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NEC SL2100 Telephone System User Guide

(SL2100 12-button phones with OUT/PARK keys)

MAKING OUTGOING CALLS

How to make an outgoing call:

1. Lift the handset
2. Dial **9**
3. Dial number

How to call a previously dialed number:

1. Press **Redial** button
2. Use the arrows that appear on the soft keys to scroll to the number you want to call (or use arrows on directional pad)
3. Lift handset to call the displayed number

How to make a call using caller ID:

1. Press **List** soft key
2. Press **CID** soft key
3. Use the arrows that appear on the soft keys to scroll to the number you want to call (or use arrows on directional pad)
4. Lift handset to call the displayed number

How to make a conference call:

1. Establish the first call
2. Press **CONF soft key** (1st soft key)
3. Establish the second call
4. Press **ADD soft key** (1st soft key) after second caller answers
5. Press **BEGIN soft key** (1st soft key) to establish three-way conference call
—or—
5. Establish third call
6. Press **BEGIN soft key** (1st soft key) to establish four-way conference call

it's all connected

HANDLING INCOMING CALLS

How to answer an incoming call:

1. If the call is ringing at your extension, lift the handset
- or—
1. If a call is ringing on another line or extension, lift handset and press the flashing key

How to put a call on HOLD (no one else can pick it up):

1. While on call, press **HOLD**
2. Hang up (OUT key flashes)
3. To retrieve the call, press blinking **OUT** key

How to put a call on PARK (so any other extension can pick it up):

1. While on call, press any available (unlit) **PARK** key
2. Hang up (PARK key flashes)

How to transfer a call to a co-worker:

1. While on call, press **Transfer**
2. Dial the co-worker's **extension number** or press the co-worker's **hotline** key
3. Announce call (optional)
4. Hang up (call will ring the co-worker's extension; if not answered, the call will automatically go to the co-worker's voicemail)

How to transfer a call directly to a co-worker's voicemail:

1. While on call, press **Transfer**
2. Press the **VMsg** soft key
3. Press the co-worker's **hotline** key or dial the co-worker's **extension number**
4. Hang up

How to use Do Not Disturb:

1. Press the **DND** button
2. Set the DND option:
 - Press **1** to block external calls
 - Press **2** to block intercom calls
 - Press **3** to block all calls
 - Press **4** to block transferred calls
 - Press **0** to cancel DND
3. Press **Speaker** to finish

INTERCOM FEATURES

How to intercom a co-worker:

1. Lift handset (optional)
2. Enter the **extension number**
3. Begin speaking after tones

How to intercom all extensions at once (paging):

1. Lift handset
2. Dial **7010**
3. Begin speaking after tones

How to set intercom calls to ring vs. go to speakerphone:

1. Press **Speaker** button
2. Dial **723** for signaling (ringing) or **721** for voice call (speakerphone)
3. Press **Speaker** to finish

PERSONALIZING YOUR EXTENSION

How to adjust the ring volume on your phone:

1. Press the **Speaker** button
2. Dial **729**
3. Press the top or bottom of the directional pad to adjust the volume to the desired level
4. Press **Speaker** to finish

How to change the ring tones on your phone:

1. Press the **Speaker** button
2. Dial **720**
3. Press **1** for intercom calls or **2** for outside calls
4. Press **1 through 8** to hear the 8 different ring tone choices
5. Press the number of your choice
6. Press **Speaker** to finish

How to forward your phone to an outside number or an extension:

1. Press the **Speaker** button
2. Dial **741**
3. Press **1** to set call forwarding
4. Enter the outside number (preceded by "9") or the 3-digit extension number
5. Press **Speaker** to finish

How to cancel call forwarding:

1. Press the **Speaker** button
2. Dial **741**
3. Press **0** to cancel call forwarding
4. Press **Speaker** to finish

How to program personal speed dial numbers (up to 10):

1. Press the **Speaker** button
2. Dial **755**
3. Press the key you want to program (1-9, 0 on the keypad)
4. Dial **9** and the telephone number (include 1 + area code for long distance)

5. Press **HOLD**
 6. Enter name if desired (see diagram on page 4):
 - Use the keypad to enter letters, eg. Press 2 three times for the letter C
 - To delete a character, press the Feature key
 - To move forward, press the # key once; to make a space, press the # key twice
 7. Press **HOLD**
 8. Press **Speaker** to finish
- or—
7. Repeat steps 3 through 7 to program more speed dial numbers
 8. Press **Speaker** to finish

How to view and dial personal speed dial numbers:

1. Press the **Dir soft key**
2. Press the **STA soft key**
3. Use the **soft key arrows** to scroll through personal speed dial numbers 1-10
4. Press the **Dial soft key** to dial the selected number

How to use shortcuts to personal speed dial numbers:

1. Lift the handset
2. Dial **#7** then the key you programmed (1-9, and 0 to access speed dial #10)

How to program function keys for extensions or speed dial numbers:

1. Press the **Speaker** button
 2. Dial **751**
 3. Press an available function key
 4. Dial **01**
 5. Dial **extension** or **9+number** for speed dial
 6. Press **HOLD**
 7. Press **Speaker** to finish
- or—
7. Repeat steps 3 to 6 to program more keys
 8. Press **Speaker** to finish