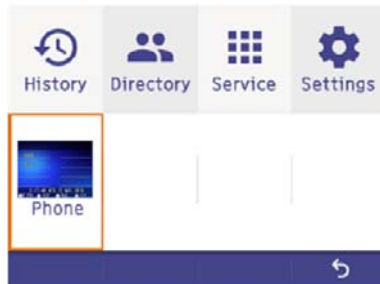




**ITK-8LCX Self-Labeling**

### Menu

From this key, the user may access additional functions such as Setting and Config.



### Soft Keys

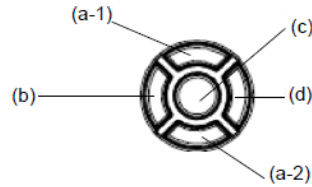
Any feature shown at the bottom of the LCD is available. The appropriate feature key is displayed on the screen according to the call handling process.

### 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



(a-1) Volume (UP) key (Four-way scroll **up** key)

(b) Redial key (Four-way scroll **left** key)

(c) Enter key

(d) Directory key (Four-way scroll **right** key)

(a-2) Volume (DOWN) key (Four-way scroll **down** 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.

### Home

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

# UNIVERGE® SV9100



## ITK-8LCX

### Self-Labeling 8-Button IP Reference Sheet



### Back

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**.

### 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.

### CONFERENCES

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.

### PORTAL MODE

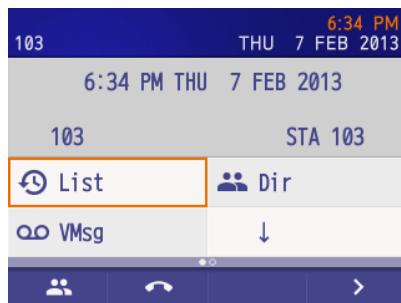
Portal Mode provides a more intuitive operation. From UserPro, the user can change the system data setting from Classic Mode to Portal Mode.

**To set the phone to Portal Mode:**

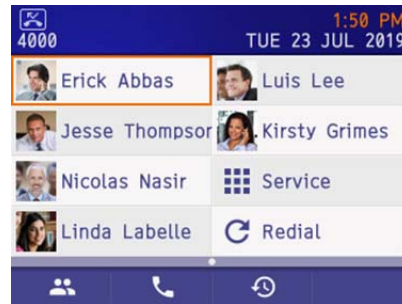
- Press **Menu** and **Softkey 4**.
- Select **1:User Settings, 3:Display, 7:Advanced, 6:GUI Mode**
- Select **0:Automatic**
- Press **Softkey 4**.

**To set the phone to Classic Mode:**

- Press **Menu** and **Softkey 4**.
- Select **1:User Settings, 3:Display, 7:Advanced, 6:GUI Mode**
- Select **1:Classic**
- Press **Softkey 4**.



Home Window



Shortcut Window

### DOWNLOAD DIRECTORY LIST

The Directory is modified through the User Web Portal.

- Open a web browser and enter the **IP Address** of the phone system.
- Log into the system with the station information (i.e., **User 112** with **Password 1111**) to add or change individual station settings.
- Or Log into the system with **USER1** and **Password 1111** to change multiple stations.
- When prompted for User name and password, enter **USER1** or **Station Number** then the Password of **1111**.
- If **USER1** is used, you will need to navigate to Telephone setting, click the **details icon** on the far right to enter the Settings page.
- Or If the **Station Number** is used, you will be brought to the Settings page.
- Enter the desired changes and click on **Apply, Home** and **logout**.

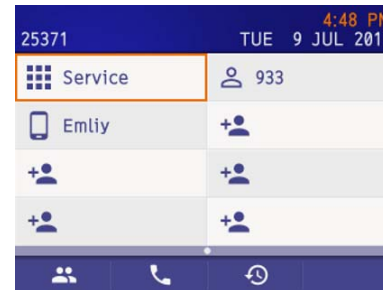
### CHANGE THEME

To change theme:

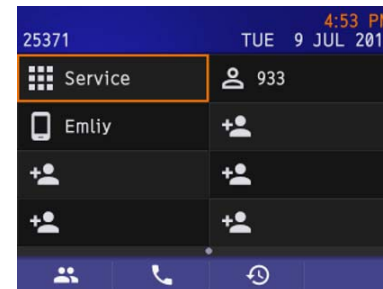
**NOTE:**

This feature is only available in Portal Mode.

- Press **Menu** and **Softkey 4**.
- Select **1:User Settings, 3:Display, 8:Portal Mode Setting, 2:Change theme**
- Select **1:White theme** or **2:Black theme**



White Theme



Black Theme

### SET SHORTCUT

Shortcuts provide quick access.

**To set shortcut:**

- Select the following icon:



- Select **1:Directory, 2:Dial, 3:Service, 4:Redial**

### DELETE SHORTCUT

To delete a shortcut:

- Press **Menu** and **Softkey 4**.
- Select **1: User Settings, 3:Display, 8:Portal Mode Setting, 1:Delete Shortcut**
- Select shortcut to delete.

### 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).

### 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).