



NEC SL1100
TELEPHONE & VOICE MAIL
User Guide





TO USE ONE TOUCH KEYS

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

TO PROGRAM STATION SPEED DIAL

Display sets only.

- 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 **VMsg** soft key or dial **200**

Press **Greet** soft key or dial "0" and "4" To record greeting

Press **Gr1** soft key or dial "1" to record greeting 1

Follow instructions for recording greeting

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

Press **Back** soft key or #again

Press **More** soft key and Rec Name soft key or dial "0" and dial "76" to record name

Follow instructions for recording name

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

To assign a security code,

Press **More** soft key or dial "0"

Press **Code** soft key or dial "67"

Follow instructions for changing

Security code



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
	7
Leave a message	7
Main menu of features	0
Mailbox Greeting	4
	7
Record Name	6
	6
Security Code	7
	8
Time and Date	4
While listening to a message	
	6
Forward a message	3
	7
Save a message	2
Erase a message	3
Listen to next	5
Rewind	2



	2
Repeat	2
Fast forward	4
Mailbox Options	0
	2
Auto Time/Date Stamp	8

Soft Keys are located under the display TO ADJUST CONTRAST ON DISPLAY

- Press the MENU soft key, dial 20, press the SELECT soft key, press SELECT again, use the UP and DOWN soft key to adjust contrast

TO ADJUST SPEAKER VOLUME

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

TO ADJUST HANDSET VOLUME

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

TO ADJUST RING TONE/VOLUME

- Press the MENU soft key, dial 10, press the SELECT soft key, press SELECT again, use the up/down soft key in the display to adjust volume

TO CHANGE RING TONE

- Dial 720
- Press 1 for internal or 2 for external
- Using the key pad enter 1 thru 8 to hear the different ring tones
- Press Speaker to save



TO PLACE A CALL

- Lift handset or press **SPEAKER** key.
- **For internal call** – dial 3-digit extension.
- **For outside call** – select line or dial 9 + 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 **TRANSFER** key.
- Dial extension where call is to be transferred.
- Hang up, or supervise call (optional) then hang up.

DIRECT TRANSFER TO VOICE MAIL

- While on a call, press **TRANSFER** key, enter destination extension + **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.

CONFERENCE CALL

- While on a call, press **MORE** soft key
- Press the **CONF soft** key.
- Dial second number you wish to conference.
- 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

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

CALL FORWARDING ALL - CANCEL

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

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 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