

UPTTEL

Upchurch Telecom

NEC

SV8100 TRAINING



Mississippi

Louisiana

Arkansas

1-800-898-8824

www.uptel.com

Placing calls

■ TO ORIGINATE AN OUTSIDE CALL

Lift handset or press speaker key, receive dial tone.

Dial the Central Office access code, e.g. 9.

Dial desired telephone number.

Use handset or MIC to start a conversation.

■ TO ORIGINATE AN INTERNAL CALL

Lift handset or press speaker key.

Receive dial tone.

Dial desired station number. Display indicates digits dialed.

Use handset or MIC to converse.

Hold and Transfer

■ TO HOLD A CALL

Press Hold key. Held line wink flashes.

To Retrieve

Lift handset or press speaker key.

Press held line. Use handset to converse.

If unanswered

After preprogrammed time, Automatic Recall is initiated.

Visual and audible signal (rapid flash and ring burst) is sent to station that placed call on hold.

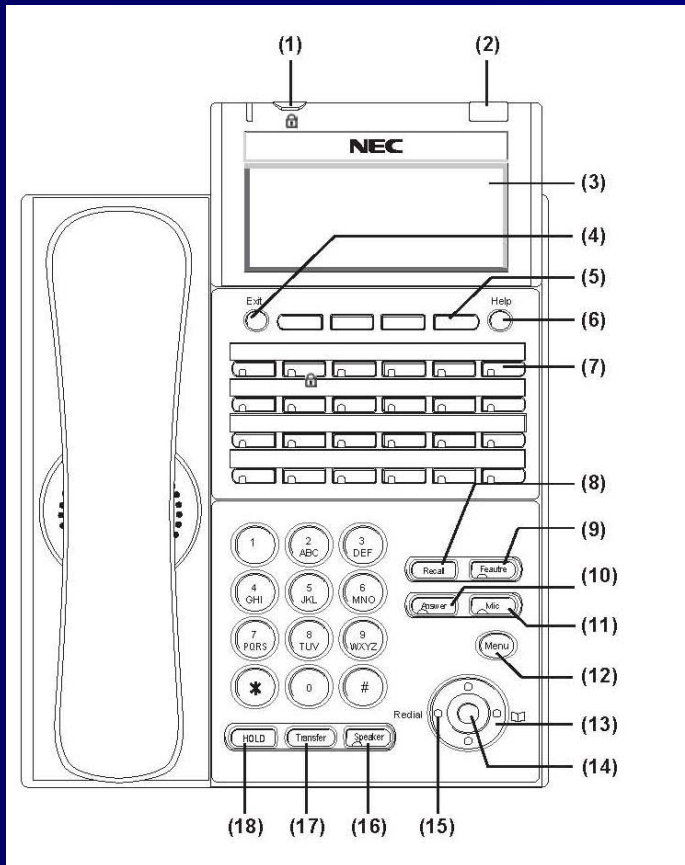
■ TO TRANSFER A CALL

After conversing, ask party to hold.

Press transfer key. Receive interrupted dial tone.

Dial destination station's extension, hang up or wait for answer.

Phone layout



1. Security button
2. Call Indicator Lamp
3. LCD (Liquid Crystal Display)
4. Exit
5. Soft Keys
6. Help
7. Programmable Keys
8. Recall (Finish call and hear dial tone)
9. Feature (Used to activate features)
10. Answer (press key to answer waiting call)
11. Mic (press key to respond hands free)
12. Menu
13. Cursor
14. Enter
15. Redial
16. Speaker
17. Transfer
18. Hold

Call Park

- To park call

After conversing, ask party to hold.

Hit Transfer.

Press Park button.

Pick and enter a number to park to beginning at 01.

If selected number is busy, call will flash on CAP key.

Hit CAP key to retrieve.

Press Park button again.

Pick and enter another number to park.

- To retrieve parked call

Press Retrieve button and the parked call number (ex. 01).

Call History



- To view call history

Press Menu key.

Select History and then press Enter, Right cursor, or OK soft key.

Select a kind of calls and then press Enter, Right cursor, or OK soft key.

The history data of the last call is displayed.

If two or more records exist, use the  or  soft key to display the next/former records.

- To make a call from call history

Display the call history data of the target telephone number.

Press Enter key while displaying the history for the target telephone number on LCD.

Speed Dial

- **To program**

Press Speaker.

Dial 755.

Dial the Station Speed Dial buffer number to be programmed (0-9)

Enter number you wish to program (918002472020)

Press Hold

Enter the name

Press Hold to save.

- **To call**

Press speaker.

Dial #7 and station speed dial buffer number (0-9).

OR

Press DIR soft key.

Press TA soft key.

Press  or  key until desired number.

Press speaker or lift handset to dial.

Display Name Change

To change the name on the display

- Press Speaker 700
- Enter Ext # of the name you wish to change
- Enter the name using the key pad
- Press Hold
- * Continue pressing the key to get a lower case letter.
- * Press # to space or move right
- * Press Feature to backspace

Program a line key

To program a button for DSS (Direct Station Selection)

- Press Speaker 751
 - Press button you would like to program
 - Dial function code 01
 - Type ext #
 - *For an outside number remember to enter 9 then the number
 - Press Hold to confirm
- *To program the button to voice call place a "1" after the extension #

Display Time change

To change the time on the display

- Press Speaker 728
- Enter the time (24 hour clock)

Feature Operations

■ VOICE CALL

Lift handset.

Dial desired station number.

Press **Voice**.

■ CONFERENCE

With call in progress, ask party to hold.

Press Conf soft key, receive interrupted dial tone.

Dial desired number.

After call is answered, press Add soft key. Press Begin soft key.

Three-way conference is established.

■ LAST NUMBER REDIAL

Press Redial key. Last number dialed is displayed.

Press Redial key until desired number is displayed.

Up to 5 previously dialed numbers.

Press # or *. The number on the display is automatically redialed.

When party has answered, lift handset or speak hands free.

Features cont.

- **INTERNAL PAGE**

- Lift handset.

- Press InPg soft key.

- Dial group number you wish to page.

- **DND (Do not disturb) Set & cancel**
Speaker 747

Call Forwarding

To set Call Forward

- ❑ Pick up the handset or press the speaker key
- ❑ Dial the Call Forward 741
- ❑ Press 1 to set
- ❑ Dial the destination extension or off-premise number.
*if forwarding to an off-premise number dial 9 then the number
- ❑ Press the speaker key or hang up

To cancel Call Forward

- ❑ Pickup the handset or press the speaker key
- ❑ Dial the Call Forward 741
- ❑ Press 0 to cancel
- ❑ Press the speaker key or hang up

Volume Control

- **TO CHANGE HANDSET RECEIVER VOLUME**

Lift handset. Press up or down cursor to desired volume.

- **TO SELECT RINGER TONE**

Press speaker. Dial 720. Select internal or external. Select ring tone 1-8. Press speaker to set.

- **TO SET RINGER VOLUME**

While phone is ringing, press up or down cursor to desired volume.

Voice Mail

■ Set Up

The first time you call...

Answer a few questions to set up your mailbox. The system asks you to record your name, spell your name, record a personal greeting, and set your security code.

1. Call the system.

From inside your organization _____

From outside your organization _____

2. When the system greets you, enter:

Personal ID _____

Security code _____

3. Answer the system questions. Press 1 for Yes, 2 for No.

4. When the system tells you that your mailbox is set up, press 1 or say "Yes" to confirm.

① for Yes

② for No

* Main Menu

Previous Menu

Voice mail cont.

■ To check your messages using a phone

1. Call the system.
2. Press your personal ID, if required.
3. Press your security code, if required. You will hear the main menu.
4. Press 4. While listening to a message, you can use the commands listed below.

For	Press
Menu Options	3
Slow down Playback	4
Adjust Volume	5
Speed up playback	6
Rewind	7
Pause	8
Fast forward	9

For	Press
Repeat	3 #
Save as new	3 0
Reply	3 4
Skip	3 5
Delete Message	3 6
Archive	3 7
Time Stamp	3 8
Redirect	3 9

VM Main Menu Shortcuts

Press Personal ID + security code +	
Check new messages	④
Leave messages	⑤
Review Messages	⑥
Change setup options	⑦
Hear current greeting	⑦ ④ ④
Switch greetings	⑦ ④ ⑤
Change standard greeting	⑦ ④ ⑥
Change alternate greeting	⑦ ④ ⑦
Change busy greeting	⑦ ④ ⑧

Use these commands anywhere

To finish a recording	⑩
To exit the system quickly	⑩ ⑩ ⑩
To hear menu options	③