How to make an outgoing call
1. Lift the handset
2. Press an available (unlit) outside line key
3. Dial number

How to answer an incoming call
1. If the call is ringing at your extension, lift the handset
--or—
1. If a call is ringing on another line or extension, lift handset and press the flashing key
--or—
1. To answer a second call ringing at your extension, press the Answer key.
Your first call will be put on hold and you will be connected to the second call. To return to the first call, press the flashing line key.

How to call a previously dialed number
1. Press Redial button
2. Use the arrows that appear on the soft keys to scroll to the number you want
to call (or use arrows on directional pad)
3. Lift handset to call the displayed number

How to make a call using caller ID
1. Press List soft key
2. Press CID soft key
3. Use the arrows that appear on the soft keys to scroll to the number you want
to call (or use arrows on directional pad)
4. Lift handset to call the displayed number

How to make a conference call
1. Establish the first call
2. Press CONF soft key (1st soft key)
3. Establish the second call
4. Press ADD soft key (1st soft key) after second caller answers
5. Press BEGIN soft key (1st soft key) to establish three-way conference call
--or--
5. Establish third call
6. Press BEGIN soft key (1st soft key) to establish four-way conference call

Directed Call Pickup
To answer a ringing co-workers phone
• Lift the handset or press Speaker.
• Dial * *.• Dial the 3-Digit Extension Number of the co-workers phone you want to answer.

How to transfer a call to a co-worker
1. While on call, press Transfer
2. Dial the co-worker's three-digit extension number
--or--
2. Press the co-worker's hotline key
3. Announce call (optional)
4. Hang up (call will ring the co-worker's extension; if not answered, the call will automatically go to the co-worker's voicemail)

How to transfer a call directly to a co-worker's voicemail
1. While on call, press Transfer
2. Press the VMsg soft key
3. Press the co-worker's hotline key
--or--
3. Dial the co-worker's three-digit extension number
4. Hang up

How to intercom a co-worker
1. Lift handset (optional)
2. Press hotline key for co-worker
--or--
2. Enter the three-digit extension number
3. Begin speaking after tones

How to intercom all extensions at once (paging)
1. Lift handset
2. Dial 7010
3. Begin speaking after tones

How to set intercom calls to ring vs. go to speakerphone
1. Press Speaker button
2. Dial 723 for signaling (ringing) or 721 for voice call (speakerphone)
3. Press Speaker to finish

Call Mute and Un-mute
Press **Mic** key to mute the microphone during a call. A lit MIC LED indicates that the MIC is on.
Press **Mic** again to un-mute the call.

On Mic
Press to turn microphone on (key will light up) or off. You must turn on the microphone in order to respond handsfree to a speakerphone call. While on a handset or headset call, press Mic to mute microphone on handset or headset (key will blink);
press again to cancel mute.

Triton Communications
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SV8100
Quick User Guide

For Support Call
714.855.4577

How to program personal speed dial numbers

1. Press the Speaker button
2. Dial 755
3. Press the key you want to program (1-9, 0 on the keypad)
4. Dial 9 and the telephone number (include 1 + area code for long distance)
5. Press HOLD
6. Enter name if desired
--Use the keypad to enter letters
--To delete a character, press the Feature key
--To move forward, press the # key once; to make a space, press the # key twice
7. Press HOLD
8. Press Speaker to finish
--or--
7. Repeat steps 3 through 7 to program more speed dial numbers
8. Press Speaker to finish
How to view and dial personal speed dial numbers:
1. Press the Dir softkey
2. Press the STA softkey
3. Use the softkey arrows to scroll through personal speed dial numbers 1-10
4. Press the Dial softkey to dial the selected number

CALL PARK
To Park or Retrieve Parked callers.

• To place a caller in park, use the Park Keys. Or press the Transfer key, dial #6XX(XX=00-64)
• To retrieve a parked caller, use the Park Keys or dial *6XX(XX=number used to park call)
•Example: While talking to a caller, press transfer, dial #601, then page and instruct the recipient of the call to dial *601 to retrieve the parked call.

Placing Callers on Hold
To Place a caller on Hold
• With the call in progress, press Hold
• To return to the call at your extension, or any other extension. Press the blinking Green button on your phone, Blinking red on all others.
• Calls will recall to your extension if not answered within the preprogrammed time limit. To place caller on Exclusive Hold
• With the call in progress, press Feature + Hold
• To return to the call at your extension only. Press the blinking Green button on your phone, Steady red on all others.
• Calls will recall to your extension if not answered within the preprogrammed time limit.

Call History
From the Menu List, the user can use various application features such as Directory and Call History.

To Display Menu List
Press Key the **Menu** key. The Menu List is displayed in LCD. Use Cursor Key to select desired Menu Item
1. **Call History**: To view Call History
2. **Directory**: To use Directory function
3. **Setting**: To set up the terminal such as ringing volume control, LCD display setting.

Simple Operation by Menu Key and Cursor Key
By using Menu Key and Cursor Key, DT Series user can have access to Call History, Directory and terminal settings with simple operation.
As an example, the following shows the operations how to access to Directory menu.
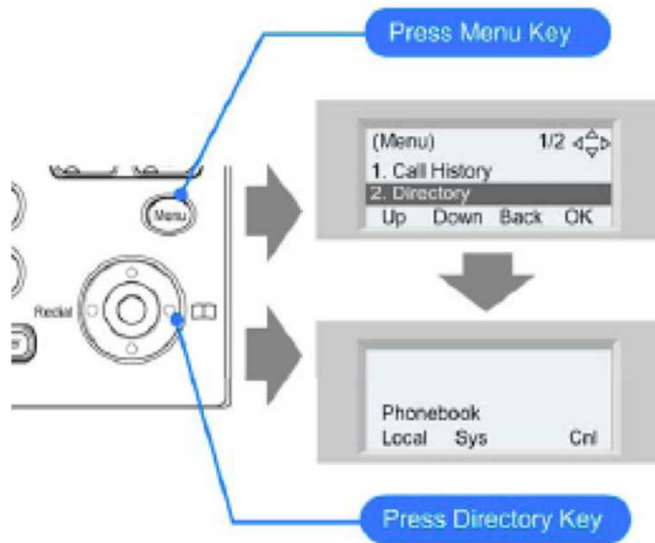
To change the phone users name
• Press the Speaker button.
• Dial 700.
• Dial the 3-digit Extension Number to change.
• Enter the Name using the keypad *
• Press the Hold button to save. (hear beep/beep/beep tone)
• Press the Speaker button to quit.
   • Up to 12 digits
   • Use # key pad for letters
   • * = Unique Symbols
   • # = if same letter on same key need or space
   • Conf = clear one character at a time
   • Clear = Clear all

Volume/Contrast Adjustments
To adjust Ring Volume
• While the phone is ringing. (internal or external)
• Press up or down Cursor key to adjust ring volume.
•Or press the Menu key.
• Select option 3 "Settings"
• Select option 1 "Ring Volume"
• Adjust the volume with the Up or Down cursor key.
• Save with the OK Softkey To adjust Handset or Speakerphone Volume
• While on a call using either the Handset or Speakerphone.
• Press the up or down Cursor key to adjust caller's volume. To Adjust the Display Contrast levels • With phone idle. (not in use)
• Press up or down Cursor key to adjust the LCD display contrast from light to dark.

Setting the Clock
To set the Clock, for Daylight Saving Time Changes
• Press the Speaker button (from Administrators Phone only)
• Dial 728 + Time, (4-Digits in 24hr. format 0830=8:30 AM, 1645=4:45PM)
• Press the Speaker button to quit.

To check Voice Mail Messages
From your Phone:
• When VM lamp blinks and display indicates number of messages, Press the VMsg Softkey
• Follow prompts to listen to messages
From outside the Building:
• Dial a Line answered by Auto Attendant or main number and ask attendant to transfer to ext#200 or 700
• When Auto Attendant answers, Dial # + your Mail Box Number (3-Digit extension number).
• Follow prompts to listen to messages. Save, Erase and Exit the same as if you were in the office
To Clear Flashing red Voicemail light
If you have cleared all you voicemails and your light is still flashing
• Dial Call 1
• Dial 773
• Press Speaker key