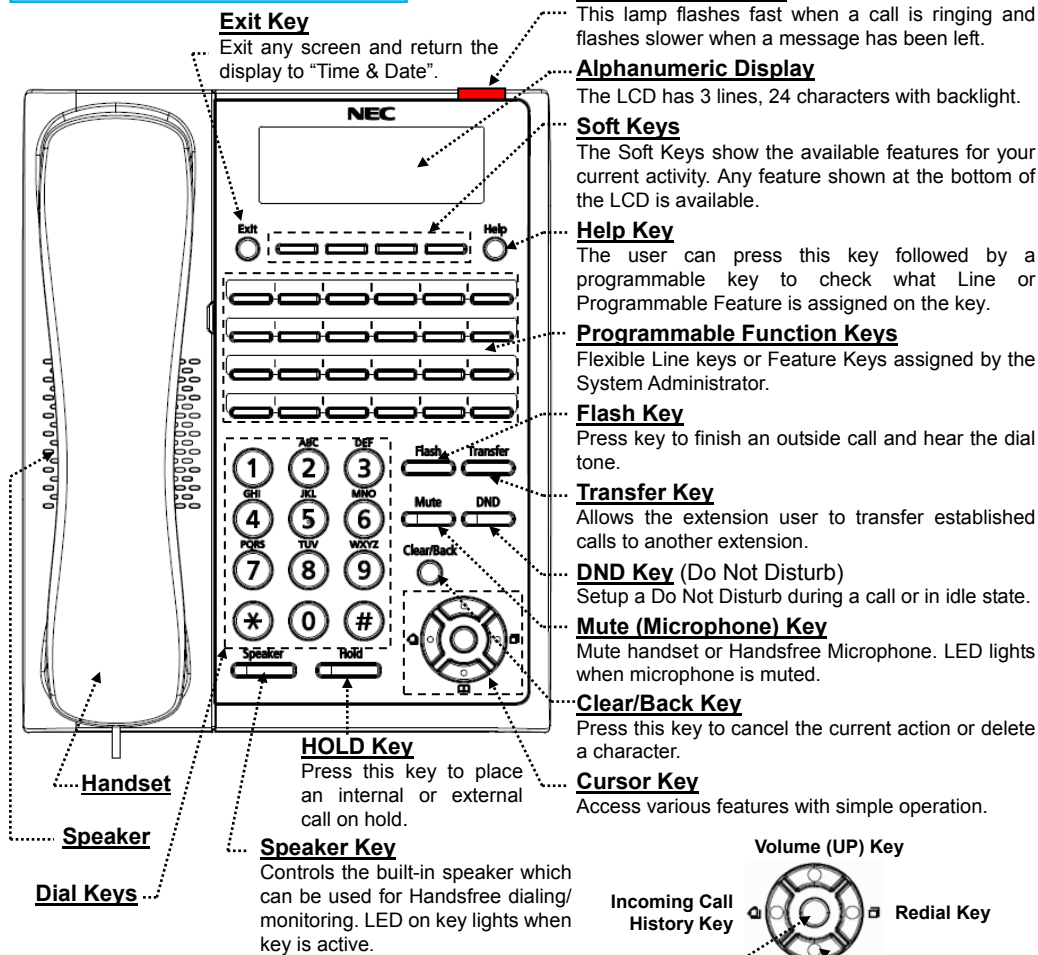


# SL2100 Multiline Terminal Quick Reference Guide

Thank you for purchasing NEC "SL2100" system.

Due to the flexibility built into the system, your **Dialing Codes and Feature Capacities** may differ from those in this guide. Check with your Supplier / System Administrator and make a note of any differences.

## Using Your Telephone



\* 12 Programmable Function Keys are available for IP7WW-12TXH-B1 TEL.  
24 Programmable Function Keys are available for IP7WW-24TXH-B1 TEL.  
\*\* The illustration shows IP7WW-24TXH-B1 TEL.

### LIABILITY DISCLAIMER

NEC Corporation reserves the right to change the specifications, functions, or features, at any time, without notice. NEC Corporation has prepared this document for use by its employees and customers. The information contained herein is the property of NEC Corporation and shall not be reproduced without prior written approval from NEC Corporation.

Copyright 2017 NEC Corporation

## Basic Operation

### To adjust handset volume

Press the **Volume (UP)** or **(DOWN)** keys during a call.

### To adjust speaker volume

Press **Volume (UP)** or **(DOWN)** keys during a handsfree call.

### To adjust ring tone volume

Press **Volume (UP)** or **(DOWN)** keys while the phone is ringing.

### To adjust LCD Contrast

To adjust the display:

1. Press the **Menu** soft key.
2. Dial **21** on the dial pad.
3. Press the **Select** soft key.
4. Press the **(UP)** or **(DOWN)** Cursor keys to adjust the display contrast.
5. Press **Enter** key.
6. Press **Speaker** key to finish.

### Making Internal Calls

1. Lift the handset or press the **Speaker** key to receive dial tone.
2. Dial the extension number of the required party.

### Making Outside Calls

1. Press the Line key to access the specific outside line.  
or  
Lift the handset  
or  
Press the **Speaker** key and dial the line access code. (Default; dial 9)
2. Dial the telephone number of the required party.

➔ Ask your System Administrator for the line access code.

### Incoming Call History

1. Press the **Incoming Call History** key – your last incoming call is displayed.
2. Press the **(UP)** or **(Down)** Cursor keys to scroll through your call list.
3. Press the **Redial** key to make the call.

### Answering a Call

Your phone will ring and the Call Indicator Lamp will flash.

1. Lift the handset.  
or  
Press the **Speaker** key to answer by handsfree.

### Placing a Call on Hold

1. Press the **Hold** key during a call.
2. Outside calls will flash at the Line key, Internal calls will flash at the **Hold** key.
3. Press the flashing key to retrieve the held caller.

### Redialing a Previous Number

1. Press the **Redial** key – your last dialed call is displayed.
2. Press the **(UP)** or **(DOWN)** Cursor keys to scroll through your call list.
3. Press the **Redial** key to make the call.

### Transferring a Call

1. Press the **Transfer** key during a call.
2. Dial the extension number of the required party.  
or  
3. Press the **Transfer** key to send the call through.  
or  
Wait for answer, announce the caller and press **Transfer** to send the call through.

## Convenience Use

### Conference

With a call in progress (Internal or External)

1. Press the **Conf** soft key.
2. Dial an Internal or External number.
3. When the third party answers, press the **Add** soft key.
4. Press the **Begin** soft key to begin the Conference.
5. A three way conference is now established.  
➔ 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.

### Camp On/ Callback

If you dial a busy extension:

1. Dial **#** and hang up.
2. Replace the handset.  
During this time you may make and receive calls
3. When both extensions are free, your phone will ring.
4. Lift the handset and the other extension will ring.

#### **To Cancel:**

1. Lift the handset and dial access code **770**.  
➔ The access codes are default only, and may have been changed for your system.

### Call Forward - Immediately

Forwards all calls immediately.

#### **To Set:**

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

#### **To Cancel:**

1. Lift the handset and dial the Call Forward All Access code **741**.
2. Dial **0** to cancel.
3. Replace the handset.

- ➔ The access codes are default only, and may have been changed for your system.

### Call Forward – Busy

Forwards calls when your extension is busy.

#### **To Set:**

1. Lift the handset and dial **742**.
2. Dial **1** to set.
3. Dial the destination number.
4. Replace the handset.

#### **To Cancel:**

1. Lift the handset and dial **742**.
2. Dial **0** to cancel.
3. Replace the handset.

- ➔ The access codes are default only, and may have been changed for your system.

### Call Forward – No answer

Forwards calls only after the call forward no answer timer expires.

#### **To Set:**

1. Lift the handset and dial the Call Forward No answer Access code **743**.
2. Dial **1** to set.
3. Dial the destination number.
4. Replace the handset.

#### **To Cancel:**

1. Lift the handset and dial the Call Forward All access code **743**.
2. Dial **0** to cancel.
3. Replace the handset.

- ➔ The access codes are default only, and may have been changed for your system.

## Convenience Use

### Call Pick Up

**To answer a ringing extension in your group:**

1. Lift the handset and dial **\*#**.

**For answering ringing extensions not in your group:**

1. Lift the handset and dial **768** + ringing extension Group number.

- ➔ The access codes are default only, and may have been changed for your system.

### Programming Speed Dial Numbers

**To store a Speed Dial number:**

1. Press the **Speaker** key and dial **753** (for system).
2. Dial the speed dial bin number (000-899).  
➔ Bins 000-899 are assigned by default and these values can be changed via system programming.
3. Dial telephone number you want to store (Up to 36 digits).
4. Press the **Hold** key.
5. Enter name using dial pad.
6. Press the **Hold** key.

**To dial a system Speed Dial number:**

1. Without lifting the handset, press the **Directory** key on the bottom Cursor key.
2. Press the **(UP)** or **(DOWN)** Cursor keys to search for the required number.
3. Go Off-hook to dial out.  
➔ The access codes are default only, and may have been changed for your system.

### Do Not Disturb

Block incoming calls to your extension.

1. (Idle condition) Press the **DND** key.
2. Dial 1 to block Outside calls.  
Dial 2 to block Internal calls.  
Dial 3 to block All calls.  
Dial 4 to block Transferred calls.  
Dial 0 to Cancel.

### Selectable Ring Tone

SL2100 Multiline Terminal has 8 types of ringer tones that you can select.

**To Change your Extension Incoming Ring Tone:**

1. Press the **Speaker** key and dial **720**.
2. Dial **1** to set Intercom ring, Dial **2** to set Trunk ring.
3. Dial the code **(1–8)** for the desired ring pattern.
4. Press the **Speaker** key to hang up.  
➔ The access codes are default only, and may have been changed for your system.

### Programmable Function Keys

*Ask your System Administrator for operation specific to your system.*

### Shortcut Menu

The user can access the shortcut menu by pressing the **Enter** Cursor key.

