HOW TO PROGRAM FUNCTION KEYS
(for *NEC SV* Telephone Systems)

To check the programming on a key:
1. Press the "Help" key below your display.
2. Press the key that you'd like to program.
3. The programming appears on the display. If a key is clear, the screen will read "Not Define".
4. You can only program a key that is undefined.

To clear key of previous programming (if needed):
1. Leave the handset in the cradle.
2. Press **Speaker + 751 (or 752 for certain types of keys).**
3. Press the key you want to clear.
4. Press **00 (or 000 if you used 752).**
5. Press **Speaker** to hang up.

To program the key:
1. Leave the handset in the cradle.
2. Press **Speaker** and dial **751 (or 752 for 3-digit codes).**
3. Press the key you want to program.
4. Press the 2-digit code for the function you want. A few common function codes are in the box below.

code	feature	description
05	Headset	Enabling or disabling your headset
40	Mic Cutoff	Mic Cutoff for muting handset and headset
01+ *ext.* + **HOLD**	Hotline	Create a "hotline" to someone else's extension
***03** + *ext* + **HOLD + 12345678 + HOLD**	Ringing call coverage key	Programming one extension to ring when another extension rings
77 + *ext*	Voicemail coverage	Logging into another extension's voicemail
Some programming requires 3 digit codes, which use the "752" service code. Some system use service codes 851/852. Talk to your representative for more details.		

5. You will hear 3 confirmation beeps. Press 'Speaker' to hang up.

it's all connected