

## NEC SL2100 Desiless Telephone Quick Reference

### Phone Outline



- **Exit Key** Exit's out of various programming
- **Message Indicator** Flashes when you have a voicemail (or an incoming call)
- **Soft Keys** Shows the available features for your current activity
- **Help** Tells how a one touch key is programmed

- **Programmable Function Keys** Programmable buttons for features, lines, int/ext numbers
- **Flash Key** Disconnects first call and answers second or gives dial tone
- **Transfer Key** Allows you to transfer a call to another extension
- **DND Key** Do not disturb – sends calls immediately to voicemail
- **Mute Key** Mutes the microphone while on speakerphone
- **Clear/Back Key** Cancels current action or deletes a character
- **Redial** Reviews the last numbers you have dialed
- **Directory** Accesses Speed Dials
- **Call History** Reviews the last numbers that have called you
- **Hold** Places the current call on hold
- **Speaker** Speakerphone

## Dial Out

- **Lift handset** or press **Speaker** key
- **Choose Line** or Dial **9** (system will automatically choose an available line for you)

**Note:** To **Mute** yourself, press the Mute key, key will be lit **Red** when muted

## Transfer a Call

- *With an active call*, Press **HOLD** key (or press preprogrammed DSS button-Skip next step)
- **Dial extension** number or **9 + phone number**, announce call (optional) and
- Announce call (optional) and Hang up
- **Or press Transfer** call will transfer unannounced

**Note:** Press **8** after the extension to transfer call directly to voicemail

## Intercom Calls

- **Lift handset** or press **Speaker** key
- **Dial extension** number (if employee is on the other line you will get a busy and ring tone together)

**Note:** Press **8** after the extension to leave a message in employee's voicemail

## Conference call

1. **Make** or **receive first call** (internal or external), when the call is connected,
2. Press the **Conf** soft key (on display)
3. **MAKE** or **receive second call** (internal or external)
4. Press **Add** soft key, continue to follow steps 3 & 4 to add more callers OR
5. Press **Begin** soft key (on display) to join all calls

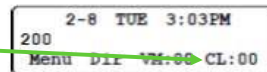
## Redial

- With the handset in the cradle... Press **Redial** key
- Press **cursor** left/right to review last 10 numbers you have called
- **Lift Handset** or press **Speaker** to call number on display



## Caller ID

- Press the **CL** soft key (on display)
- Choose **All** for all calls to your extension or **Unan** for all missed calls
- Use cursor **↑ ↓** to review calls
- **Lift handset** to call that number or press **Exit**



## Do Not Disturb

- Press **DND** key- system will automatically turn it on within 5 second (to DND all)

**To Cancel:** Press **DND** - system will automatically turn it off within 5 second.

*Other options available:*

- Press **DND** key + **1** (sends **External** calls straight to vmail)
- Press **DND** key + **2** (sends **Internal** calls straight to vmail)
- Press **DND** key + **3** (sends **All** calls straight to vmail)
- Press **DND** key + **0** (cancels **DND**)

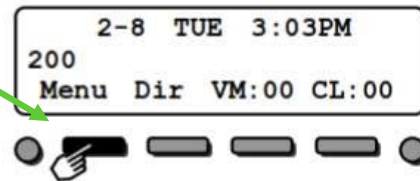
## Button Programming

- Press **Speaker** Key, enter **751**

- Press key to be programmed, then dial **01**
- Enter **Extension number OR 9 + Phone number** (if long distance it requires a 1 in front of the number)
- Press **Hold**
- **Spell out name** (press **#** to move cursor to the right, press **Feature** to move to the left)
- Press **Hold**, press **Speaker Key**

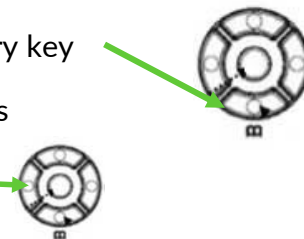
### Programming Personal Speed Dials:

- Press **Menu** soft key (on display), enter **71**
- Press **Select**
- **ENTER** desired **Speed Dial Number 00 to 19**
- Press **Select**
- Enter **9** plus a telephone number, press **Next**
- **Spell out name** (press **#** to move cursor to the right, press **Clear/Back** to move to the left)
- Press **Save**, press **Speaker Key**



### Accessing Personal/System Speed Dials:

- Press **Dir** soft key (on display) OR press the directory key
- **Spell name OR Scroll Up/Down** through speed dials
- Press **enter** to select the speed dial
- Press **enter** again to connect call or press **Exit**



## Ring Tone:

- Press **Speaker** Key, enter **720**
- Press **1** to set **Internal** ring or **2** for **External** ring
- Dial from **1** to **8** to listen to the different ring tones
- Press **Speaker** key to **Save**

## Ring Volume:

- Press **Speaker** Key, enter **729**
- Use **arrow keys** to adjust volume
- Press **Speaker** Key



## Using Menu Soft Keys

The following table shows the menu structure of Menu Soft Key. You can reach the desire feature using the following operation.





It is possible to search the desired feature by pressing Cursor the Keys (Up / Down / Right / Left) several times instead of "Prev" or "Next" Soft Keys, or it's possible to access the desired feature directly by dialing the 2 digit Menu Code after pressing the "Menu" Soft Key.

| Item                     | Menu Code   | Next Operation after pressing the "Select"  |
|--------------------------|---|---|
| 10 : Volume Preferences  | 11 : Ring<br>12 : Off-Hook Ring   | Press "Down" or "Up" to adjust the selected option.   |
| 20 : Display Preferences | 21 : Contrast<br>22 : Minimum Brightness<br>23 : Maximum Brightness   | Press "Down" or "Up" to adjust the selected option.   |
| 30 : Feature Preferences | 31 : Voice Announce<br>32 : Handsfree Reply<br>33 : Automatic Call Timer<br>34 : Preview Dial<br>35 : Illuminated Dialpad<br>36 : Auto Call Screening<br>37 : Incoming Page<br>38 : Ringing Line Preference   | For the selected option, press "On" (enable) or "Off" (disable).  |
| 40 : Ring Preferences    | 41 : Interroom<br>42 : Line Keys<br>43 : Each Line Keys   | Press "<<" or ">>" to select and save option.   |
| 50 : Key Assignments     | 51 : Feature Keys<br>52 : Primeline Key   | Press "<<" or ">>" to select and save option.   |
| 60 : Call Forwarding     | 61 : Immediate<br>62 : Ring No Ans<br>63 : Busy No Ans<br>64 : Call Forward AME<br>65 : Display Message<br>66 : Follow Me<br>67 : Both Ring   | Press "Set" or "Cancel", enter the destination and select option to save.   |
| 70 : Speed Dial          | 71 : Personal Speed Dial<br>72 : Company Speed Dial   | Enter Bin number and Phone number, Name and save.   |
| 80 : Name and Language   | 81 : Extension Name<br>82 : Display Language  | For Name, enter the name using Alphanumeric Characters. For Language, press "<<" or ">>" to select and save.                              |
| 90 : Option Preferences  | 91 : Headset Mode<br>92 : Headset Voice Announce<br>93 : System Information<br>94 : VoIPDB Information<br>95 : Not Used<br>96 : IP Address Information<br>97 : IP Phone log off<br>98 : Change login password | For Headset option, press "On" (enable) or "Off" (disable).<br>For System / VoIPDB information (IP Address, MAC Address), press "Select". |
| 00 : Admin               | 01 : Time<br>02 : Date<br>03 : Extension Name<br>04 : Clear All Call Fwd<br>05 : System Night Key Mode  | For Time, Date and Extension Name, enter the Time, Date and Extension Number and Name to save. For Clear All Call Fwd, press "Yes".       |