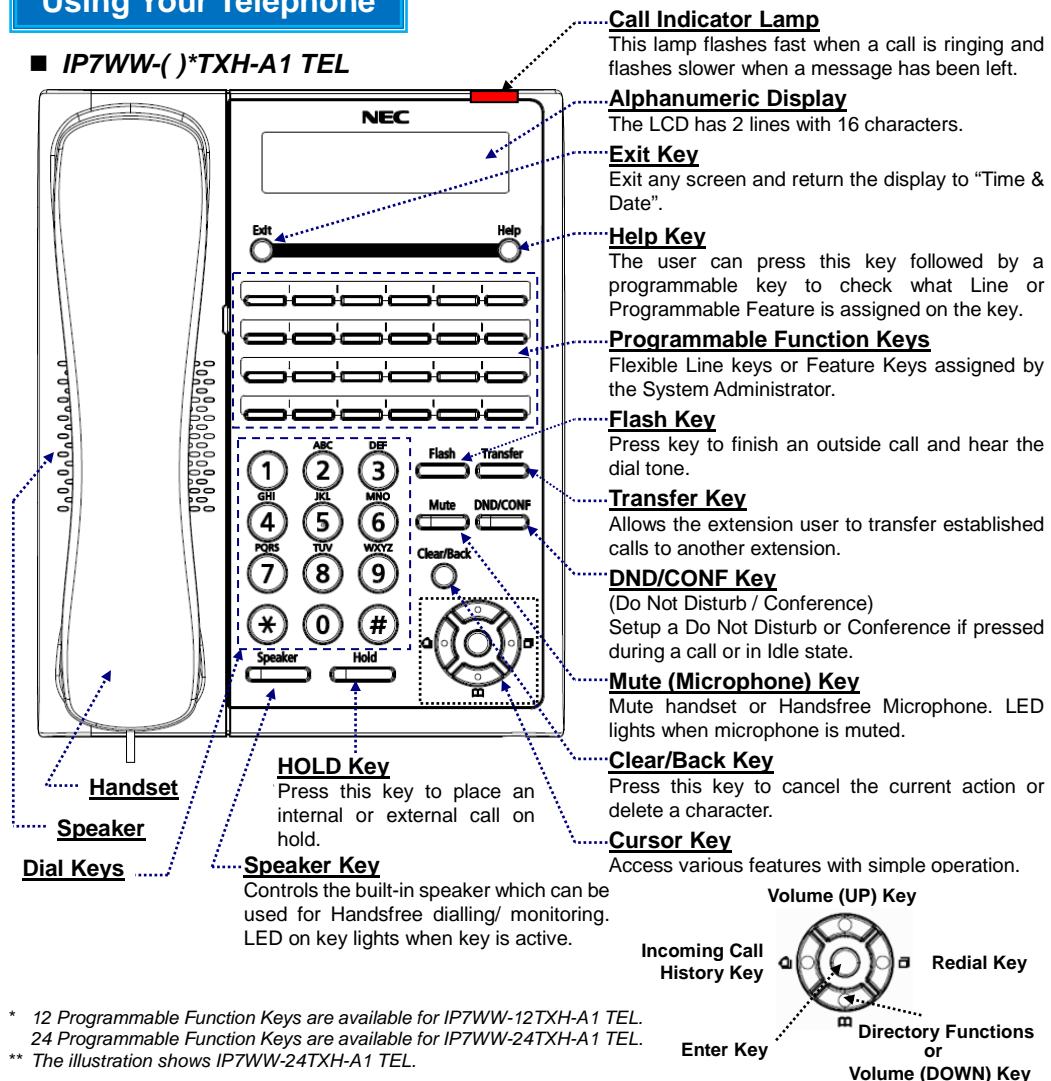# SL2100 Multiline Terminal Quick Reference Guide (4W)

Thank you for purchasing NEC "SL2100" system.

Due to the flexibility built into the system, your **Dialling 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

■ IP7WW-( )*TXH-A1 TEL

Call Indicator Lamp
This lamp flashes fast when a call is ringing and flashes slower when a message has been left.

Alphanumeric Display
The LCD has 2 lines with 16 characters.

Exit Key
Exit any screen and return the display to "Time & Date".

Help Key
The user can press this key followed by a programmable key to check what Line or Programmable Feature is assigned on the key.

Programmable Function Keys
Flexible Line keys or Feature Keys assigned by the System Administrator.

Flash Key
Press key to finish an outside call and hear the dial tone.

Transfer Key
Allows the extension user to transfer established calls to another extension.

DND/CONF Key
(Do Not Disturb / Conference)
Setup a Do Not Disturb or Conference if pressed during a call or in Idle state.

Mute (Microphone) Key
Mute handset or Handsfree Microphone. LED lights when microphone is muted.

Clear/Back Key
Press this key to cancel the current action or delete a character.

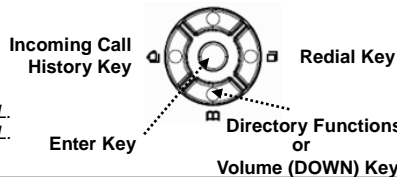**Cursor Key**
Access various features with simple operation.

HOLD Key
Press this key to place an internal or external call on hold.

Speaker Key
Controls the built-in speaker which can be used for Handsfree dialling/ monitoring. LED on key lights when key is active.

Handset

Speaker

Dial Keys

Volume (UP) Key

Incoming Call History Key

Redial Key

Enter Key

Directory Functions or Volume (DOWN) Key

*   12 Programmable Function Keys are available for IP7WW-12TXH-A1 TEL.
    24 Programmable Function Keys are available for IP7WW-24TXH-A1 TEL.
** The illustration shows IP7WW-24TXH-A1 TEL.

NEC Enterprise Solutions

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 **Enter** key.
2. Dial **521** on the dial pad.
3. Press the **Enter** key.
4. Press the **(UP)** or **(DOWN)** Cursor keys to adjust the display contrast.
5. Press **Enter** key.
6. Press **Exit** 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.
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.

Redialling 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.
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.

Conference

With a call in progress (Internal or External)
1. Press the **DND/CONF** key.
2. Dial an Internal or External number.
3. When the third party answers, press the **DND/CONF** key.
4. Press the **DND/CONF** key again 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 **870**.
➡ 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 **848**.
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 **848**.
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 **843**.
2. Dial **1** to set.
3. Dial the destination number.
4. Replace the handset.
To Cancel:
1. Lift the handset and dial **843**.
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 **845**.
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 **845**.
2. Dial **0** to cancel.
3. Replace the handset.
➡ The access codes are default only, and may have been changed for your system.

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 **868** + ringing extension Group number.
➡ The access codes are default only, and may have been changed for your system.

Programming Speed Dial Numbers
To to store a Speed Dial number:
1. Press the **Speaker** key and dial **853** (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/CONF** 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 7 types of ringer tones that you can select.

To Change your Extension Incoming Ring Tone:
1. Press the **Speaker** key and dial **820**.
2. Dial **1** to set Intercom ring, Dial **2** to set Trunk ring.
3. Dial the code (**1–7**) 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
Contact your System Administrator for operations specific to your system.

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