



12/24/32 Button



DESI Less 8 Button

#### 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.

#### FUNCTION KEYS



#### Recall

Press this key to terminate current call and re-dial last time.

#### Feature

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

Feature + 1 – Turns Microphone On/Off.

Feature + 3 – Selects ring tone (Repeat 'T' to select a different tone) (press 'F' terminal).

Feature + 7 – Indicator On/Off. Controls if lamp flashes when ringing.

Feature + 8 – (Direct Present dial pad) On/Off. Direct will automatically go off-hook when number is dialed. Present will allow the number to be dialed before going off hook.

#### 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 Calling/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 Menu or Help mode by pressing this key.

Note: Features 7 & 8 are not functional on a SV8500.

## UNIVERGE SV8500 UNIVERGE SV8300

### 12/24/32 Button Digital & IP DESI Less 8 Button Digital & IP Reference Sheet



NEC

#### MAKE A CALL

- Lift Handset or Press Speaker.
- Dial the Required Number.
- (For external calls, dial '9' first)

#### LAST NUMBER REDIAL

- Without lifting handset, press REDIAL button.
- Press the Cursor key left/right to search the required number.
- Press \* to initiate call.

#### HOLD

##### Ask Caller to Please Hold

- Press HOLD key – hold 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 TRANSFER 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 TRANSFER key.
- Dial internal or external number.
- When the third party answers, press CONF Soft 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.

#### SWAP CALL

Allows users to toggle between calls.

- Press TRANSFER key (this puts the first call on hold and provides you with dial tone to call the 2<sup>nd</sup> party).
- Dial required 2<sup>nd</sup> number.
- Press TRANSFER key each time you wish to toggle between the parties.
- When finished with one party, hang up on them and the telephone will ring and connect you to the other party.

# Nec Topaz Phone Manual

**Liyong Dong**



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