UNIVERGE® SV9100

NEC

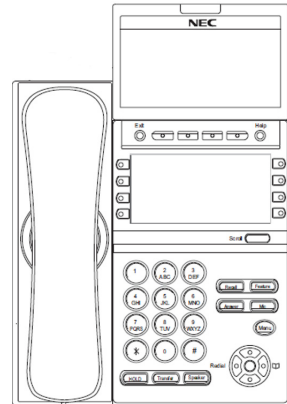## 12/24/32 Button Digital & IP
DESI-Less 8 Button Digital & IP
DESI-Less 8 Button IP with Gigabit Support
Reference Sheet

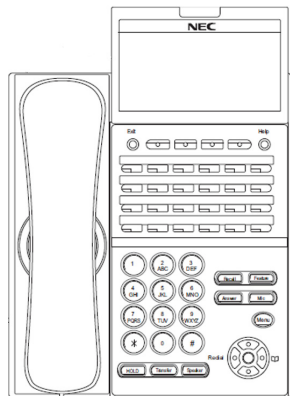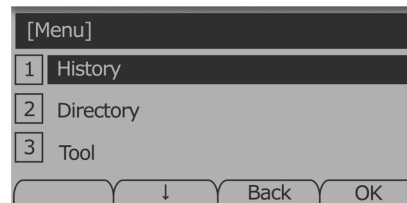**DTL/ITL 12/24/32 Button**

DTL/ITL-8LD-1 DESI-Less

DTZ/ITZ 12/24/32 Button

DTZ/ITZ-8LD-3 DESI-Less
ITZ-8LDG-3 DESI-Less

Menu

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

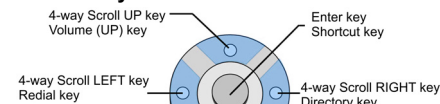| [Menu]			
1	History		
2	Directory		
3	Tool		
	↓	Back	OK

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.
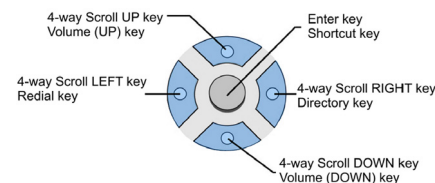
Programmable Keys

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

FUNCTION KEYS

Cursor Key

4-way Scroll UP key
Volume (UP) key

Enter key
Shortcut key

4-way Scroll LEFT key
Redial key

4-way Scroll RIGHT key
Directory key

4-way Scroll DOWN key
Volume (DOWN) key

DTL/ITL Cursor Key

4-way Scroll UP key
Volume (UP) key

Enter key
Shortcut key

4-way Scroll LEFT key
Redial key

4-way Scroll RIGHT key
Directory key

4-way Scroll DOWN key
Volume (DOWN) key

DTZ/ITZ Cursor Key

The Cursor key allows the user to move the cursor to the **Left**, **Right**, **Up** or **Down**. The center button functions as an Enter key.

Recall

Press this key to send a hook flash to the CO you are currently on. Depending on the CO, it may put the caller on hold with Telco or hang up.

Feature

Used to activate terminal setup functions and to program One-Touch keys.
Feature + 1 – Turns microphone On/Off.

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 Dialing/Monitoring. LED on key lights when key is active.

Help

Explanations of Programmable Keys can be called up on the LCD by pressing and holding the **Help** key plus a programmable key.

Exit

The user can exit from the Menu or Help mode by pressing this key.

MAKE A CALL

❑ Lift the Handset or press **Speaker**.

❑ Dial the required number.

(For external calls, dial 9 first)

LAST NUMBER REDIAL

❑ Without lifting handset, press the **REDIAL** button.

❑ Press the Cursor key up/down to search the required number.

❑ Press **#** or **SPEAKER** to initiate the call.

HOLD

Ask the caller to please hold:

❑ Press the **Hold** key – held key flashes.

❑ You may replace handset if you wish.

To retrieve a call:

❑ Lift the handset.

❑ Press the flashing line.

NOTE:

For exclusive hold – press **Feature** + **Hold**.

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TRANSFER

With a call in progress:

- ❏ Press the **Transfer** key.
- ❏ Dial an extension or external number and announce the call (optional).
- ❏ Replace the handset.

NOTE:

If the called extension is busy or does not answer, press the **Flashing key** to return to your caller. If the extension does not accept the call, ask them to hang up and your call is returned.

CONFERENCE

With a call in progress (internal or external)

- ❏ Press the **Conf** soft key.
- ❏ Dial an internal or external number.
- ❏ When the third party answers, press the **ADD** soft key.
- ❏ Press the **Begin** softkey to begin the Conference.
- ❏ A three way conference is now established.

NOTE:

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

ANSWER A SECOND CALL

Answer Hold allows a multiline terminal user to press the flashing Answer Key to answer an incoming ringing call or a Camp-On call. When the multiline terminal user is already answering a call, the first call is automatically placed on hold.

- ❏ Receive a CO/DID/DIL incoming ring, the Answer key flashes.
- ❏ Press **Answer** to access the new call, the Answer LED goes out and the original call is put on hold.
- ❏ If additional calls are received, press **Answer** to place the current call on hold and connect to the next call as long as Call Appearance Keys and/or CO line keys are available.

CALLBACK

If you dial a busy extension:

- ❏ Dial # and hang up.
- ❏ Replace the handset.

During this time you may make and receive calls.

- ❏ When both extensions are free, your phone will ring.
- ❏ Lift the handset and the other extension will ring.

To Cancel:

- ❏ Lift the handset and dial access code **770**.

CALL FORWARD – ALL

Forwards all calls immediately.

To Set:

- ❏ Lift the handset and dial the Call Forward All Access code **741**.
- ❏ Dial **1** to set.
- ❏ Dial the destination number.
- ❏ Replace the handset.

To Cancel:

- ❏ Lift the handset and dial **741**.
- ❏ Dial **0** to cancel.
- ❏ Replace the handset

CALL FORWARD NO ANSWER

Forwards calls only after 4 – 6 rings.

To Set:

- ❏ Lift the handset and dial the Call Forward No Access code **743**.
- ❏ Dial **1** to set.
- ❏ Dial the destination number.
- ❏ Replace the handset.

To Cancel:

- ❏ Lift the handset and dial **743**.
- ❏ Dial **0** to cancel.
- ❏ Replace the handset.

CALL FORWARD BUSY

Forwards calls when your extension is busy.

To Set:

- ❏ Lift the handset dial **742**.
- ❏ Dial **1** to set.
- ❏ Dial the destination number.
- ❏ Replace the handset.

To Cancel:

- ❏ Lift the handset and dial **742**.
- ❏ Dial **0** to cancel.
- ❏ Replace the handset.

LOGIN/LOGOUT

For IP telephones only.

To Login:

- ❏ Enter the Login code and press **SET** soft key.
- ❏ Enter the password and press **OK** soft key.

To Logout:

- ❏ Press the **LOGOUT** key (Display will show **LOGOUT?**).
- ❏ Press the **LOGOUT** key again and wait a few seconds for the handset to logout.

CALL PICK UP

To answer a ringing extension in your group:

- ❏ Lift the handset and dial ✱ #.

For answering ringing extensions not in your group:

- ❏ Lift the handset, dial **768** plus ringing extension number.

VOICECALL

Allows a user to intercom other digital handsets.

- ❏ Lift the handset and dial extension number.
- ❏ Press **Voice** soft key and speak over the intercom.

PROGRAMMING SYSTEM SPEED NUMBERS

To store a Speed Dial number (display telephones only):

- ❏ Press **Speaker**.
- ❏ Dial access code **753** (for system).

NOTE:

Initially there are 1000 System Speed Dialing codes.

- ❏ Enter Speed Dialing storage location.
- ❏ Dial telephone number to be stored (maximum of 24 digits).
- ❏ Press **Hold**.
- ❏ If desired, enter name using dial pad.
- ❏ Press **Speaker** to hang up.

To dial a System Speed Dial number:

- ❏ Go Off-hook.
- ❏ Press Redial.
- ❏ Dial the System Speed Dialing storage code.

PROGRAMMING STATION SPEED NUMBERS

To store a Station Speed Dialing number:

- ❏ Press **Speaker**.
- ❏ Dial access code **755**.
- ❏ Dial the Station Speed Dial buffer number to be programmed (0~9).
- ❏ Dial telephone number to be stored (maximum of 24 digits).
- ❏ Press **Hold**.
- ❏ If desired, enter name using dial pad.
- ❏ Press **Hold**.
- ❏ Press **Speaker** to hang up.

To dial a Station Speed Dialing number:

- ❏ Press **Speaker**.
- ❏ Dial **#7**.
- ❏ Dial the Station Speed Dial buffer number (0~9).

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DISPLAY

To adjust the display:

Press the **Cursor** button up or down while the telephone 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 ringer volume:

Press the **Cursor** button up or down during ringing.

SHORTCUT MENU

The user can access the shortcut menu by pressing the **Enter** key (center cursor button).