

# Telephone User Guide

## NEC SL1100



# Quick Reference Guide

## NEC SL1100

### Function

**GREEN LED**  
**RED LED**  
**SOLID RED OR GREEN**  
**SLOW FLASHING LED**  
**FAST FLASHING LED**

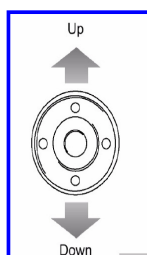
### Function Description

Your Call  
Somewhere else in building (on another handset)  
Station with call in progress or with a call on exclusive hold  
A call that has been placed on hold  
An incoming call

### **ANSWER A CALL**

If your handset **rings** on incoming calls, **lift handset**  
**OR**  
If your handset does not ring, **Lift Handset** and **press the line** button  
**OR**  
If your handset does not ring, **Lift Handset** and press **P/U soft button x 2**

### **VOLUME CONTROL**



#### USING THE UP/DOWN BUTTON

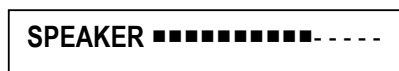
- **Handset Receiver volume** press up/down button in off hook status or during call



- **Ring volume** press up/down button when station is ringing.



- **Speaker volume** press up/down button during speakerphone operation or during the call



### **MIC / MICROPHONE**

The microphone **On/Off** for hands free is set to **ON** by default  
LED on **MUTE** button shows the status of the built-in microphone  
Red light **off** indicates Microphone is active  
Red light **on** indicates MUTE is active

## MAKE A CALL

### Internal Calls

- Hands free Press one-touch button for extension
- Or Lift handset and press one-touch button for extension

### External Calls

Lift handset or for hands free press **Speaker**

- Press **"0"** then dial phone number

## HOLD

### To place a call on hold:

- Press **Hold** button once.

### To place a call on hold using Park buttons (if assigned):

- Press the first available **Park** button once.

## TRANSFERRING CALLS

### To Transfer a call to another extension:

- Press **Hold** to put the call on hold
- Dial Extension number or press one-touch button,
- Announce call
- Press **Transfer OR** Advise of line number
- Hang up. Call is transferred.

## TRANSFERRING TO VOICEMAIL

### To transfer a call to a person's voice mail:

- While speaking to the outside line
- Press **Hold**
- Dial Person's extension number
- Press **"8"** (Voicemail will respond)
- Press Transfer
- Hang Up

## TRANSFER OFFSITE

### Transfer an incoming line to another outside line

#### **While talking to the incoming call**

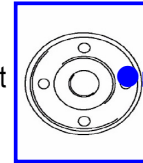
- Press **Hold** button
- Dial **"0"** for an outside line
- Dial Phone number
- Announce call
- Press **Transfer** button
- **Hang Up**

**NOTE: While call is active, 2 lines on the phone system will be busy.**

## REDIAL

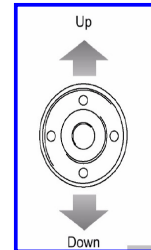
To dial the last number phoned:

- ❑ Press **Redial** button without lifting handset
- ❑ **The last dialled number will be on the screen**
- ❑ Press Redial again to call number



OR

Scroll through previous called number using the up and down functions on the jogdial button. When you see the desired number on the screen, press redial again to call the number.



## INTERNAL PAGING

To make an internal page through all desktop handsets:

- ❑ **Lift handset**
- ❑ Press Page soft button
- ❑ Press InPg soft button
- ❑ Press "0" which is group for all internal page
- ❑ **Make announcement**
- ❑ Hang up gently

*(Note: This feature is announcement only, extensions cannot reply)*

## \*EXTERNAL PAGING

To make an external page through a Paging Horn:

- ❑ Lift **Handset**
- ❑ Dial **703**
- ❑ Press "0" (for all Zones)
- ❑ Make **Announcement** and replace handset

*(Note: This feature only works if an external speaker is installed)*

## CONFERENCE CALLS

To set up a Conference Call:

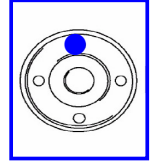
While on an **Outside** call or connected to your first party

- ❑ Press **Conf** Button under screen, hear dialtone
- ❑ Dial an **outside** line or second party extension
- When called party answers:
  - ❑ Press **Add** button under screen
  - (Repeat steps 2-4 to add more parties. Maximum of 16 internal or external parties can be conferenced).*
- ❑ Press **ADD** under display
- ❑ Press **Begin** to start conference

## MISSED CALLS

### **Missed (unanswered) calls on your handset are in the call log (CL)**

- Press button under CL on display
- Press button under "Unan"
- Scroll Using up / down on jog dial button
- Lift Handset to call – Handset will dial automatically



**OR**

- Press **DEL** soft button to delete
- Press **Store** soft button to save

## SET INTERCOM TO EITHER RINGING OR HANDSFREE

### **To select your intercom to be hands free:**

- Press **Speaker**
- Dial **721**
- Press **Speaker** to hang up

### **To select your intercom to be ringing:**

- Press **Speaker**
- Dial **723**
- Press **Speaker** to hang up

## SELECTABLE RING TONES

### **To CHANGE your Extension's incoming ring tones:**

- Press **Speaker button**
- Dial **720**
- Dial **1** to set **intercom** ring, or **2** to set **external call** ring
- Dial **Code** for the ring pattern you wish to hear:
  - 1** = High
  - 2** = Mid Range
  - 3** = Low
  - 4** = Ring Tone 1
  - 5** = Ring Tone 2
  - 6** = Ring Tone 3
  - 7** = Ring Tone 4
  - 8** = Ring Tone 5
- Press **Speaker** to Hang Up

### **To Listen to the Incoming ring choices**

- Press **Speaker** and Dial **711**
- Dial **1** to listen to **intercom** ring
- Dial **2** to listen to **external call** ring

### **Then for INTERCOM**

- Dial **1-8** Code for ring pattern

### **Or for EXTERNAL CALL**

- Dial **1-3** (ring) **4-8** (melody)
- Press **Speaker** to Hang up

## CORDLESS PHONE

### To make calls –

- Press **Talk/on** or green phone button,
- dial **0**, then
- dial **Phone number**

### To answer calls,

- press **talk/on** or green phone button symbol when ringing

### To Transfer calls from a cordless phone:

#### □ **While speaking on an outside line:**

- Press **Recall button** (puts the call on hold),
- Dial **Extension number**,
- **Announce the call and hang up.**

## STATION NAME

### To assign a name to your extension number:

- Press **Speaker**
- Dial **700**
- Press **Hold**
- Enter your **Name** - up to 12 digits(## for space. # between digits on same button)
- Press **Hold**
- Press **Speaker** to hang up

### To program any extension's name:

- Press **Speaker**
- Dial **700**
- Enter **Extension Number** to be named
- Enter the **Name** – up to 12 digits
- Press **Hold**
- Press **Speaker** to hang up

## CALL FORWARD ALL CALLS TO ANOTHER EXTENSION OR OFF-SITE

### To set via menu on the screen:

- Press **MENU** Soft Button
- Dial **60**
- Press **SELECT**
- Press **Press NEXT** to find condition for CFWD
- Press **SELECT**
- Press **Set Soft Button**
- Dial **“0”** for an **off-site number**, then **dial the number** (eg: 0, 0418710111)
- Press **Speaker** button to hang up

### To deactivate:

- Press **MENU** Soft Button
- Dial **60**
- Press **SELECT**
- Press **Press NEXT** to find condition for CFWD
- Press **SELECT**
- Press **CANCEL** Soft Button

## CALL FORWARD YOUR HANDSET TO VOICEMAIL

- Press **MENU** Soft Button
- Dial 60
- Press **SELECT**
- Press Press NEXT to find condition for CFWD
- Press **SELECT**
- Press Set Soft Button
- Dial 200
- Press **Speaker** button to hang up

### To deactivate:

- Press **MENU** Soft Button
- Dial 60
- Press **SELECT**
- Press Press NEXT to find condition for CFWD
- Press **SELECT**
- Press **CANCEL** Soft Button

## DO NOT DISTURB

### To Activate

- Press **DND** Button
- Press **Set** Soft Button
- Press **All** Soft Button

### To Deactivate

- Press DND button
- Press **CNCL** Soft Button
- Lift and replace handpiece

## BACKGROUND MUSIC

Can be played through telephone speaker

### To set or cancel

- Press **Speaker**
- Press **725**
- Press **Speaker**

## CHANGING THE TIME/DATE

- Press Menu softbutton
- Press Next to find ADMIN
- Press **SELECT** (time displays, use NEXT for Date)
- Press **SELECT**
- Change Time / Date as required
- Press **SAVE** softbutton
- Press **EXIT** button

## INTERRUPT A CALL (Tone override)

**\* Note - Will not work if called station has CFW B/N activated**

To send signals to an extension busy on a call:

- Dial **Extension** that is busy
- press **#** When you hear the busy tone  
(The called extension hears call alert notification, press the hold button and both parties are connected.)

**BARGE IN (INTERRUPT A CALL)\*** *Note - Must be activated in programming*

- Lift            **Handset**
- Dial            **710**
- Dial            **Busy Extension** (The extension user will hear a **warning tone**).

**ROOM MONITOR**

**Room monitor lets an extension listen to the sounds in co-workers area, for example, a receptionist could listen for sounds in the warehouse when it's left unattended.**

**NOTE:** *(A Room monitor button must be programmed. Room monitor must be activated at the extension initiating the monitor and at the extension that is to be monitored. You can only listen to one extension at a time.)*

**To activate Room Monitor from initiating extension:**

- Press        **Room Monitor button**
- Dial        **Extension number you are at**  
*(You can place and answer calls whilst monitor is active)*

**To activate Room Monitor from extension to be monitored:**

- Press        **Room Monitor button**
- Dial        **Extension number you are at**



## SYSTEM SPEED DIALLING

To Store Common Speed-dial numbers:

Use WEBPRO on PC if the phone system is connected to your network

IP address:-

Login:-

Password:-

**IMPORTANT NOTE:- When using WebPro DO NOT USE THE BROWSER BACK AND FORWARD BUTTONS AT TOP LEFT OF THE SCREEN – Use the tiny blue arrows on the right hand side of the WEBPRO panel.**

OR

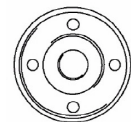
To store manually:

- Press **Speaker** button.
- Dial **753**
- Dial **Speed Dial Code** - System **001 to 999**
- Dial **Telephone Number** you want to store (no leading 0 required).
- Press **HOLD.**
- Enter **Name** of the company or person using the buttonpad.  
(## for space, # to move cursor if two digits on same button)
- Press **HOLD.**
- Press **Speaker** to hang up.

### \*DIRECTORY DIALLING

After your system speed dials are loaded you can access the phone directory:

- Press  on the **Jog Dial**



### THEN

- Use the Jog dial button top and bottom to scroll through the list
- When the correct name is on the display lift handset or press speaker to dial the number

\*\*\*\*\*Shortcut\*\*\*\*\*

**When you access the telephone book**

- Dial The **first letter** of the name you are looking for
- Press The jog dial up and down to scroll through names beginning with that letter.
- Press **Arrow** up or down to scroll through the list
- Lift **Handset** or press **Dial** Soft Button or press **Speaker** to place call

## PROGRAMMING ONE TOUCH BUTTONS


### Program One Touch Buttons for External Phone Numbers:

- Press **SPK**
- Dial **751**
- Press **BUTTON** you wish to program
- Enter **01**
- Enter **0** for an outside line
- Enter **Phone number**
- Press **HOLD**
- Press **SPK**

### Program Function Buttons for Internal Extensions:

- Press **SPK**
- Dial **751**
- Press **BUTTON** you wish to program
- Enter **01**
- Enter **Extension Number**
- Press **HOLD**
- Press **SPK**

### Program Function Buttons for all other features:

- Press **SPK button**
- Dial **751.**
- Press **Button** you want to program.
- Enter **2-digit button function** (see next page) 
- Press **HOLD**
- Press **SPK**

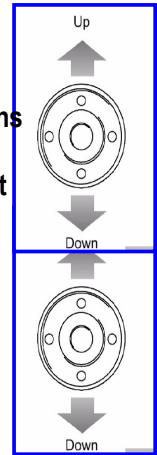
**Available 2-digit button function functions are:**

- **00 Not Defined**
- **01 DSS/One-Touch Button**
- **03 DND Button**
- **04 BGM (ON/OFF)**
- **05 Headset Button**
- **08 Incoming Caller-ID List**
- **09 Day / Night Switch**
- **10 Call Forward-Immediate**
- **11 Call Forward-Busy**
- **12 Call Forward-No Answer**
- **13 Call Forward-Busy/No Answer**
- **14 Call Forward-Dual Ring**
- **15 Call Forward-Follow Me**
- **16 –Not Used-**
- **17 –Not Used-**
- **18 Text message set up.**
- **19 External Group Paging**
- **20 External All Call Paging**
- **21 Internal Group Paging**
- **22 Internal All Call Paging**
- **23 Meet-Me Answer to Internal Paging**
- **24 Call Pickup for Own Group**
- **25 Call Pickup for Another Group**
- **26 Call Pickup for Specified Group**
- **27 Abbreviated Dial-Common/Personal**
- **28 Abbreviated Dial-Group**
- **29 Repeat Dial**
- **30 Saved Number Redial**
- **31 Memo Dial**
- **32 Meet-Me Conference**
- **35 Call Back Request (camp on)**
- **37 DND/FWD Override**
- **38 Message Wait Button**
- **55 Extension Name Edit**
- **63 Restrict Caller-ID (ISDN)**
- **45 Exclusive Hold**
- **48 Voice Over**
- **49 to Redirect**
- **50 Account Code**
- **66 CTI Comms**
- **77 Voice Mail (In Skin)**
- **78 Conversation Record**
- **79 Automated Attendant**

**TO SET YOUR PHONE TO DISPLAY A MESSAGE ON THE SCREEN WHEN SOMEONE DIALS YOUR EXTENSION (FOR WHEN YOU ARE OUT OF THE OFFICE):**

**Set up a Text Message Button first – Spkr 751, press spare button, dial 1801, press hold, press speaker  
Then to set:**

- Press **Speaker Button,**
  - Press **Text Message Button** (programmed above)
- Use the up/down buttons to scroll through options  
Select Option Code Below  
Change time as appropriate, press speaker to set**



- 01 In meeting until \_\_\_\_:\_\_\_\_**  
Enter Time,  
 Press **Speaker** button to set.

- 02 In meeting room**  
 Enter **Time,**  
 Press **Speaker** button to set.

- 03 Come back**  
 Enter **Time** coming back,  
 Press **Speaker** button to set.

- 04 Please call .....**  
 Enter **Phone number,**  
 Press **Speaker** button to set.

- 05 Busy call after**  
 Enter **Time,**  
 Press **Speaker** to set.

- 06 Out for lunch back at ...../.....**  
 Enter **Time,**  
 Press **Speaker** button to set.

- 07 Business Trip back at ...../.....**  
 Enter **Date,**  
 Press **Speaker** button to set.

- 08 Business Trip.....one day trip**  
 Enter **Date,**  
 press **Speaker** button to set

- 09 Gone for the day.**  
 Press **Speaker** button to set.

- 10 On Vacation until ...../.....**  
 Enter **Date,**  
 Press **Speaker** button to set

**To cancel**

- Press: **Speaker**
- Press **Test Message Button**
- Press **Speaker** to hang up

**\* Techs can program custom messages if required, e.g. codes 11-20**