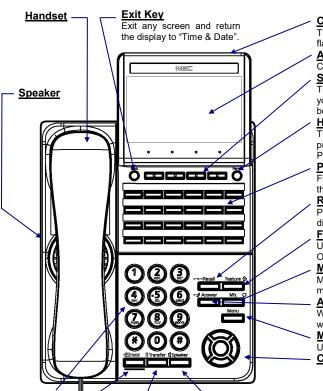
SL2100 IP Multiline Terminal Quick Reference Guide

Thank you for purchasing NEC "SL2100" system.

Due to the flexibility built into the system, your Dialling 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

■ ITK-24CG TEL



Call Indicator Lamp

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

Alphanumeric Display

Colour display with backlight

Soft Keys

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

Recall Key

Press key to finish an outside call and hear the dial tone.

Feature Kev

Used to activate any features and to program One-Touch Speed Dial Kevs.

MIC Key

Mute Handsfree Microphone. Key lights when microphone is muted.

Answer Key

When the LED is ON, press the key to answer a waiting call.

Menu Key

Used to access Terminal Settings.

Cursor Keys

Dial Keys

HOLD Key

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

Transfer Key

Controls the built-in speaker Allows the extension which can be used for user to transfer Handsfree dialling/ monitoring. established calls to Lamp on key lights when key another extension.

Speaker Key

Incoming Call History key

Kev

Redial Kev Enter

Scroll / Volume (UP) Key

Directory Functions or Scroll / Volume (DOWN)

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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.

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.

Lift the handset

Press the Speaker key and dial the line access code. (Default: dial 0)

- 2. Dial the telephone number of the required party.
- Ask your System Administrator for the line access code.

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 **Redial key** to make the call.

Answering a Call

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

1. Lift the handset.

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.

Redialling 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 **Redial** key to make the call.

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.

Wait for answer, announce the caller and press **Transfer** to send the call through.



Additional Operation

Conference

With a call in progress (Internal or External)

- 1. Press the Conf soft key.
- 2. Dial an Internal or External number.
- 3. When the third party answers, press the **Add** soft key.
- 4. Press the **Begin** soft key to begin the Conference.
- 5. A three way conference is now established.
- Any party may exit the conference by hanging up. The two parties will remain connected, as long as one of the remaining parties is internal.

Camp On/ Callback

If you dial a busy extension:

- 1. Dial **750** and hang up.
- 2. Replace the handset.

During this time you may make and receive calls

- When both extensions are free, your phone will ring.
- Lift the handset and the other extension will ring.

To Cancel:

- 1. Lift the handset and dial access code 770.
- →The access codes are default only, and may have been changed for your system.

Call Forward - Immediately

Forwards all calls immediately.

To Set:

- 1. Lift the handset and dial the Call Forward All Access code **741**.
- 2. Dial 1 to set.
- 3. Dial the destination number.
- 4. Replace the handset.

To Cancel:

- Lift the handset and dial the Call Forward All Access code 741.
- 2. Dial 0 to cancel.
- 3. Replace the handset.

➡The access codes are default only, and may have been changed for your system.

Call Forward - Busy

Forwards calls when your extension is busy. **To Set:**

- 1. Lift the handset and dial 742.
- 2. Dial 1 to set.
- 3. Dial the destination number.
- 4. Replace the handset.

To Cancel:

- 1. Lift the handset and dial 742.
- 2. Dial 0 to cancel.
- 3. Replace the handset.
- ➡The access codes are default only, and may have been changed for your system.

Call Forward - No answer

Forwards calls only after the call forward no answer timer expires.

To Set:

- 1. Lift the handset and dial the Call Forward No answer Access code **743**.
- 2. Dial 1 to set.
- 3. Dial the destination number.
- 4. Replace the handset.

To Cancel:

- 1. Lift the handset and dial the Call Forward All access code **743**.
- 2. Dial 0 to cancel.
- 3. Replace the handset.
- ➡The access codes are default only, and may have been changed for your system.

Additional Operation

Call Pick Up

To intercept a call to a co-worker's extension:

- 1. Pick up the handset or press Speaker key
- 2. Dial Service Code **
- 3. Dial number of extension whose call you want to intercept

For answering ringing extensions not in your group:

- 1. Lift the handset and dial **768** + ringing extension Group number.
- →The access codes are default only, and may have been changed for your system.

Programming Speed Dial Numbers

To store a Speed Dial number:

- Press the **Speaker** key and dial **753** (for system) or **754** (for group).
- 2. Dial the speed dial bin number (000-899).
- ⇒Bins 000-899 are assigned by default and these values can be changed via system programming.
- 3. Dial telephone number you want to store (Up to 36 digits).
- 4. Press the Hold key.
- 5. Enter name using dial pad.
- 6. Press the **Hold** key.

To dial a system Speed Dial number:

- 1. Without lifting the handset, press the **Directory** key on the bottom Cursor key.
- 2. Press the **(UP)** or **(DOWN)** Cursor keys to search for the required number.
- 3. Go Off-hook to dial out.
- ➡The access codes are default only, and may have been changed for your system.

Do Not Disturb

Block incoming calls to your extension.

- 1. Press the Speaker key and dial 747.
- 2. 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.

Selectable Ring Tone

To Change your Extension Incoming Ring Tone:

In idle state (on hook) press Speaker key.

- 2. Dial Service Code 720.
- 3. Dial **1** to set Intercom ringtone; **2** to set trunk ringtone.
- 4. For Intercom Ring:

Dial the code for the ring pattern you want to set (1~8 (2W Digital/IP Multiline Terminal)).

5. For Trunk Ring:

Dial code for the ring pattern you want to set (Ring 1~3, Melody 4~8).

If you select Ring 1~3, a second screen prompts for the tone pattern (1~4). (2W Digital/IP Multiline Terminal).

6. Press Speaker key to hang up.

Programmable Function Keys

Contact your System Administrator for operations specific to your system.

Shortcut Menu

The user can access the shortcut menu by

