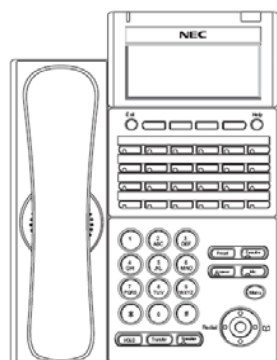


UNIVERGE SV8100

6/24/32 Button Digital & IP DESI Less 8 Button Digital & IP Reference Sheet



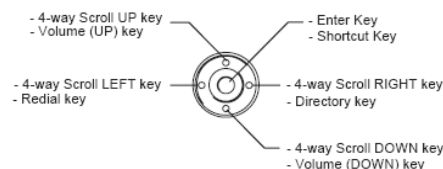
6/24/32 Button



DESI Less 8 Button

FUNCTION KEYS

Cursor



Recall

Press this key to terminate current call and re-seize dial tone.

Feature

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

Answer

When the LED on this key is flashing, press the key to answer a waiting call.

Hold

Press this key to put a call on hold

Transfer

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

Speaker

Controls built-in speaker, which can be used for Hands Free Dialling/Monitoring. LED on key lights when key is active.

Help

Explanations of the Soft keys can be called up on the LCD by pressing this key.

Exit

The user can exit from the Help Mode by pressing this key.

Menu

From this key, the user may access additional functions such as Call History and Directory.

User Menu



Soft Keys

Any feature shown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.

Programmable keys

These keys can be programmed as either Flexible Line key, Programmable Feature key or One-Touch Speed Dial key.

MAKE A CALL

- ◆ Lift Handset or Press **Speaker**.
- ◆ Dial the Required Number.
(For external calls, dial "0" first)

LAST NUMBER REDIAL

- ◆ Without lifting handset, press **REDIAL** button.
- ◆ Press the Cursor key up/down to search the required number.
- ◆ Press # or **Speaker** to initiate call.

HOLD

Ask Caller to Please Hold:

- ◆ Press **HOLD** key – held key flashes.
- ◆ You may replace handset if you wish.

To Retrieve Call

- ◆ Lift handset.
- ◆ Press flashing Line

NOTE:

For exclusive hold – press **HOLD** twice

TRANSFER

With a call in progress:

- ◆ Press **TRANSFER** key.
- ◆ Dial extension or external number and announce the call (optional).
- ◆ Replace handset.

NOTE:

If the called extension is busy or does not answer, press the flashing **Line**, or the **Conf** key to return to your caller.

If the extension is busy, replace handset to initiate a camp-on. Unanswered camp-on calls and unscreened transfers will recall to your extension.

CONFERENCE

With a call in progress (internal or external)

- ◆ Press **CONF** Key.
- ◆ Dial internal or external number.
- ◆ When the third party answers, press **ADD** Soft key.
- ◆ Press **BEGIN** Key.
- ◆ A three way conference is now established.

NOTE:

Any party may exit the Conference by hanging up. The 2 parties will remain connected, as long as one of the remaining parties is internal.

ANSWER A SECOND CALL

Ask first caller to hold the line

- ◆ Press **HOLD** key.
- ◆ Press **ANSWER** key and speak to second caller.

NOTE:

Toggle between both calls by pressing **HOLD**, and pressing required line.

CALL FORWARD - ALL

Forwards all calls immediately.

To Set

- ◆ Lift Handset and press **CF/A** Key or dial **741**.
- ◆ Dial **1** to Set.
- ◆ Dial destination number.
- ◆ Replace Handset.

To Cancel

- ◆ Lift handset, press **CF/A** key or dial **741**.
- ◆ Dial **0** to Cancel.
- ◆ Replace Handset.

CALL FORWARD BUSY NO ANSWER

Forwards calls only after 4 – 6 rings and on busy tone.

To Set

- ◆ Lift Handset and press **B/NA** Key or dial **744**.
- ◆ Dial **1** to Set.
- ◆ Dial destination number.
- ◆ Replace Handset.

To Cancel

- ◆ Lift handset and press **B/NA** key or dial **744**.
- ◆ Dial **0** to Cancel.
- ◆ Replace Handset.

CALL PICK UP

To answer a ringing extension in your group :

- ◆ Lift handset and press **PICK** Soft key or dial ***#**.

For ringing extensions not in your group:

- ◆ Lift handset, dial ****** plus ringing extension number.

Note:

Access codes used in this reference sheet are the systems default settings.

LOGIN/LOGOUT

For IP Phones only.

To Login

- ◆ Enter Login code and press **SET** Soft key.
- ◆ Enter password and press **OK** Soft key.

To Logout

- ◆ Press **PROG** Soft key.
- ◆ Press the down arrow ↓ twice.
- ◆ Press **LOGOFF** Soft key.
- ◆ Press **Yes** Soft key.
- ◆ Press Exit.

MESSAGE WAIT

When calling a busy or unanswered digital telephone :

To Set

- ◆ Dial **0** or press **MW** Soft key.
- ◆ Replace Handset.

The destination extension will display MW as well as the flashing LED.

To Cancel (from originating extension)

- ◆ Lift Handset or press **Speaker**.
- ◆ Dial **773** for all or **771** for specific number.
- ◆ Replace Handset.

To Cancel or Respond (from receiving extension)

- ◆ Lift Handset or press **Speaker**.
- ◆ Dial ***0** or press **MW** Soft key.
- ◆ Either press **Call** or **Canc** Soft key.
- ◆ Replace Handset.

BACKGROUND MUSIC

Set/Cancel.

- ◆ Press **Speaker**.
- ◆ Dial **725**.
- ◆ Press **Speaker**.

PROGRAMMING SPEED NUMBERS

To Program Speed Numbers using Function key:

- ◆ Press **Speaker** key.
- ◆ Dial **751**.
- ◆ Press an available **Function** key.
- ◆ Dial **01**.
- ◆ Enter either extension number or external number including **0** for an outside line.
- ◆ Press **Speaker** key.

Note:

In some cases the **HOLD** key needs to be pressed before pressing the **Speaker** key to hang up.

Service Code **00** will erase function from key.

To Access

- ◆ Press desired **Function Speed Calling** key or press **Speaker** and key to call number.

To Program STA Speed Numbers:

- ◆ Press **PROG** Soft key.
- ◆ Press **STA** Soft key.
- ◆ Dial Buffer Location (1-0, Up to 10 numbers).
- ◆ Enter either extension number or external number including **0** for an outside line.
- ◆ Press **HOLD**.
- ◆ Enter Name using dial pad.
- ◆ Press **HOLD**.
- ◆ Press **Speaker** key.

To Access

- ◆ Press **DIR** Soft key.
- ◆ Press **STA** Soft key.
- ◆ Select number by pressing the up and down arrow Soft keys.
- ◆ Press **DIAL** Soft key.

Note:

Station and Menu Storage buffer is allocated by your Administrator.

CALL PARK

To put your call on hold and retrieve from any other extension.

- ◆ Ask caller to hold and press **TRANSFER**
- ◆ Dial Call Park Access Code **#6**.
- ◆ Note the park slot number **01-64**.
- ◆ Replace Handset.

To Retrieve from any handset.

- ◆ Lift handset or press **Speaker**.
- ◆ Dial Park retrieve Code ***6** and Park number **01-64**.

Note:

If the slot you select is in use you will receive a busy tone.

If the parked call is not picked up it will recall your extension.

DISPLAY

To adjust the Display:

Press the Cursor button up or down while the phone is idle.

SPEAKER/RECEIVER VOLUME

To adjust the Speaker/Receiver Volume:

Press the Cursor button up or down during conversation

RINGER VOLUME

To adjust the Ringing Volume:

Press the Cursor button up or down during ringing.

TO SELECT RINGER TONE

The DT Series has 8 kinds of ringer tones which you can select :

- ◆ Press **Speaker** and dial **720**.
- ◆ Dial **1** to set Internal ring; Dial **2** to set External ring.
- ◆ Dial code for desired ring pattern (1-8).
- ◆ Replace Handset.