

SL2100 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 preprogrammed DSS button-Skip next step)
- **Dial extension** number or **9 + phone number**, 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

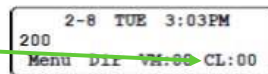
1. **Make or receive first call** (internal or external), when the call is connected,
2. Press the **Conf** soft key (on display)
3. **MAKE or receive second call** (internal or external)
4. Press **Add** soft key, continue to follow steps 3 & 4 to add more callers OR
5. Press **Begin** soft key (on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

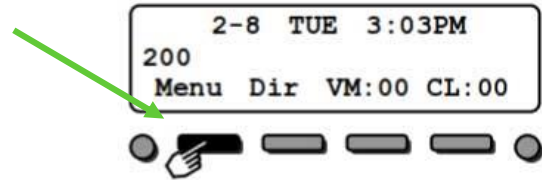
Button Programming

- 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**, press **Speaker Key**

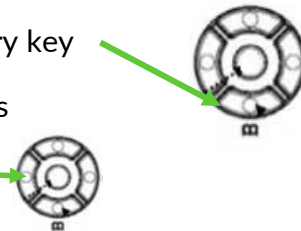
Programming Personal Speed Dials:

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