

SL1100 Multi-Line Terminal Quick Reference Guide

Thank you for purchasing NEC "SL1100" 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 Supplier / System Administrator and make a note of any differences.

Using Your Telephone

■ IP4WW-()*TXH-B TEL

Handset

Speaker

Exit Key

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

Call Indicator Lamp

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

Alphanumeric Display

The LCD has 3 lines, 24 characters with backlight.

Soft Keys

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

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.

Programmable Function Keys

Flexible Line keys or Feature Keys assigned by the System Administrator.

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.

Mute (Microphone) Key

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

DND Key (Do Not Disturb)

Setup a Do Not Disturb if pressed during a call.

Clear/Back Key

Press this key to cancel the current action or delete a character.

Cursor Key

Access various features with simple operation.

HOLD Key

Press this key to place an internal or external call on hold.

Volume (UP) Key

Incoming Call History Key

Redial Key

Enter Key

Directory Functions or Volume (DOWN) Keys

Dial Keys

Speaker Key

Controls the built-in speaker which can be used for Handsfree dialing/ monitoring. LED on key lights when key is active.

* 12 Programmable Function Keys are available for IP4WW-12TXH-B TEL.

** 24 Programmable Function Keys are available for IP4WW-24TXH-B TEL.

** The illustration shows IP4WW-24TXH-B TEL.

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Basic Operation

To adjust handset volume

Press the Volume (UP) or (DOWN) keys during a call.

To adjust speaker volume

Press Volume (UP) or (DOWN) keys during a handsfree call.

To adjust ring tone volume

Press Volume (UP) or (DOWN) keys while the phone is ringing.

Programmable Function Keys

Ask your System Administrator for operation specific to your system.

Making Internal Calls

1. Lift the handset or press the Speaker key to receive dial tone.
2. Dial the extension number of the required party.

Making Outside Calls

1. Press the Line key to access the specific outside line.
or
Lift the handset
or
Press the Speaker key and dial the line access code.
2. Dial the telephone number of the required party.

* Ask your System Administrator for the line access code.

Redialing a Previous Number

1. Press the Redial key – your last dialed call is displayed.
2. Press the (UP) or (DOWN) Cursor keys to scroll through your call list.
3. Press the Speaker key to make the call.

Incoming Call History

1. Press the Incoming Call History Key – your last incoming call is displayed.
2. Press the (UP) or (Down) Cursor keys to scroll through your call list.
3. Press the Speaker key to make the call.

Answering a Call

Your phone will ring and the Call Indicator Lamp will flash.

1. Lift the handset.
or
Press the Speaker key to answer by handsfree.

Placing a Call on Hold

1. Press the Hold key during a call.
2. Outside calls will flash at the Line key, Internal calls will flash at the Hold key.
3. Press the flashing key to retrieve the held caller.

Transferring a Call

1. Press the Transfer Key during a call.
2. Dial the extension number of the required party.
3. Press the Transfer Key to send the call through.
or
Wait for answer, announce the caller and press Transfer to send the call through.

Do Not Disturb

Block incoming calls to your extension.

1. (Idle condition) Press the DND key.
Dial 1 to block Outside calls.
Dial 2 to block Internal calls.
Dial 3 to block All calls.
Dial 4 to block Transferred calls.
Dial 0 to Cancel.