SV 9100 USER GUIDE

To Place an Outside Call:
Lift handset and dial 7 + number.
For handsfree access, Press **SPK**, listen for dial tone and dial 7 + number.

To Answer a Call:
Lift handset OR press **SPK** key.

To Intercom Call a Co-Worker:
Lift handset and press extension key, or dial 4 digit extension number

To Place a Caller on Hold:
Press the red **HOLD** key. **Cap Key** will flash red.

To Retrieve a Caller on Hold:
Press flashing **Cap Key**.

To Transfer a Call:
Press the extension key, or press **TRANSFER** key, dial ext. number, announce call when party responds, hang-up.

To Transfer a Call to Voice Mail:
Press **TRANSFER** key, press **VMmg soft** key under disp, press extension key or dial extension number and hang up.

Park a Call:
Place the call on hold and then press the **Park** key. Notice in the display where the call is parked. Page where call is parked, party can press the **Retrieve** key and the announced location or ***6** and the location to retrieve the call.

To Establish a Conference Call:
Establish first call. Press (**CONF**) in Disp. Dial second number press **ADD**. Press (**Begin**) to connect all parties.

Personal Speed Dial Directory:
Press Spkr
Dial 755
Dial bin number 0-9 (bin 0 is actually your tenth number)
Dial 9 + you number press Hold
Spell the name on key pad, use # to enter another letter on that button and press # twice for a space
Press Hold you will hear confirmation tone

To Dial Personal Number
Press speaker dial #7 and bin number. Remember bin 0 is will show up as your 10th number.

Mute the Handset:
When on a call lift handset, press the red MIC Key, when it flashes, the handset is muted press again to get back to the caller.

To program extension keys:
Press **SPK** key dial 751 + press key to program + 01 + 4 digit extension number, press hold, hear 3 beep Confirmation tone.

To Change Ringer Pitches:
To review the available pitches, press **SPK,** dial "711" and select (1) High (2) Medium or (3) Low.
To set, press **SPK**, dial "720", press "1" For internal ringing. Press (1) High, (2) Medium, or (3) Low and hang up.

Logging into PhonePro for GUI administration:
From a web browser, in the address bar, enter:
http://10.10.205.11/html/apps/phonepro/index.html

Enter your extension number for Username. Default password is 0000.

Once logged in, you can make basic changes to your phone such as extension name, call forward settings, button programming, etc.