

TO USE ONE TOUCH KEYS

- Press one touch speed dial key.
- Number is automatically dialed.

TO PROGRAM STATION SPEED DIAL

- Press **SPEAKER** key.
- Enter **753** followed by the station speed dial location (**000-099**).
- Dial **9 + telephone number**.
- Press **HOLD**.
- Enter name if desired.
- Press **HOLD**.
- Press **SPEAKER** key to hang up.

TO USE STATION SPEED DIAL

- Press the **SPEAKER** key.
- Press **#2**
- Dial the station speed dial location (**000-099**).

TO SET UP VOICE MAIL

Soft keys are located under the display

Press **VM** soft key

To Record Greeting:

Press **Greet** soft key

Press **Gr1** soft key

Follow instructions for recording greeting

Choose Listen, Record or Del, OR

Press **Done** or # when finished

Press **Back** soft key or # when finished

Press **Back** soft key or # again

This will take you back to Main Menu

To Record Name:

Press **More** soft key and **Rec Name** soft key **OR** dial “**76**” to record name

Follow instructions for recording name

Choose Listen, Record or Del, OR

Press **Back** soft key or # when finished

To assign a security code,

Press **More** soft key and **Set Up** soft key key and **Code** soft key **OR** dial “**67**”

Enter 4-digit code

Select Required (from your extension) or Not required

TO ACCESS VOICEMAIL

- From your phone press **VM** soft key. Follow prompts.
- From another phone dial 200. When voice mail answers enter **your extension**. Follow prompts.
- From outside the office, dial **main number**. When the voice mail system answers, enter # and **your extension**. Follow prompts.
- If call is answered, ask for transfer to Voice Mail. When Voice Mail answers, press ## and your extension number.

VOICE MAIL QUICK KEYS

Check new & old messages	5
Leave a message	77
Main menu of features	0
Mailbox Greeting	4
Record Name	76
Security Code	67
Time and Date	84
While listening to a message	
Forward a message	63
Save a message	72
Erase a message	3
Listen to next	5
Rewind	2
Repeat	22
Fast forward	4
Mailbox Options	0
Auto Time/Date Stamp	28

CHANGING HANDSFREE AND RINGING ON INTERNAL CALLS

Dial 721 for hands free

Dial 723 for ringing

NEC SL2100 TELEPHONE & VOICE MAIL User Guide



Soft Keys are located under the display

TO ADJUST SPEAKER VOLUME

- While using **SPEAKER**, press TOP or BOTTOM keys on the round cursor at the bottom of the phone.

TO ADJUST HANDSET VOLUME

- While using **HANDSET**, press TOP or BOTTOM keys on the round cursor at the bottom of the phone.

TO ADJUST RING TONE/VOLUME

- Press top or bottom cursor key while phone is ringing OR dial 729 and press top or bottom cursor key.

TO PLACE A CALL

- Lift handset or press **SPEAKER** key.
- *For internal call* – dial 3-digit extension.
- *For outside call* – choose outside line or dial 9, then dial telephone number.

TO ANSWER A CALL

- Lift handset or press **SPEAKER** key.

MUTE

- Press the **MUTE** button to disable the microphone. Used for Handset and Speaker.
- When the **MUTE** button is red, your caller cannot hear you

TO PLACE CALL ON HOLD

- Press the **HOLD** key.

TO RETRIEVE A CALL ON HOLD

- Lift the handset or press the speaker button and press the flashing line key

TO TRANSFER A CALL

- While on a call, press preprogrammed **DSS** key or press **Transfer** key and dial the 3-digit extension number.
- Hang up or supervise call (optional) then hang up.

DIRECT TRANSFER TO VOICE MAIL

- While on a call, press preprogrammed **DSS** key or press **Transfer** key and dial the 3-digit extension number followed by **8** and hang up.
- Caller is transferred directly into user's voice mail account.

FLASH

- The **FLASH** key will immediately disconnect you from your call and give you new dial tone to place another call.

ALL CALL/ZONE PAGE

- Lift Handset
Press the pre-programmed **Page** key

CONFERENCE CALL

- While on a call, press **MORE** soft key
- Press the **CONF** soft key.
- Dial second number you wish to conference (9+ the number).
- When second party answers, press **Add & Begin** (Soft Keys).

LAST NUMBER REDIAL

- Press **REDIAL** key. The button on the right side of the cursor Display shows last number dialed, lift handset to dial OR
- Press the bottom of the cursor to scroll through the last 10 numbers dialed
- When the desired number is located lift the handset or press the speaker key

CALL FORWARDING ALL - SET

- Dial 741
- Press **1** to set.
- Enter **3-digit** extension or **9 + outside number**.
- Press **SPEAKER**.

CALL FORWARDING ALL - CANCEL

- Dial 741.
- Press **0** to cancel.

DIRECT CALL PICKUP DIRECT

- To pick up another ringing extension, lift handset and press ******.
- Enter extension number and converse with party.

TO PROGRAM ONE TOUCH KEYS

- Press **SPEAKER** key.
- Enter Service Code **751**.
- Press one touch key.
- Enter **01** follow by ext or 9 + number.
- Press **HOLD**.
- Press **SPEAKER** to hang up.

Caller ID

- Press the CL soft key.
- Press the ALL soft key.
- Use the round cursor to scroll through numbers.
- Press the CALL soft key or lift the handset to dial number.

SOFT KEYS are located under the display