

NEC SL2100 & INMAIL Administration Guide

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

Phone System Programming

Changing the name of a Phone

1. Press **MENU** soft key (on your display)
2. Dial **03**
3. **ENTER** the **EXTENSION** number
4. Spell out name; press **HOLD** (NOTE: # moves cursor to right: **CLEAR/BACK** key moves cursor to left)
5. cursor to left)
6. Press **SPEAKER** key

Programming One-Touch Keys with Features

From the employee's phone...

1. Press **SPEAKER** key, dial **751**
2. **PRESS KEY** you'd like to program
3. **ENTER 2 DIGIT CODE**
4. If programming a phone number you must put a 9 in front of the number. Once the phone number or extension number has been entered, press the **HOLD** key to save.
6. Press **SPEAKER** key

Code	Feature	Brief Description
00	Not Defined	Clears the button and leaves it blank
01	DSS/One Touch	Extension number or a phone number

Changing the Time:

1. Press **MENU** soft key (on your display)
2. Dial **01**
3. Enter **2 DIGIT HOUR** (in 24hr time) and **2 DIGIT MINUTE**
4. Press **EXIT** key

Changing the Date:

1. Press **MENU** soft key (on your display)

2. Dial **02**
3. **ENTER DATE**
4. Press **EXIT** key

Voicemail Programming

Record Company Greetings

1. From System Administrator Mailbox (usually reception), press **VM** Soft Key
2. Press **72** to enter system administration
3. Press **4** to record an Instruction greeting
4. **ENTER** the Instruction greeting # you'd like to record:
 - a. **001** - to record the **DAY** greeting
 - b. **002** - to record the **NIGHT** greeting
 - c. **003** - to record the **HOLIDAY** greeting
 - d. **004** - to record the **DIRECTORY** greeting

Note: Please see Connect Okanagan Telephone for any Instruction greetings not listed

5. Press **7** to record and follow the prompts
6. Press **5** to listen to your recording and press **#** to exit listen mode
7. Press **#** to back up one step to step 3 to record another greeting
8. Hang up when you are finished

Holiday Greeting Activation/De-Activation

1. Record a holiday greeting. (Mailbox 003)
2. From System Administrator Mailbox (usually reception), press **VM** Soft Key
3. Press **72** for system administration
4. Press **6** for override
5. When asked for the table: enter **01**

6. Press **ON** soft key on display
7. Press **SPEAKER**

TO DE-ACTIVATE: Follow steps 2 – 5; at step 6, Press **OFF** soft key

Making Changes to a Mailboxes

1. From System Administrator Mailbox (usually reception), press **VM** Soft Key
2. Press **72** for system administration
3. Press **7** for subscriber mailbox maintenance
4. **ENTER** the **MAILBOX NUMBER** you'd like to Change
5. Choose from one of the following options:
 - a. Press **32** to **ERASE** all **MESSAGES** in a mailbox
 - b. Press **34** to **ERASE** the **GREETING** in a mailbox
 - c. Press **36** to **ERASE** the **RECORDED NAME** for the mailbox
 - d. Press **7** to **DELETE** the **SECURITY CODE** for a mailbox
 - e. Press **6** to **RECORD** the **NAME** for a mailbox