "Conf" softkey or the "CONF" button
Dial the extension you want to add.
OR dial 9 and an outside number. Wait for called party to answer
When the called party answers, press the "Add" softkey or "CONF" button twice.
5. Repeat steps 2~4 above to add more parties
The maximum number of parties is 3 outside and 3 inside calls including yourself.

Changing Voice/Ring on Intercom calls

To select Voice Announce on intercom calls

Press "Speaker" button and dial 721, "Voice Announce" will appear on display. Press speaker button again

To select Ring on intercom calls

Press "Speaker" button and dial 723, "Signaling" will appear on the display. Press speaker button again

To change your ringtone

Press Enter button, scroll to Phone Stetting, Press Enter, Scroll to Ring Options, press enter, Scroll to Ring Tones, Select either Internal calls or External calls, scroll to desired ring and press Enter. Press Exit button when done.