NEC

SL2100

IP Multiline Terminal User Guide

Please read this manual carefully before operating
this product and save this manual for future use.

Before using Your Terminal…

Thank you for purchasing NEC SL2100 system.

Due to the flexibility built into the system, your **Dialing Codes and Feature Capacities** may differ from those in this guide. Check with your NEC Authorized Supplier / System Administrator and make a note of any differences.

Installing the Handset and LAN Cable

< Bottom view>
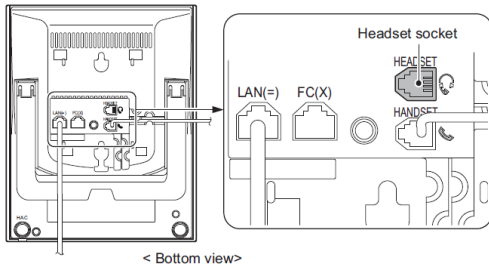
When installing the handset :

1. Make sure the handset cord is plugged into the handset jack on the telephone base.
2. The LAN cable routes through the channel on the telephone base or the telephone legs. (The LAN cable is customer provided.)
   * Power Feeding: PoE (IEEE802.3af) Only

Adjust the two-position Viewing Angle
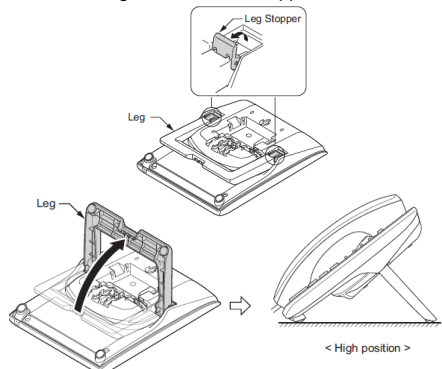
To set the low viewing angle position:

1. Fold the legs all the way back.
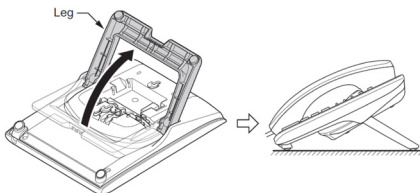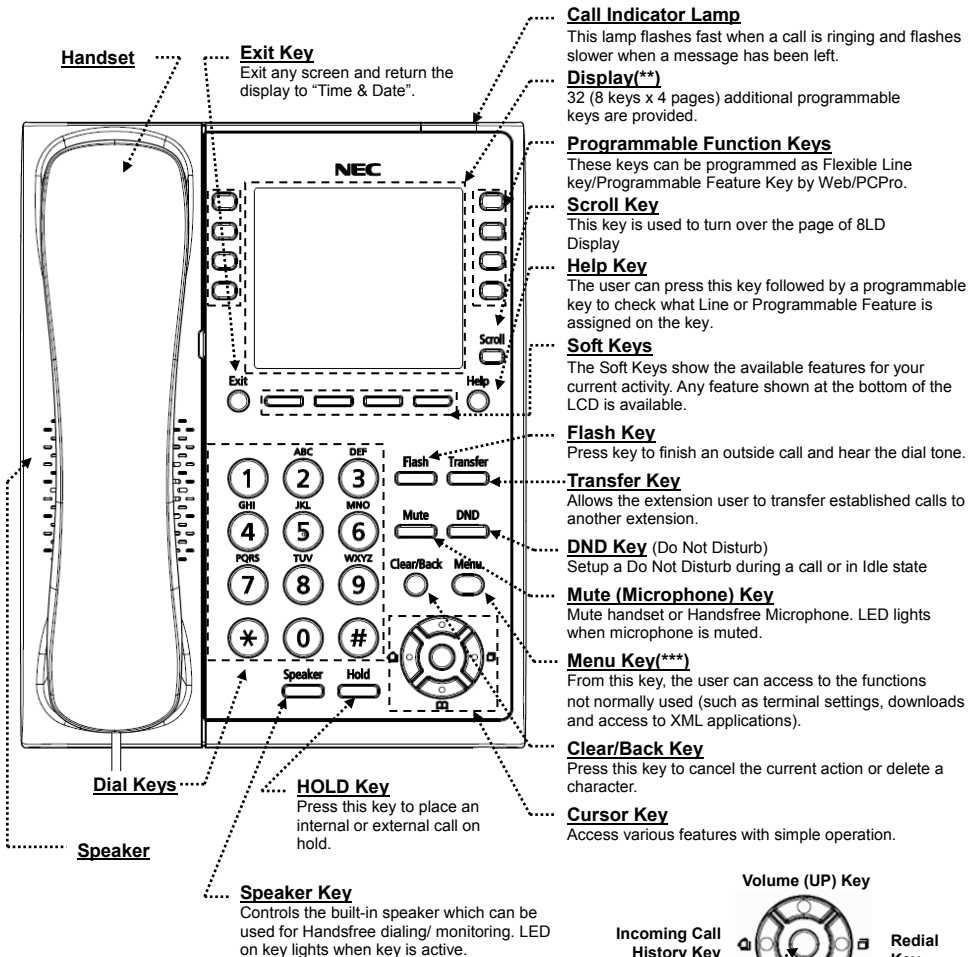
To set the high viewing angle position:

1. Flip up the two leg supports.
2. Fold the legs back until the supports contact the base.

< High position >

Using Your Terminal

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

Handset

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

Display(**)
32 keys (8 keys x 4 pages) additional programmable keys are provided.

Programmable Function Keys
These keys can be programmed as Flexible Line key/Programmable Feature Key by Web/PCPro.

Scroll Key
This key is used to turn over the page of 8LD Display

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.

Soft Keys
The Soft Keys show the available features for your current activity. Any feature shown at the bottom of the LCD is available.

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 Key (Do Not Disturb)
Setup a Do Not Disturb during a call or in Idle state

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

Menu Key(***)
From this key, the user can access to the functions not normally used (such as terminal settings, downloads and access to XML applications).

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

Cursor Key
Access various features with simple operation.

Dial Keys

Speaker

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 dialing/ monitoring. LED on key lights when key is active.

* The illustration shows IP7WW-8IPLD-C1 TEL
** Up to "8" physical keys are available and it can be expanded up to 32 keys by changing the "DESI-Less Page" by pressing the Scroll Key.

Volume (UP) Key

Incoming Call History Key

Redial Key

Enter Key

Directory Functions
or
Volume (DOWN) Key
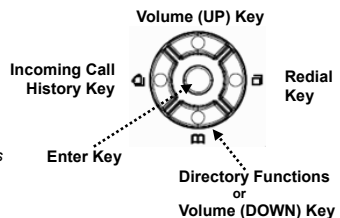
Handsfree Options

- Handsfree lets you place and answer calls by pressing "Speaker" instead of using the handset.
- With Automatic Handsfree, you can press a Speaker Key without lifting the handset. Normally, you have Automatic Handsfree.
- Use Handsfree Answerback to answer a voice-announced Intercom call by speaking toward your phone without lifting the handset.

Using Your Terminal

**IP7[ ]-8IPLD-C1 Display

DESI-less Screen

Time Indication Screen (LCD)
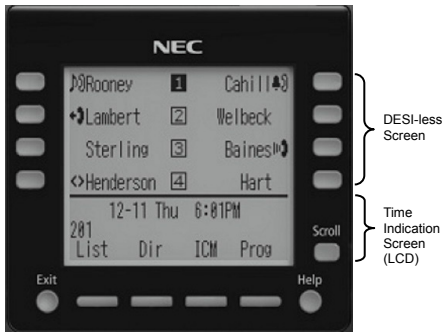
32 (8 keys x 4 pages) additional programmable keys are provided. They can be programmed as Flexible Line/Programmable feature key by Telephony Server Administrator. For the SL2100, the programmable keys can be set by WebPro/PCPro/Tel Pro and user can also set them.

Note: *Maximum 11 characters (including icon)*
Maximum 13 Characters (including icon)

1) Icon
Status of the Line key such as Call Ringing, Call Hold or Busy, and setting on the Feature key are shown as Icons.

User's Status	Icon	Flashing Pattern
Idle	No Icon	-
I-HOLD		Blink
Others Hold		Blink
Recall		Blink
Incoming Ringing		Blink
-During Conversation (Individual Use) -Call Transfer -Conference		
-During Conversation (Other Party Use) -Active Feature (Under a setting of feature key like a "Call Forwarding")		
Others		Steady Lit
-Key is busy (example, if programmed as a virtual extension and the virtual extension is busy).		Steady Lit

2) Feature Key Information
Feature Key Information displays the followings.

Key	Description	Maximum digits to be displayed
Line Key	Name and Number Information	Refer to Note*
Feature Key	Feature Name	Refer to Note*
One-Touch Speed Dial Key	-Speed Dial Name Information -Number Information	Refer to Note*

Note*: *Maximum 11 characters (including icon)*
Maximum 13 characters (excluding icon)

3) LCD
LCD (Liquid Crystal Display) provides SL2100 activity information plus date, time and Softkey Operation.
The LCD on the IP7[ ]-8IPLD-C1 has a 28-character and 3-line capability.

```
    1-10 TUE  9:43AM
210           Donald Fagen
   List   Dir   ICM   Prog
```
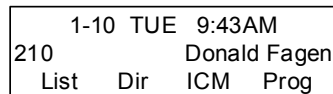
***Menu Key
From the Menu Key, the user can use various application features.

1) To Display Menu List
Press the Menu Key. The Menu List is displayed in LCD. Use Cursor Key to select desired Menu Items.

No.	Menu Item	Description
1	**Setting**	To set up the terminal such as ringing tones setting and download of Music on Hold…etc.
0	**Config**	This item is used for Configuration setting of IP7WW-8IPLD-C1 terminal.

2) Simple Operation by Menu Key and Cursor Key
By using Menu Key and Cursor Key, Terminal user can have access to terminal settings with simple operation. As an example, the following shows the operations how to access to Directory menu.
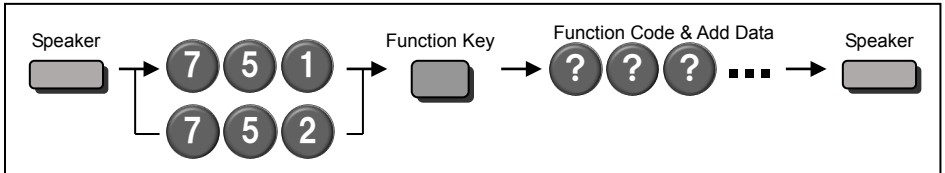

Ask your NEC Authorized Supplier for the details.

For Your Convenience
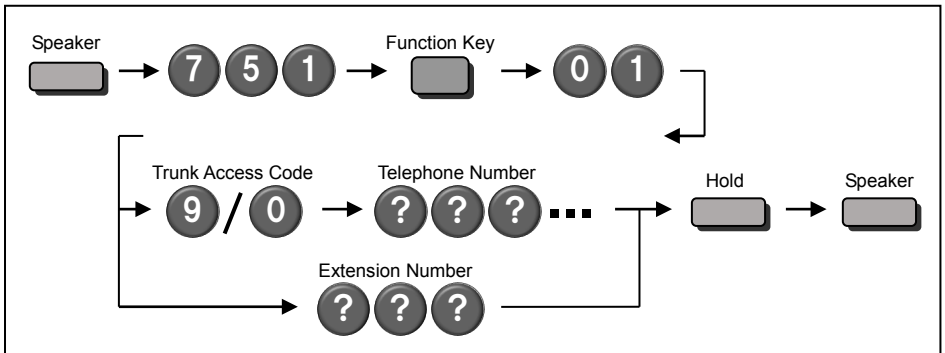
■ Programmable Function Keys

Programmable Function Keys can be assigned as "Trunk" Key and/or other Function Keys. You can just press the function key to activate the assigned function without dialing the Service Code.

- *There are 2 levels of Function Keys. (General Keys : assigned by **751**, Appearance Keys : assigned by **752**)*
- *Appearance Keys have priority. You can overwrite the Appearance Key at the General Key.*
- *If you want to overwrite the General Key at the Appearance Key, <u>you have to erase the Appearance Key</u> by dialing "**752 + 000**" before General Key assignment.*
- *In the default setting, Programmable Function Key No. 1 to 12 is assigned as "Trunk" Key. If you want to assign Function Keys (General) at the unused Trunk Keys, these unused keys should be erased by "**752 + 000**" operation.*
- *Programmable Function Keys can be erased by dialing "**752 + 000**" or "**751 + 00**".*
- *Programmable Function Keys can be assigned by Soft Key operation as well.*
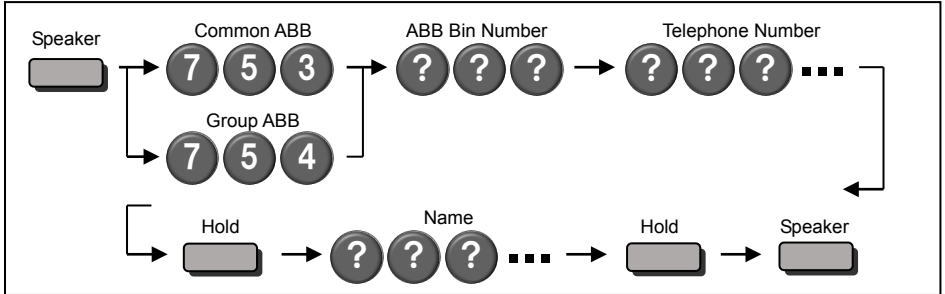
■ DSS / One-Touch Keys

Programmable Function Keys can be assigned as DSS (Direct Station Selection) or One-Touch Keys. You can place an Outside / Intercom Call by just pressing this key without dialing the number.

- *To change the Trunk Access Code, Ask your NEC Authorized Supplier for the details.*
- *In the default setting, Programmable Function Key No. 1 to 12 is assigned as "Trunk" Key. If you want to assign DSS Keys at the unused Trunk Keys, these unused keys should be erased by "**752 + 000**" operation before the above operation.*
- *In case of DSS Key, the extension status can be indicated on the BLF. (idle : extinguished, Busy : lit)*
- *When you register a telephone number, the Trunk Access Code should be added in front of the number.*
- *Up to 36 digits dialing can be registered, but the name can not be registered.*
- *If you want to continue the operation, press Programmable Function Key instead of Speaker Key to finish.*
- *One-Touch Keys can be assigned by Soft Key operation as well.*

For Your Convenience

■ Abbreviated Dial (Speed Dial) Registration

Speaker	Common ABB	ABB Bin Number	Telephone Number

7 5 3

Group ABB

7 5 4

? ? ?

? ? ? ● ● ●

| | Hold | Name | Hold | Speaker |

? ? ? ● ● ● → Hold → Speaker

- *The digit of Bin No. depends on the system setting. (0-9<Only Group ABB> / 00-99 / 000-999)*
- *System setting is necessary for Group ABB function. Ask your NEC Authorized Supplier for the details.*
- *Name can be entered by Dial Pad Keys. (See below)*
- *Up to 36 digits dialing can be registered, and up to 12 characters can be registered as name.*
- *If you want to continue the operation, dial Bin No. instead of Speaker Key to finish.*
- *You can skip to enter the name. (No enter any character, then press "Hold" Key).*
- *You can erase the registered number & name by pressing "Exit" Key after dialing Bin No.*
- *Common Abbreviated Dial can be registered by Soft Key / Cursor Key operations as well.*

■ Entering Alphanumeric Characters

When you enter a name, use Dial Pad Keys to enter letters as below. For example, press "2" key once for "A", twice for "B", etc…

1 → 1 @ [¥] ^ _ ' { | } → ← Á À Â Ã Å Æ
φ Ó Ì Ê É ç

2 → A B C a b c 2

3 → D E F d e f 3

4 → G H I g h i 4

5 → J K L j k l 5

6 → M N O m n o 6

7 → P Q R S p q r s 7

8 → T U V t u v 8

9 → W X Y Z w x y z 9

0 → 0 ! " # $ % & ' ( ) Ô Õ ú å ä æ ö ü α
β θ ε
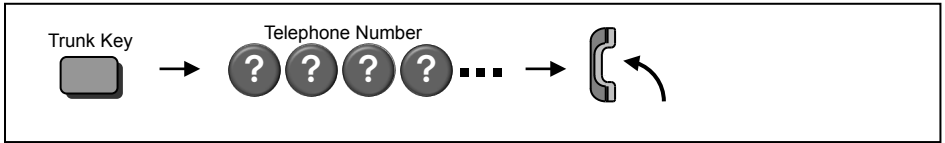
* → ✳ + , - . / : ; < = > ? π Σ σ Ω ∞ ¢ £

Accepts a character and move the cursor one place to the right. Press twice to insert a "space".

Clear/Back ○ Clear the character entry to the left, one character at a time. (Backspace)

Placing Calls

■ Place an Outside Call <Quick Access>

Trunk Key → Telephone Number ? ? ? ? ... → 📞

- *Listen to the Dial Tone before dialing a Telephone Number.*
- *You can have function keys for Trunks or Trunk Groups. Ask your NEC Authorized Supplier for the details.*

■ Place an Outside Call <Access by Code>

Speaker → Trunk Access Code 9 / 0 → Telephone Number ? ? ? ...

7 0 4 + Trunk Group No. ?

9 / # 0 + Trunk No. ? ? ?
(e.g. : 005 = Trunk No.5)
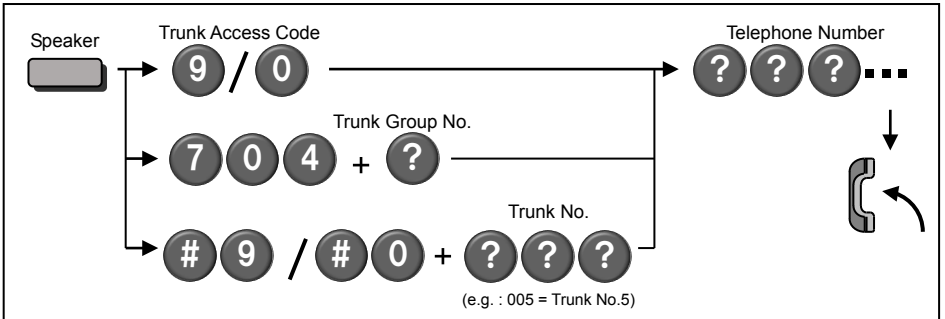
- *To change the Trunk Access Code, Ask your NEC Authorized Supplier for the details.*
- *Listen to the Dial Tone before dialing a Telephone Number.*
- *In case the number of Trunk Group is more than 10, you should enter 2 digits (e.g. 11 : Group 11) after dialing "704". Ask your NEC Authorized Supplier for the details.*
- *For the dial digit of Trunk No., ask your NEC Authorized Supplier for the details.*

■ Place an Intercom Call <Dial Access>

Speaker → Extension Number ? ? ? → 📞
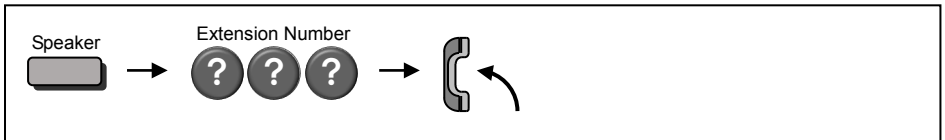
- *Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialing "1" changes voice/ring mode. (in case the destination is Multi-line Terminal)*

Placing Calls Quickly

■ Directory Dialing

```
Search          1/90
_
ABC Ltd
```

On-Hook Condition

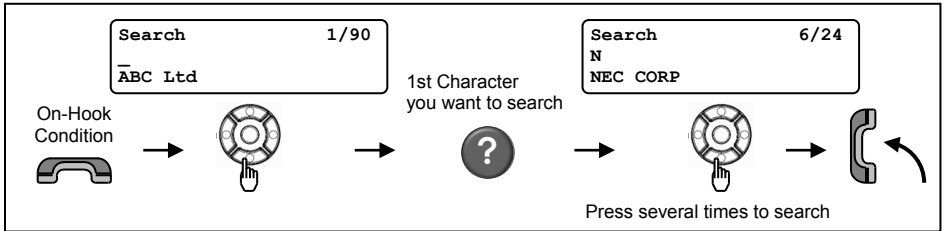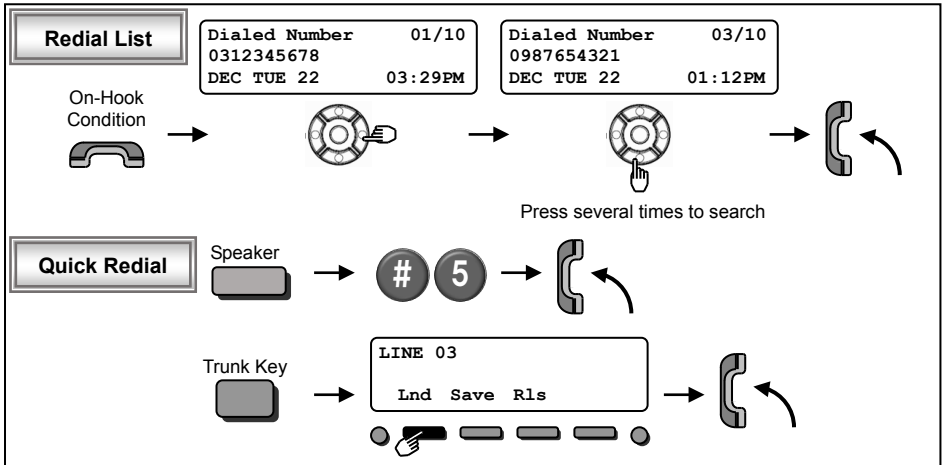1st Character you want to search

```
Search          6/24
N
NEC CORP
```

Press several times to search

- *After searching the desired destination, press "Enter" Key to confirm the telephone number before lifting the handset, if necessary.*
- *You can enter more Characters (up to 12) to make desired destination's search even more specific.*
- *You can also search the desired destination without entering the Characters. (press Cursor Keys only)*
- *To cancel the Directory Dialing operation, press "Clear/Back" Key.*
- *Directory Dialing can be activated by Soft Key operation as well.*

■ Last Number Dialing

Redial List

On-Hook Condition

```
Dialed Number    01/10
0312345678
DEC TUE 22    03:29PM
```

```
Dialed Number    03/10
0987654321
DEC TUE 22    01:12PM
```

Press several times to search

Quick Redial

Speaker

5

Trunk Key

```
LINE 03

Lnd  Save  Rls
```

- *The system retains the last 10 numbers dialed which can be reviewed and redialed.*
- *To cancel the Redial List operation, press "Clear/Back" Key.*

■ Callback by Received Number

```
Received Call    01/10
03344455566
DEC TUE 22    04:31PM
```

```
Received Call    03/10
09988776655
DEC TUE 22    11:38AM
```

On-Hook Condition

Press several times to search
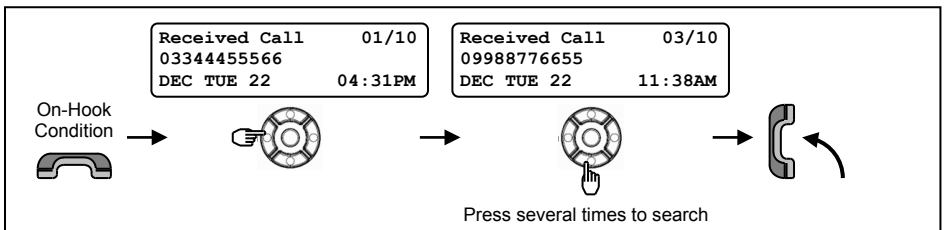
- *Caller-ID function is required to use this operation for outside calls. Ask your NEC Authorized Supplier for more details.*
- *To cancel the Callback operation, press "Clear/Back" Key.*

Placing Calls Quickly

■ Abbreviated (Speed) Dialing <for Outside>

Common ABB — Speaker → # 2 → Common ABB Bin Number ? ? ? →

Common ABB Key (SC751+27)

Group ABB — Speaker → # 4 → Group ABB Bin Number ? ? ? →

Group ABB Key (SC751+28)
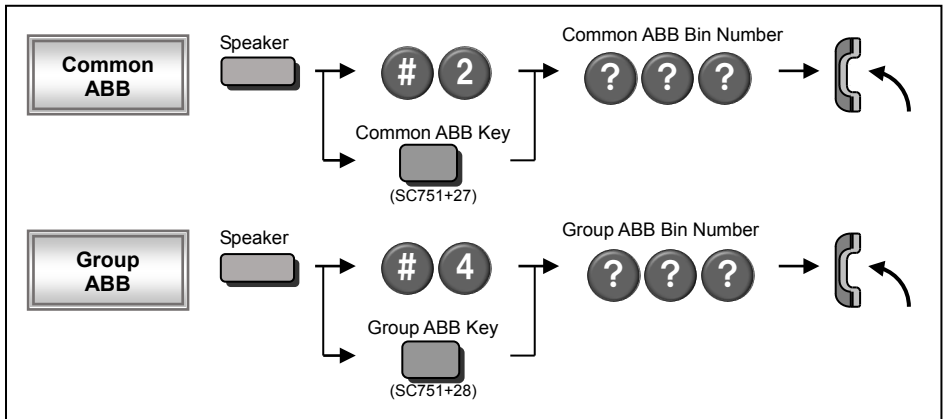
- *The digit of Bin No. depends on the system setting. (0-9 <Only Group ABB> / 00-99 / 000-999)*
- *Telephone Numbers shall be pre-registered to the system.*
- *System setting is necessary for Group ABB function. Ask your NEC Authorized Supplier for the details.*
- *When you assign the Common ABB Key on the Programmable Function Key, "Press HOLD" is required after dialing the Function Code 27.*

■ One-Touch / DSS Call

On-Hook Condition → One-Touch / DSS Key (SC751+01) →
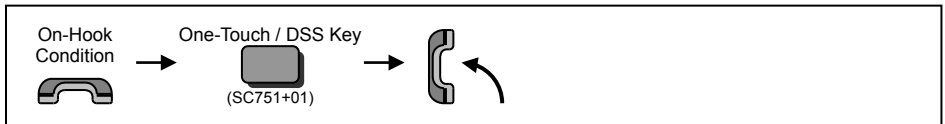
- *Telephone / Extension number should be pre-registered to a One-Touch / DSS Key.*
- *Trunk Access Code should be added in front of the Telephone number.*

If your call doesn't go through…

■ Set Camp On / Callback

Hear Busy Tone or No Answer

7 5 0

Camp On Key

(SC751+35)

```
2-8  TUE  3:03PM
Busy              216
  MW   VMsg  Camp  Barg
```

Camp On → Wait without hanging up

Callback → Wait for the System to call you back

During calling (No Answer) : Press "**More**" to find "**Camp**"

- *Camp On* *In case of Intercom Call, when you hear ringing, wait for the called party to answer.*
  In case of Outside Call, when you hear Dial Tone, begin telephone number dialing.
- *Callback* *In case of Intercom Call, when your terminal starts the ringing, lift handset and wait for the called party to answer.*
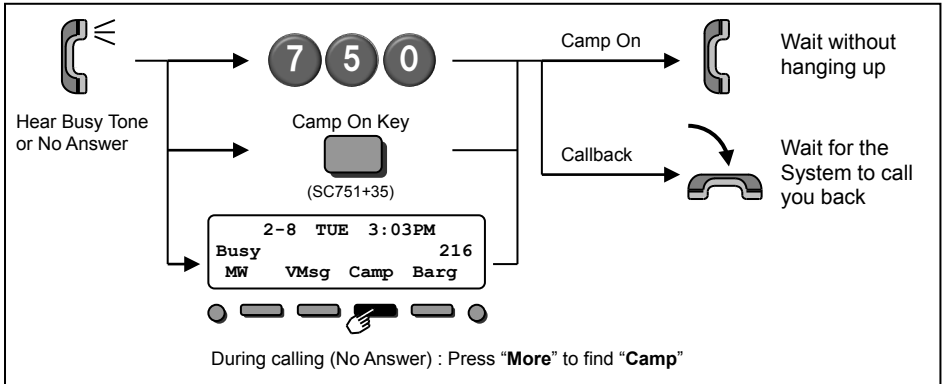 *In case of Outside Call, when your terminal starts the ringing, lift handset, hear Dial Tone, and begin telephone number dialing.*
- *This function is applicable in case all trunks are busy condition. (not applicable for dialed outside party busy)*

■ Cancel Camp On / Callback

(In case of Camp On) → → **7 7 0** →

■ Repeat Dialing <Outside Call Only>

Hear Busy Tone or No Answer

Repeat Dial Key

(SC751+29)

```
   LINE 03    00:05
      Park  Trf  More
```
→
```
   LINE 03    00:07
  Conf  Save  Time  More
```
→
```
   LINE 03    00:09
  Rpt                More
```
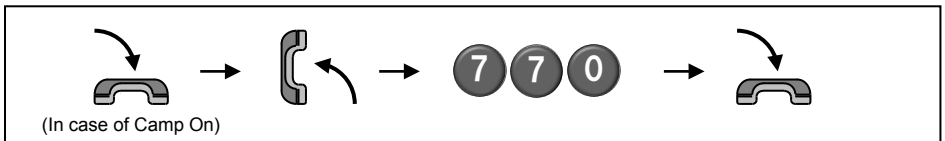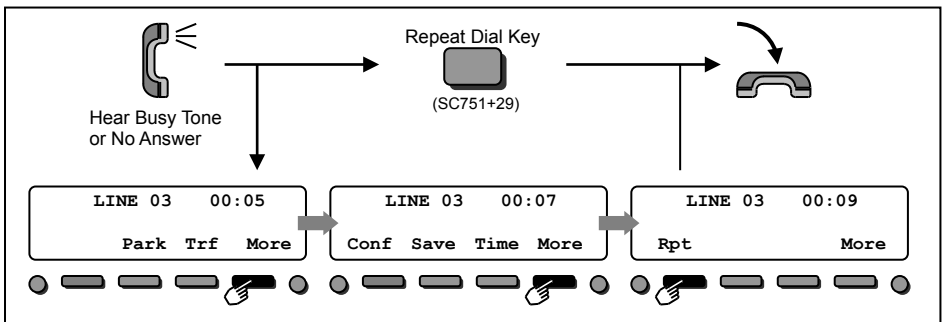
- *When the Repeat Dialing is set, Repeat Dial Key shall flash and the system automatically and periodically redials a call. Repeat duration is programmable. Ask your NEC Authorized Supplier for the details.*
- *You should lift the handset when the called party answered.*
- *Press flashing Repeat Dial Key to cancel.*

If your call doesn't go through…

■ Set a Message Waiting

Hear Busy Tone or No Answer

0

MW Key

(SC751+38)

```
        2-8  TUE  3:03PM

MW
```
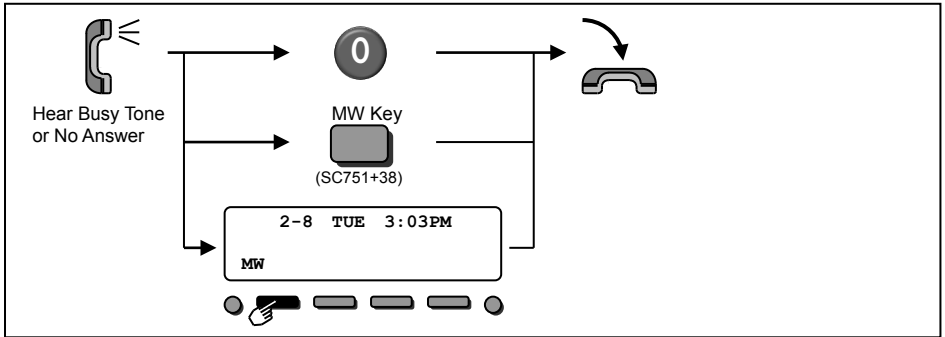
• *When you set a MW, the called party's Indicator starts to flash, and your Indicator is lit in Red.*

■ Answer a Message Waiting *(Your terminal's Indicator is flashing in Red)*

Check & Answer

On-Hook Condition → Help → **✳** **0** →

Quick Answer

✳ **0**

MW Key

(SC751+38)
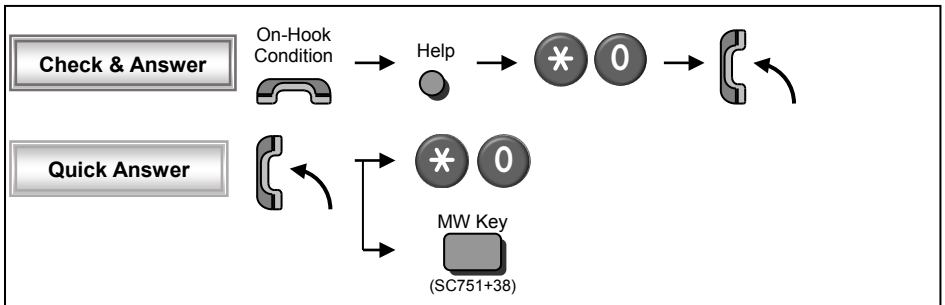
• *When you answer a MW, the Indicator shall automatically be off when the called party answers.*
• *If multiple message are in queue, you can select the desired party by pressing Up key after dialing "✳, 0", if several number of Message Waiting has been set.*

■ Cancel Message Waiting

Individual Cancel
(Originated extension)

7 **7** **1** → Extension Number **?** **?** **?** →

All Cancel
(At any extension)

7 **7** **3** →
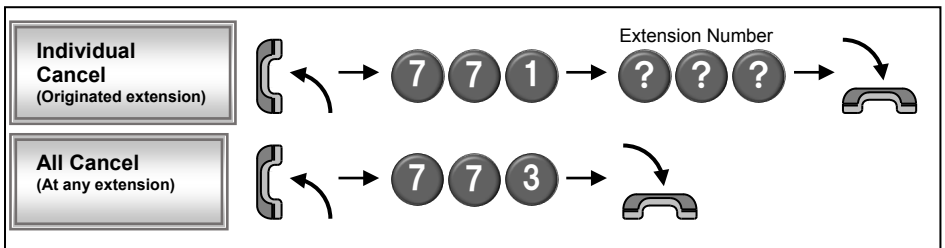
Answering Calls

■ Answering an Outside Call
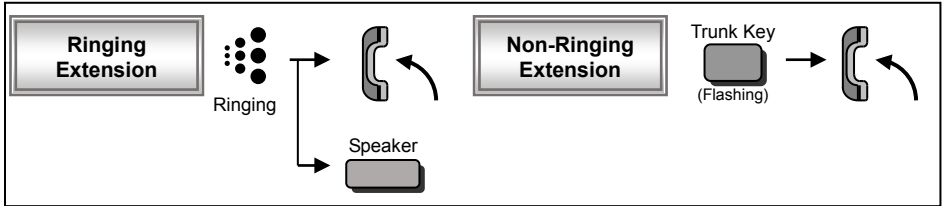
- *Confirm the status of Mute Key if you want to answer by Handsfree. (Mute On : LED On, Mute Off : LED Off)*

■ Answering an Intercom Call
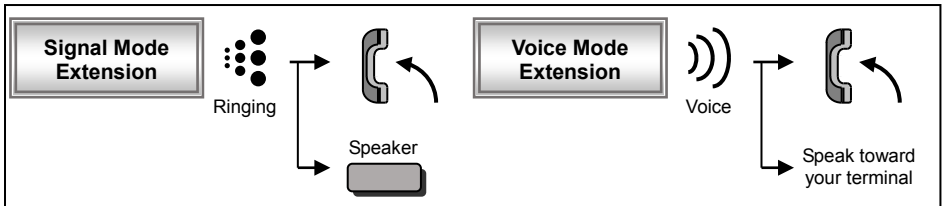
- *Intercom Call Mode (Signal or Voice) can be set at your terminal by :*
  *"Signal" : **Speaker -> 723**   "Voice" : **Speaker -> 721***
- *Confirm the status of Mute Key if you want to answer by Handsfree. (Mute On : LED On, Mute Off : LED Off)*

■ Picking up a Call for other Extensions
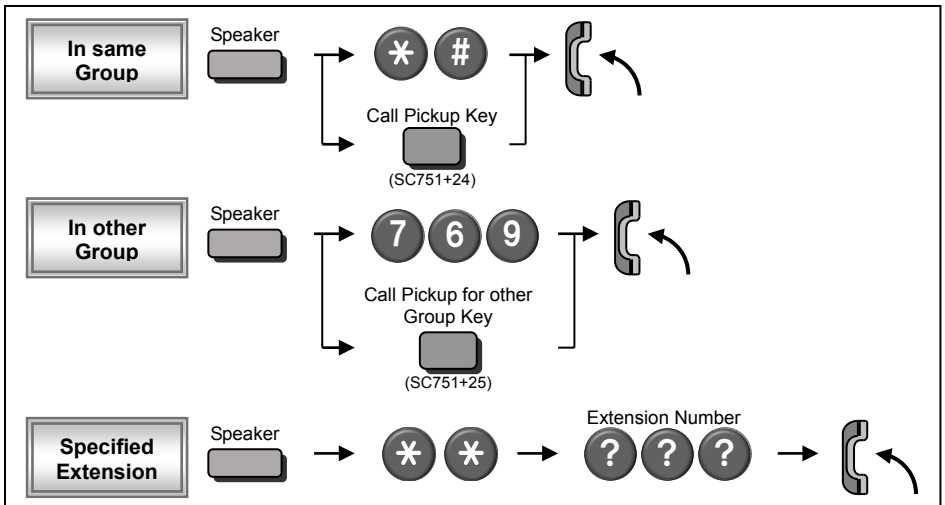
- *System setting is necessary to create a Call Pickup Group. Ask your NEC Authorized Supplier for the details.*
- *Call Pickup operations are available using Soft Key operation.*

Hold / Transferring Calls

■ Holding a Call / Retrieving a Held Call
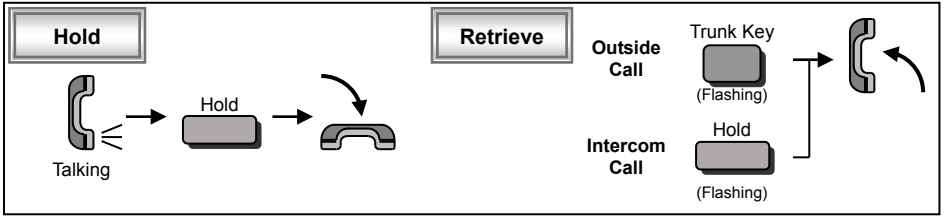
- *In case of Intercom, the call shall be held as "Exclusive Hold" on your terminal.*
- *This operation puts your outside call on System Hold. Other extension user can take the call off Hold.*

■ Holding a Call Exclusively
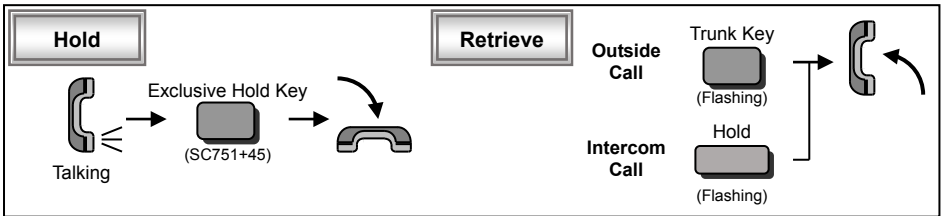
- *This operation puts your outside call on Exclusive Hold. Other extension user can not take the call off Hold.*

■ Retrieve a Held Outside Call

Trunk Number you want to retrieve

Speaker → 6 7 2 → ? ? ?
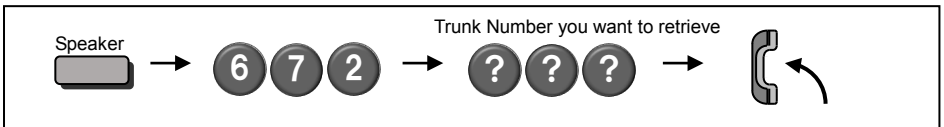
- *Ask your NEC Authorized Supplier for the details about your Trunk Number dialing digits.*

■ Transferring a Call to the other Extension


```
2-8  TUE  3:03PM
Calling          300
  VMsg  Trf    More
```
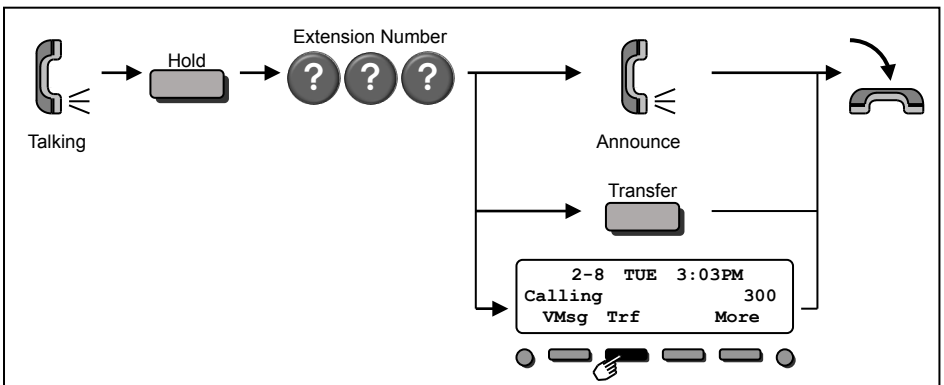
- *If your terminal has DSS/One-Touch key, just press it instead of "HOLD" and "Extension Number" dialing.*

For more Convenient Use…

■ Do Not Disturb (DND)

On-Hook Condition	→	DND	→		
				1	DND : Trunk Incoming Call
				2	DND : Intercom Incoming Call
				3	DND : Trunk & Intercom Incoming Call
				4	DND : Transferred (CFW) Call
				0	DND : Cancel
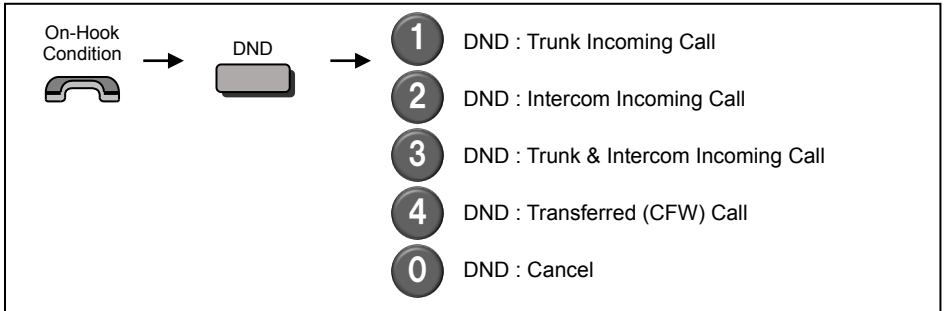
• *When you set DND function, DND Key shall be lit and the Internal Dial Tone pattern shall be changed.*

■ Conference

Extension Number

? **?** **?**

```
2-8  TUE  3:03PM
Conf
```
Talking

Trunk Key + Telephone Number

? **?** ∙∙∙

Repeat for additional parties

```
2-8  TUE  3:03PM
Add   Rls
```
Talking

```
                    CONF
Begin  Dir
```
Start Conference
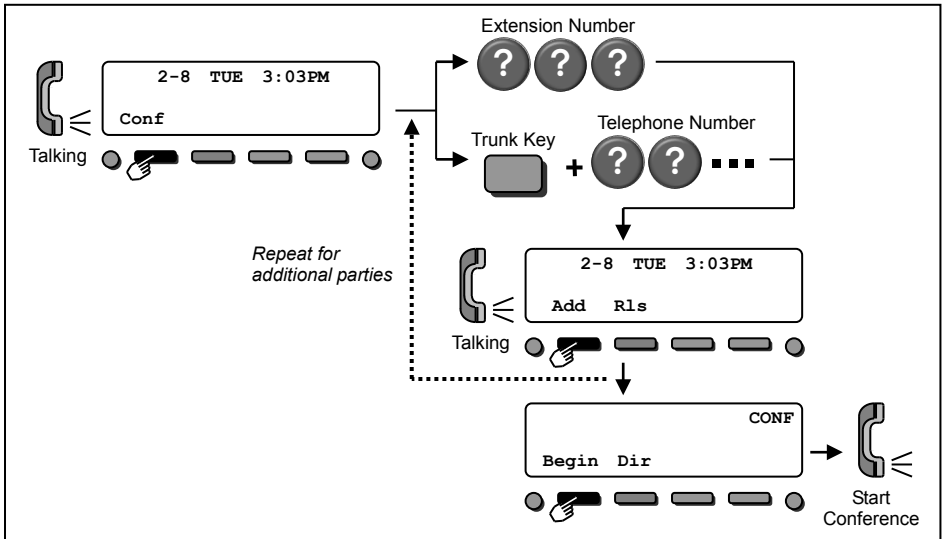
• *You can repeat this operation to add more parties.*
• *You may be able to have up to 16 parties. (include your terminal) You may need to adjust the volume level due to the Environment where calls are placed. Ask your NEC Authorized Supplier for the details.*

For more Convenient Use…

■ Call Forwarding / Follow Me

When you set Call Forward / Follow Me, the destination extension shall be displayed on the LCD, and the Internal Dial Tone pattern shall be changed. (Call Forward / Follow Me can be set by Soft Key as well)

Call Forward Immediate

Speaker → 7 4 1 → Set 1 → Extension Number ? ? ? → Speaker

On-Hook Condition → Call Forward Immediate Key (SC751+10) → Cancel 0

Call Forward when Busy

Speaker → 7 4 2 → Set 1 → Extension Number ? ? ? → Speaker

On-Hook Condition → Call Forward when Busy Key (SC751+11) → Cancel 0

Call Forward when No Answer

Speaker → 7 4 3 → Set 1 → Extension Number ? ? ? → Speaker

On-Hook Condition → Call Forward when No Answer Key (SC751+12) → Cancel 0

Call Forward when Busy / No Answer

Speaker → 7 4 4 → Set 1 → Extension Number ? ? ? → Speaker

On-Hook Condition → Call Forward when Busy / No Ans. Key (SC751+13) → Cancel 0

For more Convenient Use…

■ **Call Forwarding / Follow Me** *(Cont'd)*

Call Forward Both Ring

Speaker → 7 4 5 → Set 1 → Extension Number ? ? ? → Speaker

On-Hook Condition → Call Forward Both Ring Key (SC751+14) → Cancel 0

Call Forward Follow Me

Speaker → 7 4 6 → Set 1 → Extension Number ? ? ? → Speaker

On-Hook Condition → Call Forward Follow Me Key (SC751+15) → Cancel 0

Soft Keys Operation

■ "Menu" Soft Key

The following table shows the menu structure of "**Menu**" Soft Key. You can reach the desired feature by following operation.

```
   2-8  TUE  3:03PM
200
 Menu  Dir  VM:00 CL:00
```
→
```
 Prev  Next Select Exit
```
→
```
 Prev   Next Select Back
```

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, it's also 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** : Intercom **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**".

Soft Keys Operation

■ "Dir" Soft Key

You can activate the Directory Dialing feature by pressing the "**Dir**" Soft Key.

```
   2-8  TUE  3:03PM
200
 Menu  Dir  VM:00 CL:00
```
→
```
Search          1/90
_
ABC Ltd
```
→
**Refer to Page 7
"Directory Dialing"**
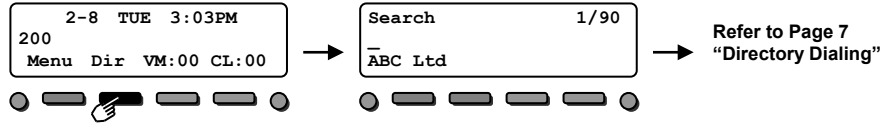
■ "VM" Soft Key

Number of new messages in your mailbox is displayed on the "**VM**" Soft Key; you can access your mailbox by pressing this key.

```
   2-8  TUE  3:03PM
200
 Menu  Dir  VM:03 CL:00
```
·········· *Number of New Left Messages*

Press "**More**" to switch   Press "**More**" to switch

```
Vmail – Mailbox:200
Msgs New: 3    Arch: 1
 Lstn Greet LvMsg More>
```
⇒
```
Vmail – Mailbox:200
Msgs New: 3    Arch: 1
 Setup  Mgr  RcNam More>
```
⇒
```
Vmail – Mailbox:200
Msgs New: 3    Arch: 1
 Page  List  Exit  More>
```
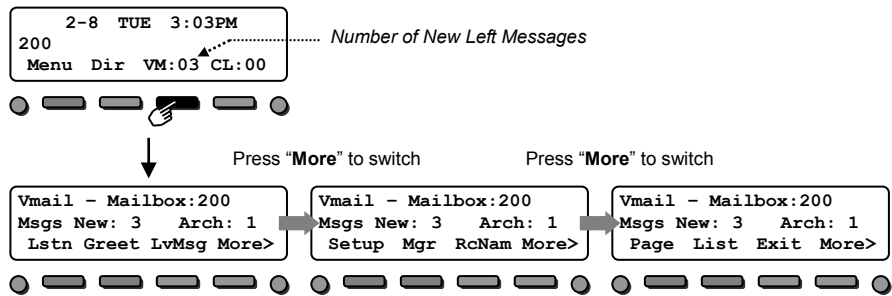
Soft Key Indication	Feature	Next Operation after pressing Soft Key
Lstn	Listen to Left Messages	Press "**Next**" to play next message, press "**Rplay**" to repeat played message, press "**Del**" to delete played message. Press "**More**" for other Mailbox features.
Greet	Mailbox Greeting	Press one of "**Gr1**" / "**Gr2**" / "**Gr3**" to choose the desired personal greeting message, and press "**Lstn**" (Listen) / "**Rec**" (Record) / "**Del**" (Delete) to maintain it.
LvMsg	Leave Message	Start message recording and press "**Done**" to complete it. Dial extension number you want to send this message and press "**Send**".
Setup	Mailbox Option Menu	Press "**Code**" (Security Code) / "**Notfy**" (Message Notification) / "**CallH**" (Call Handling Option) / "**ATime**" (Auto Time Stamp) to maintain each mailbox option.
RcNam	Name Menu	Press "**Lstn**" (Listen) / "**Rec**" (Record) / "**Del**" (Delete) to maintain the Mailbox Name.
Page	Page Message Menu	Press "**Lstn**" (Listen) / "**Rec**" (Record) / "**Del**" (Delete) to maintain the Paging Message.
List	Message List	Press "**All**" / "**New**" / "**Arch**" to set the message listen mode (message list) which you want to listen.
Exit	Exit VM Menu	- - -

Soft Keys Operation

■ "CL" Soft Key

Number of new unanswered calls is displayed on the "**CL**" Soft Key; you can access your Caller-ID List by pressing this key.

```
  2-8  TUE  3:03PM
Check List
 Menu  Dir  VM:00 CL:02
```

○ ━ ━ ━ ☞ ○

↓

```
Total:05   New:02
Unans:03   Ans:02
 All   Unan  Del   Exit
```

○ ☞ ☞ ━ ━ ○

Soft Key Indication	Feature	Next Operation after pressing Soft Key
All	All Incoming Calls List	See below
Unan	Unanswered Calls List	See below
Del	Delete List	Press "**Yes**" to delete all Caller-ID List. (or press "**No**" to cancel)
Exit	Exit from Summary	- - -

↓

```
01:          12349876
           2-6   13:19
 Call Store Del  More
```

○ ━ ━ ━ ━ ○

Press "**More**" to switch ⟷

```
01:          12349876
           2-6   13:19
 Edit Back       More
```

○ ━ ━ ━ ━ ○

Press "VOL Up / Down" Keys to select the desired number.

Soft Key Indication	Feature	Next Operation after pressing Soft Key
Call	Call to displayed number	Lift the handset to talk when the destination answered.
Store	Store displayed number	Press "**STA**" (Personal Speed Dial) or "**Abb**" (Common Abbreviated Dial), and dial Bin Number to store the displayed number with name. (Press Hold Key to save.)
Del	Delete displayed number	Next received Caller-ID shall be automatically displayed, and continue the Caller-ID Soft Key operation.
Edit	Edit displayed number	Press "**<-**" or "**->**" to change the cursor position, press "**DEL**" to delete a digit, and dial new digit. (Press Hold Key to save.) Press "**CNCL**" to cancel Edit Mode.
Back	Return to Summary	Continue the Caller-ID Soft Key operation.

Soft Keys Operation

■ Soft Key Operations during Off-Hook condition

When you press the Speaker Key or lift the handset, you will see the following Soft Keys.

```
   2-8  TUE  3:03PM              Press            2-8  TUE  3:03PM

Dir   Page  Pkup  More        "More"        VM:00  Barg  Save  More
                              to switch
```
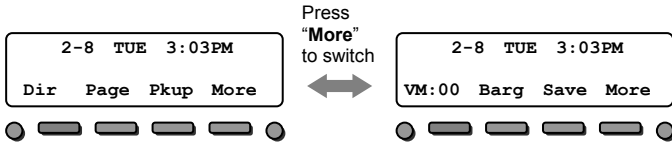
Soft Key Indication	Feature	Next Operation after pressing Soft Key
Dir	Directory Dialing	Refer to Page 7 for Directory Dialing operation.
Page	Paging	Press "**InPg**" (Internal Paging) or "**ExPg**" (External Paging), and dial the Group/Zone number to page.
Pkup	Call Pickup	Press "**Pers**" for Extension Call Pickup. Press "**ExPg**" for External Paging pickup Press "**InPg**" for Internal Paging pickup
VM:00	Mailbox Access	Refer to Page 17 (VM Soft Key)
Barg	Barge-In	Dial the target extension number to barge in.
Save	Saved Number Dial	Saved number is dialed automatically. Wait for answer.

■ Soft Key Operations during Intercom Calling

During Intercom calling (called party does not answer yet), you will see the following Soft Keys.

```
   2-8  TUE  3:03PM              Press            2-8  TUE  3:03PM
Calling          216          "More"        Calling          216
  MW  Voice  Rls  More        to switch      VMsg  Camp      More
```
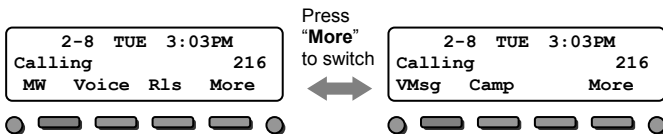
Soft Key Indication	Feature	Next Operation after pressing Soft Key
MW	Message Waiting	Message Waiting is set. Hang up to finish.
Voice (Signal)	Intercom Call Mode Switching (Signal / Voice)	Signal -> Voice : Start to talk after beep tone. Voice -> Signal : Wait for called party answer. Press "**Voice**" (or "**Signal**") again to switch Call Mode, if necessary.
Rls	Hang Up	- - -
VMsg	Leave a Message (In-Mail) (Option)	Start recording your message.
Camp	Camp On / Callback	<u>Camp On</u> Wait for the system to call you back without hanging up. <u>Callback</u> Hang up and wait for the system to call you back.

Soft Keys Operation

■ Soft Key Operations after establishing an Intercom Call

After establishing an Intercom call, you can use following feature by Soft Key.

```
  2-8  TUE  3:03PM
Talking To       216
 Conf
```

Refer to Page 13 "Conference"

Soft Key Indication	Feature	Next Operation after pressing Soft Key
Conf	Conference	Dial the desired extension number, or seize an idle trunk and place a call to establish a conference. Press "**Conf**" to invite the other party, or press "**Add**" and "**Begin**" to start a conference. Press "**AnHd**" to retrieve a held call.

■ Soft Key Operations during Outside Call

When you seize a trunk for outgoing call, or you answered an incoming call, you can use following features by Soft Key.

(When you seize a Trunk)

```
LINE 03

  Lnd  Save  Rls  Acct
```

Soft Key Indication	Feature	Next Operation after pressing Soft Key
Lnd	Last Number Dialing	Last dialed number is dialed automatically. Wait for answer.
Save	Saved Number Dialing	Saved number is dialed automatically. Wait for answer.
Rls	Hang Up	- - -
Acct	Account Code Entry (Option)	Enter the Account Code.

After establishing call and pass 4 seconds

Press "**More**" to switch

```
LINE 03

    Park  Trf  More
```

```
LINE 03

  Conf  Save  Time  More
```

```
LINE 03

  Rpt          More
```

Soft Key Indication	Feature	Next Operation after pressing Soft Key
Lnd	Last Number Dialing	Last dialed number is dialed automatically. Wait for answer.
Park	Park Hold	Press "**Sys**" (System Park) or "**StaP**" (Extension Park) to select type of Park Hold.
Trf	Transfer	Dial the desired extension number, or seize an idle trunk and place a call to transfer.
Conf	Conference	Dial the desired extension number, or seize an idle trunk and place a call to establish a conference. Press "**Add**" to invite the other party, or press "**Add**" and "**Begin**" to start a conference. Press "**AnHd**" to retrieve a held call.
Save	Save dialed Number	- - -
Time	Call Duration Time Indication	Press "**Time**" again to turn off the Call Duration Time indication.
Rpt	Repeat Dialing	Repeat Dialing feature is set, and the system automatically places a call periodically. Wait for answer.

Cursor Keys Operation

■ Menu Structure when PRG15-02-60 is set to Advanced Mode 1

The following table shows the menu structure of the Cursor Keys. You can reach the desired menu by pressing Navigation Keys (Up / Down / Right / Left) or dial 3 digits for shortcut access after pressing the "Enter Key" to activate a menu.

Enter Key

Clear/Back — Back to the previous menu.

Exit — Exit from this menu mode.

Main Menu

100 : Call History
- 110 : Missed Call → 111 - 11x : Missed Call Data
- 120 : Received Call → 121 - 12x : Received Call Data
- 130 : Dialed Number → 131 - 13x : Dialed Call Data

200 : Contacts
- 210 : Search Contact → 211 - 21x : Name Started from A-Z
- 220 : New Contact
  - 221 : Save Private Phone Book
  - 222 : Save Common Phone Book
  - 223 : Save Group Phone Book
- 230 : Edit Contact → 231 - 23x : Name Started from A-Z

400 : User Features
- 410 : Call Voice Mail
- 420 : Call Forward
  - 421 : All Calls
  - 422 : Both Ring
  - 423 : Busy
  - 424 : No Answer
  - 425 : Busy/No Answer
  - 426 : Follow Me
- 430 : Paging
  - 431 : Internal Zone
  - 432 : External Zone
- 440 : Dept.Grp login/out
  - 441 : Join
  - 442 : Withdraw

a

Cursor Keys Operation

a

500 : Phone Setting

510 : Not Used

520 : Display
- **521 : Contrast**
- **522 : Minimum Brightness**
- **523 : Maximum Brightness**

530 : Ring Options
- **531 : Ringing/ Voice Call**
- **532 : Ringing Volume**
- **533 : Ring Tones**

540 : Key Touch Tone

550 : Headset
- **551 : Headset Ringing Volume**

560 : Key Assignment
- **561 - 56x : Key 1 – Key 24**

600 : System Setting

610 : System Time
- **611 : Edit**
- **612 : Save**
- **613 : Cancel**

620 : System Date
- **621 : Edit**
- **622 : Save**
- **623 : Cancel**

630 : Manage Messages
- **631 : Record**
- **632 : Listen**
- **633 : Erase**

800 : Properties

810 : Phone
- **Port Information**

820 : System
- **Main Software Version**
- **MAC Address**
- **Hardware Key Code**

830 : VoIPDB
- **VoIPDB TYPE**
- **MAC Address**
- **Active/Reserved**

840 : IP Address
- **IP Address Information**
- **System xxx.xxx.xxx.xxx**
- **VoIPDB xxx.xxx.xxx.xxx**

Built-In Automated Attendant

System setting is necessary to use Built-In Automated Attendant. Ask your NEC Authorized Supplier for the details.

■ Record / Listen / Erase Answering Messages

- *Up to 100 types of messages can be recorded.*
- *The Message length can not exceed 4 minutes.*

In-Mail (Voice Mail)

Optional hardware and System setting is necessary to use In-Mail (Voice Mail) feature. Ask your NEC Authorized Supplier for the details.

■ Log-On to the In-Mail

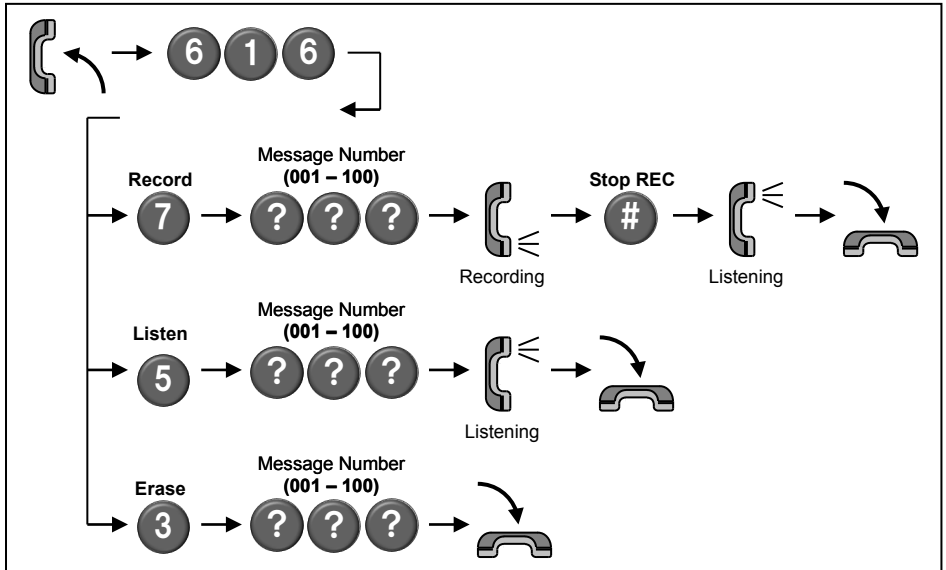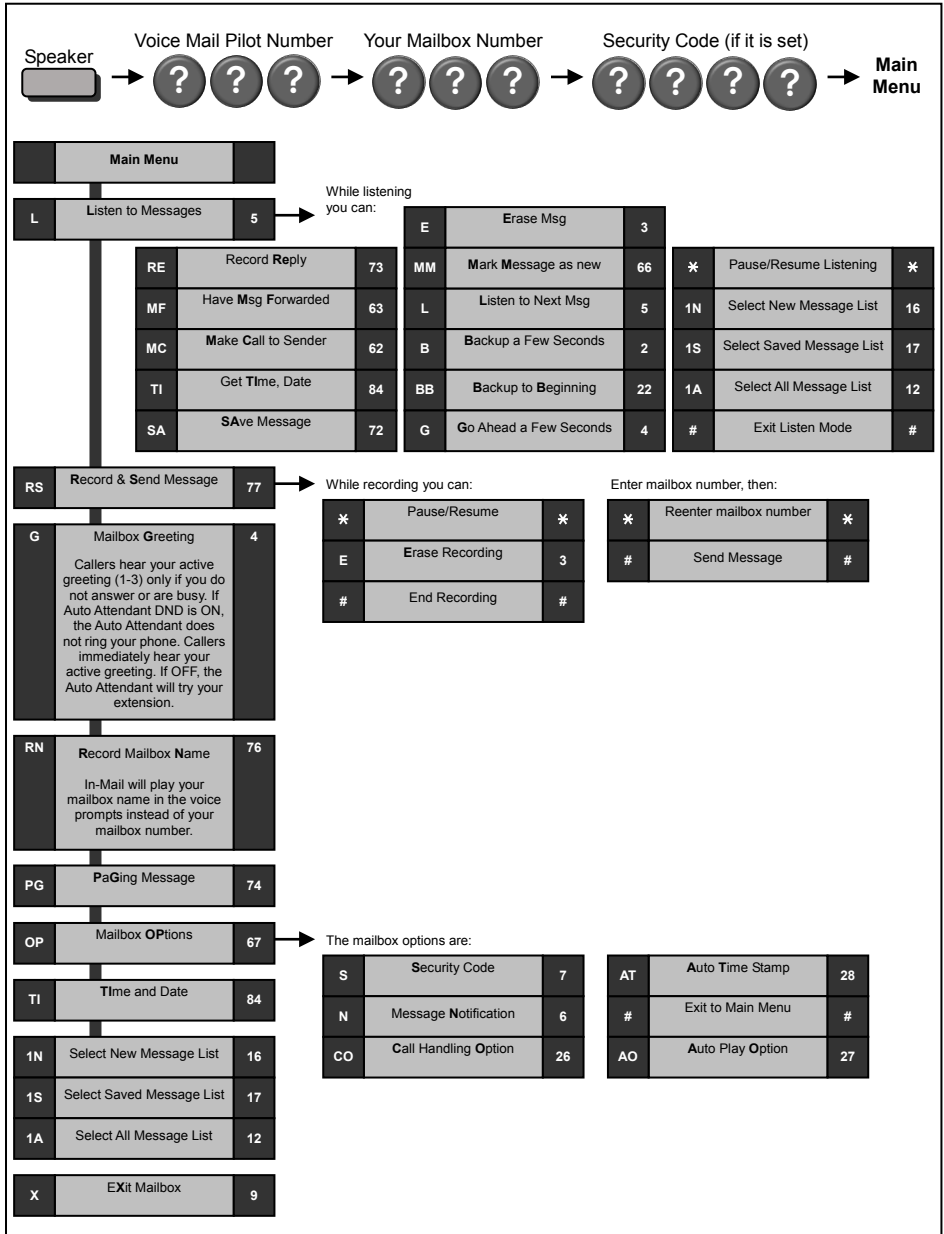Speaker → **Voice Mail Pilot Number** (? ? ?) → **Your Mailbox Number** (? ? ?) → **Security Code (if it is set)** (? ? ? ?) → **Main Menu**

Main Menu

L	**L**isten to Messages	5

While listening you can:

E	**E**rase Msg	3
MM	**M**ark **M**essage as new	66
L	**L**isten to Next Msg	5
B	**B**ackup a Few Seconds	2
BB	**B**ackup to **B**eginning	22
G	**G**o Ahead a Few Seconds	4

RE	Record **Re**ply	73
MF	Have **M**sg **F**orwarded	63
MC	**M**ake **C**all to Sender	62
TI	Get **TI**me, Date	84
SA	**SA**ve Message	72

✱	Pause/Resume Listening	✱
1N	Select New Message List	16
1S	Select Saved Message List	17
1A	Select All Message List	12
#	Exit Listen Mode	#

RS	**R**ecord & **S**end Message	77

While recording you can:

✱	Pause/Resume	✱
E	**E**rase Recording	3
#	End Recording	#

Enter mailbox number, then:

✱	Reenter mailbox number	✱
#	Send Message	#

G	Mailbox **G**reeting	4

Callers hear your active greeting (1-3) only if you do not answer or are busy. If Auto Attendant DND is ON, the Auto Attendant does not ring your phone. Callers immediately hear your active greeting. If OFF, the Auto Attendant will try your extension.

RN	**R**ecord Mailbox **N**ame	76

In-Mail will play your mailbox name in the voice prompts instead of your mailbox number.

PG	**Pa**G**ing Message	74

OP	Mailbox **OP**tions	67

The mailbox options are:

S	**S**ecurity Code	7
N	Message **N**otification	6
CO	**C**all Handling **O**ption	26

AT	**A**uto **T**ime Stamp	28
#	Exit to Main Menu	#
AO	**A**uto Play **O**ption	27

TI	**TI**me and Date	84
1N	Select New Message List	16
1S	Select Saved Message List	17
1A	Select All Message List	12
X	E**X**it Mailbox	9

In-Mail (Voice Mail)

■ Call Forward to Voice Mail

Convenient Operation by Function Key

On-Hook Condition → Auto-Attendant Key (SC751+79 + Ext No.)

Press "Automated Attendant" Key several times to change the status. (All Calls -> No Answer -> Busy -> Busy/No Answer -> Cancel)

Forward All Incoming Calls

Speaker → **7** **4** **1** → Set **1** / Cancel **0** → Voice Mail Pilot Number **?** **?** **?** → Speaker

On-Hook Condition → Call Forward Immediate Key (SC751+10)

Forward Incoming Call when Busy

Speaker → **7** **4** **2** → Set **1** / Cancel **0** → Voice Mail Pilot Number **?** **?** **?** → Speaker

On-Hook Condition → Call Forward when Busy Key (SC751+11)

Forward Incoming Call when No Answer

Speaker → **7** **4** **3** → Set **1** / Cancel **0** → Voice Mail Pilot Number **?** **?** **?** → Speaker

On-Hook Condition → Call Forward when No Answer Key (SC751+12)

Forward Incoming Call when Busy / No Answer

Speaker → **7** **4** **4** → Set **1** / Cancel **0** → Voice Mail Pilot Number **?** **?** **?** → Speaker

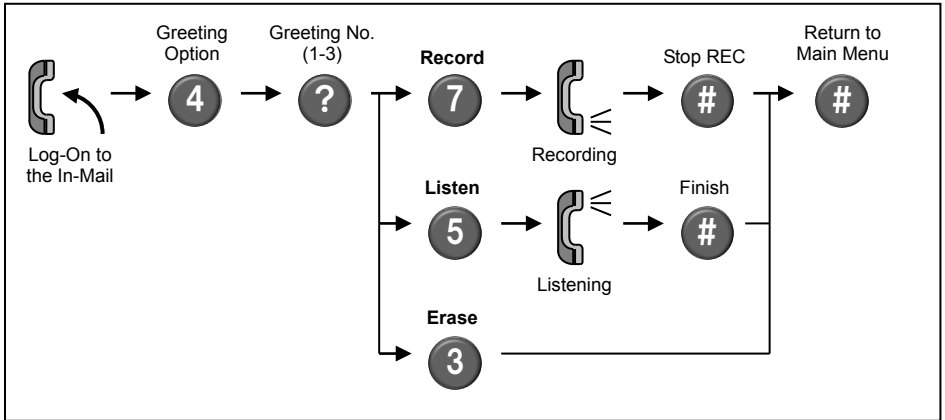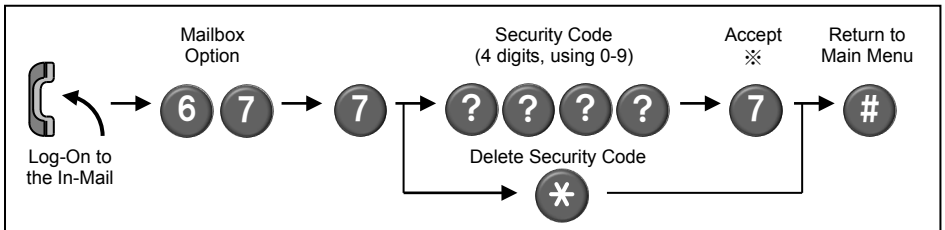On-Hook Condition → Call Forward when Busy / No Ans Key (SC751+13)

In-Mail (Voice Mail)

◼ Mailbox Greeting

- *Selected Greeting (one of three) shall be made active.*

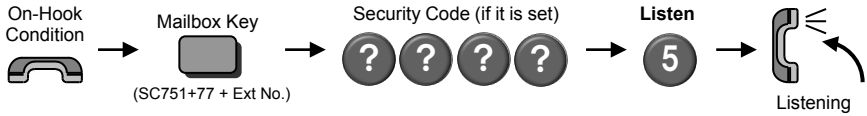## ◼ Mailbox Security Code

※ *The type of Security Code can be assigned as below.*
  - *Dial 4 digits Security Code followed by "7": Security Code for all log-on*
  - *Dial 4 digits Security Code followed by "6": Security Code for remote log-on only*
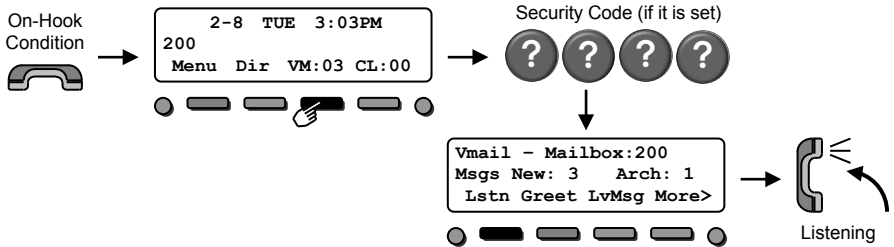- *System Administrator can delete a Mailbox Security Code.*

In-Mail (Voice Mail)
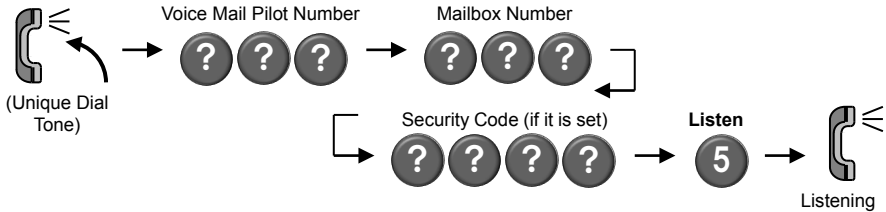
■ Listen to Left Messages in your Mailbox

Convenient Operation by Function Key

On-Hook Condition → Mailbox Key (SC751+77 + Ext No.) → Security Code (if it is set) ? ? ? ? → **Listen** 5 → Listening

Convenient Operation by Soft Key

On-Hook Condition →

```
   2-8  TUE  3:03PM
200
 Menu  Dir  VM:03 CL:00
```

→ Security Code (if it is set) ? ? ? ?

↓

```
Vmail – Mailbox:200
Msgs New: 3    Arch: 1
 Lstn Greet LvMsg More>
```

→ Listening

Basic Operation without Function Key

(Unique Dial Tone) → Voice Mail Pilot Number ? ? ? → Mailbox Number ? ? ? →

Security Code (if it is set) ? ? ? ? → **Listen** 5 → Listening
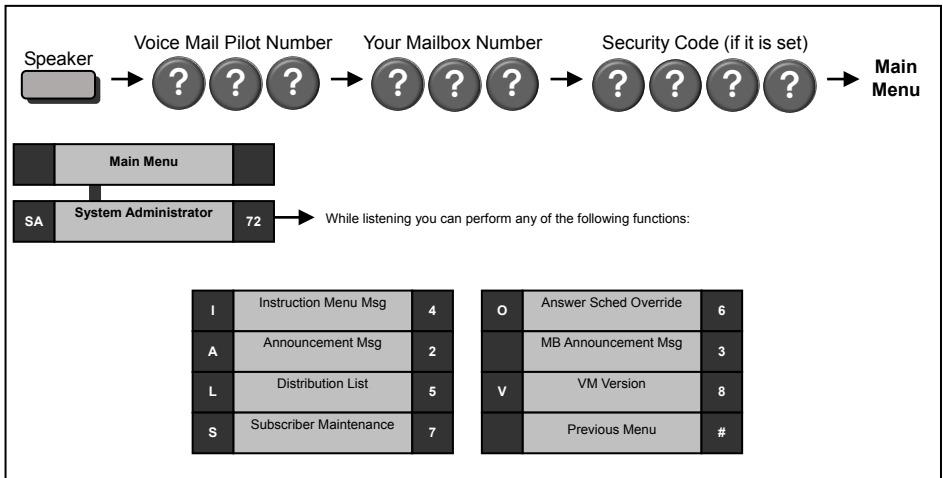
In-Mail (Voice Mail System Administrator)

The following administrative features are only available at the system administrator's extension (extension 101 at default). Ask your NEC Authorized Supplier for details on how to become a system administrator..

■ Log-In to the In-Mail

| Speaker | Voice Mail Pilot Number | Your Mailbox Number | Security Code (if it is set) | Main Menu |

| Main Menu | | |
| SA | System Administrator | 72 | → While listening you can perform any of the following functions:

I	Instruction Menu Msg	4
A	Announcement Msg	2
L	Distribution List	5
S	Subscriber Maintenance	7

O	Answer Sched Override	6
	MB Announcement Msg	3
V	VM Version	8
	Previous Menu	#

◆ **Instruction Menu Message** are used as the Automated Attendant Main Greetings (e.g. Day Mode greeting, Night Mode greeting, etc)
・To record an instruction Menu from the System Administrator Menu, dial the digit **4** (Instruction Menu Messages). Dial the mailbox number (**001 – 032**).
 -Press the digit **5** to **Listen** to the message.
 -Press the digit **7** to **Record** the message.
 -Press the digit **3** to **Delete** the message.
 -Press # to return to the System Administrator Menu.

◆ **Announcement Message** are used to announce general information to callers such as directions, hours of operation, etc.
・To record an Announcement Message from the System Administrator Menu, dial the digit **2** (Announcement Messages). Dial the mailbox number (**001 – 032**).
 -Press the digit **5** to **Listen** to the message.
 -Press the digit **7** to **Record** the message.
 -Press the digit **3** to **Delete** the message.
 -Press # to return to the System Administrator Menu.

◆ **Distribution List** is a list of extensions set to receive a single voice mail message. Any message left in the distribution mailbox will be sent to all extensions in the list.
・To review or modify the Distribution List from the System Administrator Menu, dial the digit **5** (Distribution List). Dial the mailbox number (**001 – 032**) to be modified..
 ▸Press the digit **6** to **Review** or **Modify** the list.
 -Press the digit **2** to **Add** an extension to the distribution list.
 -Press the digit **3** to **Delete** the current extension from the list.
 -Press the digit **6** to step to the **Next** entry.
 -Press # to return to the System Administrator Menu.
 ▸Press the digit **76** to record a **Name** for the distribution list.
 -Press the digit **5** to **Listen** to the name.
 -Press the digit **7** to **Record** a new name.
 -Press the digit **3** to **Delete** the name.
 -Press # to exit this feature.
 ▸Press # to return to the System Administrator Menu.

In-Mail (Voice Mail System Administrator)

◆ **Subscriber Maintenance** is used to modify the subscriber mailboxes.
　･To modify a Subscriber Mailbox from the System Administrator Menu, dial the digit **7** (Subscriber Maintenance). Dial the **extension number** of the mailbox you wish to modify.
　-Press the digit **32** to **Delete** all messages.
　-Press the digit **34** to **Delete** the mailbox greeting.
　-Press the digit **36** to **Delete** to the mailbox name.
　-Press the digit **7** to **Delete** the security code.
　-Press the digit **6** to **Record** a new name.
　-Press # to return to the System Administrator Menu.
◆ **Answer Schedule Override** provides alternate answering for the Automated Attendant by sending calls to a specified Override mailbox, when enabled. As an example you can use the Answering Schedule Override to provide Holiday and Bad Weather closing announcements.
　･To modify the Answer Schedule Override from the System Administrator Menu dial **6** (Answer Schedule override).Dial the answer table number (**01-16**) you wish to override.
　-Press the digit **6** to toggle **On/Off** the answer schedule table.
　-Press the digit **2** to enter a **New** answer schedule override mailbox. Enter the override mailbox number (**001-032 or a valid subscriber extension**). The override mailbox can be an announcement, call routing box, or a subscriber box.
　-Press # to return to the System Administrator Menu.
◆ **Mailbox Announcement Message** is a message recorded by the system administrator that plays to each subscriber when they log into their mailbox. This message will play each time the subscriber logs into their box until it expires, is deleted, or is made inactive by the system administrator.
　･To record and modify the Mailbox Announcement Message from the System Administrator Menu, dial the digit **3** (Mailbox Announcement Message).
　-Press the digit **5** to **Listen** to the mailbox announcement message.
　-Press the digit **7** to **Record** a new mailbox announcement message.
　-Press the digit **3** to **Delete** the mailbox announcement message.
　-Press the digit **2** to **Specify** the amount of days the message is active. Enter * for an indefinite amount of days or enter **01-99** for 1-99 days.
　-Press # to return to the System Administrator Menu.
◆ **Voice Mail Version** will play a message indicating the software level of the voice mail.
　･To hear the current Voice Mail Version from the System Administrator Menu, dial the digit **8** (Voice mail Version).

MEMO

SL2100

IP Multiline Terminal
User Guide

NEC Corporation