

Abbreviated Dialing/Speed Dial

Each extension has 10 Station Speed Dial Bins 0-9

To set Station Speed Dial.

Press **Speaker 755** and bin number **0-9** Dial 9 & phone number. Press hold to finish.

To Dial press **Speaker #7** & Bin **0-9**

The system has 1000 Speed Dial Bins.

To set dial **Speaker 753** & bin number **000-999** dial phone number press **Hold** to save.
(You do not have to dial a 9 before the number)

To Dial press **Speaker #2** & Bin number **000-999**

Call Forward All calls to Voice Mail.

Press **speaker** or lift handset Dial 741 1 Dial **3999** for voice mail hang up your ext button will be flashing.

To clear Dial **Speaker 741 0** hang up

Call Forward All calls to Cell or off site.

Press **speaker** or lift handset Dial (741 All Calls, 742 When Busy, 743 No Answer, 744 Busy no answer) 1 Dial 9 & cell number hang up your ext dss button will be flashing. To clear Dial Speaker 741 0 hang up.

Set Alarm-Wakeup

Alarm 1 sounds only once

Alarm 2 sounds every day

Press **speaker** button dial **727 (1or2)** and enter 4 digit military time to ring phone.

To clear Press **speaker** button dial **727 (1or2)** and enter 9999

Paging

Internal Dial 7011

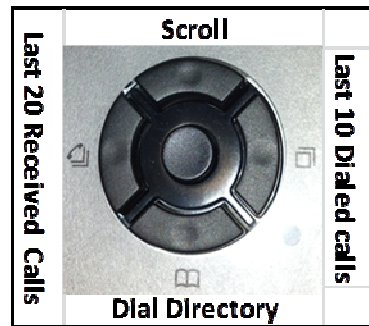
External Dial 7031

All Call Dial *10

Group Listening

You want people to hear your conversation over the speaker when you are on the handset or headset.

Press your **Speaker** button twice it will flash.



MW Lamp. To turn on: Call someone on the intercom press the MW soft key in the display. The top right MW lamp will flash on your and their phone. To call the person back press **Speaker * 0** and you will call whoever turned on your MW lamp on. (This is the same lamp as VM)

How can I tell what the buttons are programmed on my phone

Press the **Help** key then press the **buttons on your phone** the display will tell you what is programmed.

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NEC SL 2100

Station User Guide



Making & Answering Calls

To make an outside call

Dial **9** and the number then Lift Handset or press speaker button

To transfer a call

While on call press the **Trf** soft key Dial the extension number

announce call or hang up.

To park a call

Press the **Park** button Or **Trf # 6** and Park location (01-64)

To pick up a parked call

Press the lit park button Or ***6** and Park location (01-64)

To transfer call to a Voice mail (Not ring the phone)

While on the call press Trf soft key dial ext number or press DSS key Dial 8 and hang up. Call will go directly to mailbox.

To call a station

Dial 3 digit Ext number Lift Handset or press speaker button.

To call a station hands free

Dial 3 digit Ext number press 1 or **Voice** soft key

Picking up ringing call

Lift handset or press speaker * #

Directed call Pickup

Dial * * & Ext number Lift Handset.

Last Number Redial

Dial # 5

Conference calls

Make your first call press **Conf** soft key. Dial second call (9 + Number or intercom Ext#) Press **add** soft key. Then **begin** soft key. To add more people Press **Conf** soft key. Dial second call Press **add** or **rel** soft key. Then begin soft key to bring everyone together.

To delete CL Call log in your display.

Press **CL** soft key to select missed calls then press **del** button to delete.

DND

Press **DND** then set **All**. This will send your calls to Voice Mail

Un DND press **DND** then **cncl**.

Change Ring tone on your phone Press Speaker dial 720 then 1 for intercom 2 for outside line then dial 1-8 when you find the tone you like press speaker

Voice Mail

To setup your Voice mail for the first time

Press your **VM** Softkey

Press 0 for mailbox options (**VM 0 4 1 7 #**)

4 To Record your Greeting (Hi this is ...)

76 To Record your name. (Name only)

To set mailbox password press **VM** soft key Dial **67** then 7 enter 4 digit code & 6 for password on outside calls only 7 for inside & outside calls * will delete PW (**VM 67 7 ???? 6 Hang up**) **If you are going to listen to your messages from off site you must set a password**

To pick up your Messages

Press **VM:** or Dial speaker **3999** & ext number.

5 to Listen to messages

During the playback of the message, any of the following buttons may be pressed:

2 Rewind the message by 2 seconds

22 rewind the message by 4 seconds

4 Fast forward the message by 2 seconds

* Pauses the message playback.

3 to Erase

72 to save

73 to replay from beginning

84 Time \ Date stamp

62 to call the person back 63 To Forward message

To record a message and send to mailboxes

Press **VM:** or Dial speaker **3999** & ext number

Dial **77** Record message press #

Enter mailbox extension to send message, press # then another mailbox or # to finish.

You can press * and the message will be delivered to all mailboxes.

To retrieve messages from off site

Dial in to your main phone number, when the Voice mail answers press # **and ext number**. (You will not be prompted for this)

If someone answers your lines have them transfer you to **3999** when the Voice mail answers press # and ext number.

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