



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**

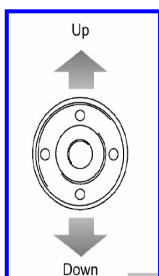
OR

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

HANDSET ■■■■- - - - -

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

RING ■■■■■■■■■■- - - - -

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

SPEAKER ■■■■■■■■■■- - - - -

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

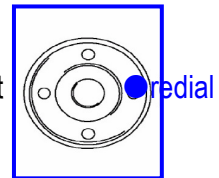
- Press **Hold** button
- Dial "0" for an outside line
- Dial Phone number
- Announce call
- Press **Transfer** button
- Hang Up**

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

REDIAL

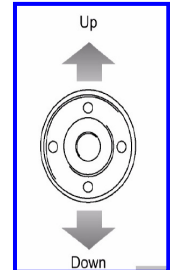
To dial the last number phoned:

- Press **Redial button** without lifting handset
- The last dialed 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:

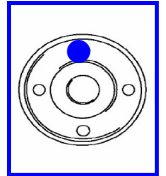
While on an **Outside** call or connected to your first party

- 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

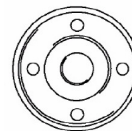
To store manually:

- 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**

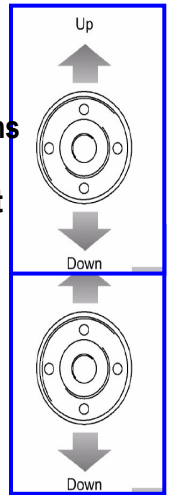
Available 2-digit button function functions are:

- 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 **Text Message Button**
- Press **Speaker** to hang up

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