

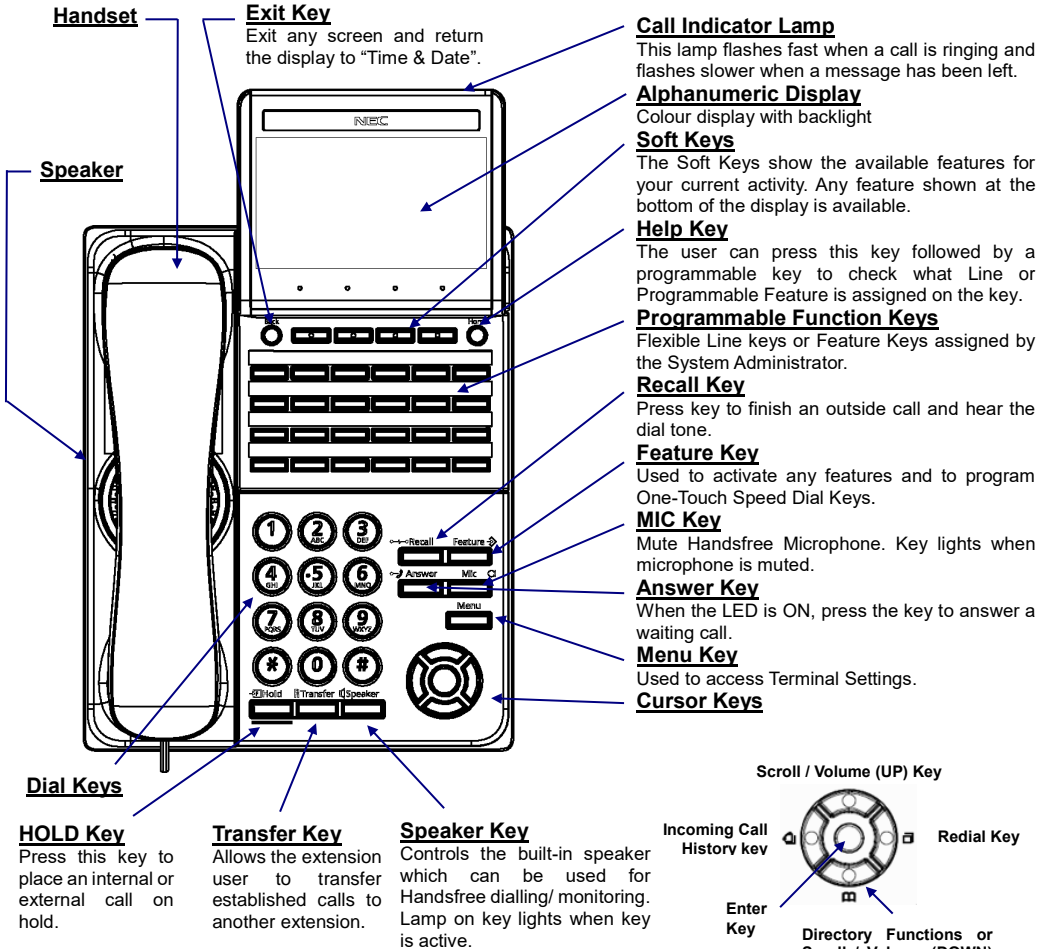
# SL2100 IP Multiline Terminal Quick Reference Guide

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



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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.  
or  
Lift the handset  
or  
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.  
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.

### 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.  
or  
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
3. When both extensions are free, your phone will ring.
4. 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:**

1. 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:**

1. 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.
- Dial Service Code **720**.
- 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

