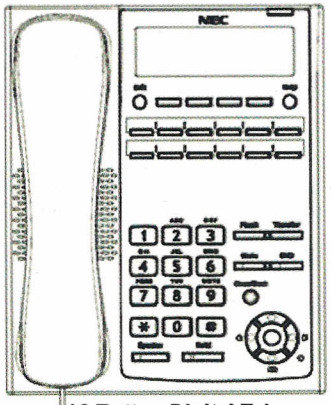
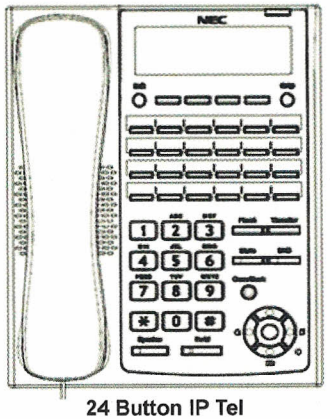


12 Button Digital Tel



24 Button IP Tel

FUNCTION KEYS

Call Indicator Lamp

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

Alphanumeric Display

The LCD has 3 lines, 24 characters with backlight.

Exit

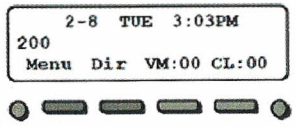
Exit any screen and return the display to "Time and Date".

Help Key

Explanations of Programmable Keys can be called up on the LCD by pressing and holding the **Help** key plus a programmable key.

Soft Keys

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



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 (Do Not Disturb) Key

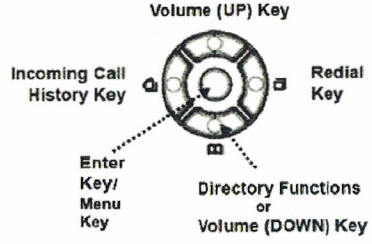
Set up a Do Not Disturb if pressed during a call.

Clear/Back Key

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

Cursor Key

Access various features with simple operation.



Speaker

Controls built-in speaker, which can be used for Hands Free Dialing/Monitoring. LED on key lights when key is active.

Hold

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

SL1100

NEC

IP4WW-12TXH-B TEL Digital Telephone IP4WW-24TIXH-B TEL IP Telephone Reference Sheet

MAKE A CALL

- ❑ Lift the Handset or press **Speaker**.
- ❑ Dial the required number.

(For external calls, dial 9 first)

NOTE:

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

LAST NUMBER REDIAL

- ❑ Without lifting handset, press the **REDIAL** button.
- ❑ Press the Cursor key left/right to search the required number.
- ❑ Press the **Speaker** key or lift the handset to initiate the call.

HOLD

Ask the caller to please hold:

- ❑ Press the **Hold** key – held key flashes.
- ❑ You may replace handset if you wish.

To retrieve a call:

- ❑ Lift the handset.
- ❑ Press the flashing line.

NOTE:

For exclusive hold – press **Feature** + **Hold**.

VOICECALL

Allows a user to intercom other digital handsets.

- ❑ Lift the handset and dial extension number.
- ❑ Press **Voice** soft key and speak over the intercom.

TRANSFER

With a call in progress:

- ❑ Press the **Transfer** key.
- ❑ Dial an extension or external number and announce the call (optional).
- ❑ Replace the handset.

NOTE:

If the called extension is busy or does not answer, press the **Flashing key** to return to your caller. If the extension does not accept the call, ask them to hang up and your call is returned.

CONFERENCE

With a call in progress (internal or external)

- ❑ Press the **Conf** soft key.
- ❑ Dial an internal or external number.
- ❑ When the third party answers, press the **Add** soft key.
- ❑ Press the **Begin** soft key to begin the Conference.
- ❑ A three way conference is now established.

NOTE:

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.

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ANSWER A SECOND CALL

Answer Hold allows a multiline terminal user to press the flashing Answer Key to answer an incoming ringing call or a Camp-On call. When the multiline terminal user is already answering a call, the first call is automatically placed on hold.

- ❑ Receive a CO/DID/DIL incoming ring, the Answer key flashes.
- ❑ Press **Answer** to access the new call, the Answer LED goes out and the original call is put on hold.
- ❑ If additional calls are received, press **Answer** to place the current call on hold and connect to the next call as long as Call Appearance Keys and/or CO line keys are available.

CALLBACK

If you dial a busy extension:

- ❑ Dial **#** and hang up.
- ❑ 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:

- ❑ Lift the handset and dial access code **770**.

NOTE:

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

CALL FORWARD – ALL

Forwards all calls immediately.

To Set:

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

To Cancel:

- ❑ Lift the handset and dial **741**.
- ❑ Dial **0** to cancel.
- ❑ Replace the handset

NOTE:

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:

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

To Cancel:

- ❑ Lift the handset and dial **743**.
- ❑ Dial **0** to cancel.
- ❑ Replace the handset.

NOTE:

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:

- ❑ Lift the handset dial **742**.
- ❑ Dial **1** to set.
- ❑ Dial the destination number.
- ❑ Replace the handset.

To Cancel:

- ❑ Lift the handset and dial **742**.
- ❑ Dial **0** to cancel.
- ❑ Replace the handset.

NOTE:

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

CALL PICK UP

To answer a ringing extension in your group:

- ❑ Lift the handset and dial ***#**.

For answering ringing extensions not in your group:

- ❑ Lift the handset, dial **768** plus ringing extension number.

NOTE:

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

PROGRAMMING SPEED NUMBERS

To store a Speed Dial number (display telephones only):

- ❑ Press **Speaker**.
- ❑ Dial **753** (for system).
- ❑ Dial the speed dial bin (000 ~ 899).

NOTE:

Bins 000 ~ 899 are assigned by default and these values can be changed via system programming.

- ❑ Dial telephone number you want to store (up to 24 digits).
- ❑ Press **Hold**.
- ❑ If desired, enter name using dial pad.
- ❑ Press **Hold**.
- ❑ Press **Speaker** to hang up.

To dial a System Speed Dial number:

- ❑ Without lifting the handset, press the **Directory** key (Bottom Cursor key).
- ❑ Press the **Cursor** button up or down to search for the required number.
- ❑ Go Off-hook to dial.

NOTE:

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

DISPLAY

To adjust the display:

- ❑ Press the **Menu** key (Center Cursor Key).
- ❑ Dial **21** on the dial pad
- ❑ Press the **Select** soft key
- ❑ Use the cursor bottom up or down to adjust the display contrast.
- ❑ When finished press the **Speaker** key.

SPEAKER/RECEIVER VOLUME

To adjust the Speaker/Receiver volume:

Press the **Cursor** button up or down during conversation.

RINGER VOLUME

To adjust the ringer volume:

Press the **Cursor** button up or down during ringing.

SHORTCUT MENU

The user can access the shortcut menu by pressing the **Enter** key (center cursor button).

SL1100 InMail Quick Reference Sheet for Multiline Display Telephone

Using Dial Pad

TO SET UP YOUR INMAIL VOICE MAILBOX

- ❑ Dial the voice mail pilot number _____
- ❑ Enter your mailbox number _____

Once You Are In Your Mail Box Perform the Following Steps:

TO RECORD PERSONAL GREETING

- ❑ Press **4** . . . . . to access the greeting menu
- ❑ Press **1** . . . . . to select your main greeting
- ❑ Press **2** or **3** . . . . . to select an alternate greeting
- ❑ Press **7** . . . . . to record a new greeting

Sample Greeting: *You have reached the voice mail of _____. Please leave your name and call back number (s) and I will return your call as soon as possible. For immediate assistance press zero. Thank you.*

TO RECORD YOUR NAME

- ❑ Press **76** . . . . . to access recording menu
- ❑ Press **7** . . . . . to record name
- ❑ Press **#** . . . . . to exit

TO SET SECURITY CODE

- ❑ Press **67** . . . . . to access the security code menu
- ❑ Press **7** . . . . . to enter the new security code
- ❑ Press **#** . . . . . to return to previous menu

CHECKING VOICE MAIL

Call Your Mailbox from Your Extension:

- ❑ Dial the voice mail pilot number _____
- ❑ Enter your mailbox number _____
- ❑ Enter your security code (if set)

Call Your Mailbox from Outside the Company:

- ❑ Dial the company phone number that directly reaches your voice mail _____
- ❑ Wait for Auto Attendant to answer.
- ❑ Press **#** and your mailbox number _____
- ❑ Enter security code (if set)

After the Voice Mail Answers:

- ❑ Press **5** . . . . . .to listen to your message
- ❑ Press **77** . . . . . .to leave a message
- ❑ Press **0** . . . . . .for complete main menu of features

While Listening to Your Message(s)

- ❑ Press **3** . . . . . .to delete your message
- ❑ Press **5** . . . . . .to listen to your message(s)
- ❑ Press **#** . . . . . .to exit listen mode

While Listening to a Message:

- ❑ Press **73** . . . . . .to record a reply for the message sender
- ❑ Press **63** . . . . . .to forward the message to a co-worker
- ❑ Press **62** . . . . . .to make a return call to the message sender
- ❑ Press **#** . . . . . .to exit listen mode
- ❑ Press **84** . . . . . .to hear the time and date the message was sent
- ❑ Press **72** . . . . . .to archive (save) the message to your mailbox
- ❑ Press **3** . . . . . .to delete message
- ❑ Press **5** . . . . . .to listen to the next message
- ❑ Press **2** . . . . . .to back up then continue listening
- ❑ Press **22** . . . . . .to back up to the beginning and listen to the message
- ❑ Press **4** . . . . . .to go forward then continue listening
- ❑ Press **✱** . . . . . .to pause and resume listening
- ❑ Press **16** . . . . . .to select a list of new messages
- ❑ Press **17** . . . . . .to select list of archive messages
- ❑ Press **12** . . . . . .to select list of all messages
- ❑ Press **9** . . . . . .to exit mailbox

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TO TRANSFER YOUR ACTIVE CALL TO A CO-WORKER'S MAILBOX

- ❑ Press **Transfer** key.
- ❑ Dial the co-worker's extension number.
- ❑ Dial **8**.
- ❑ (Optional) Leave message and press **#**.
- ❑ Hang up.

TO REDIRECT MESSAGE TO CO-WORKER'S MAILBOX

- ❑ Press **63**.
- ❑ (Optional) Leave message and press **#**.
- ❑ Press **✱** to skip recording and redirect message immediately.
- ❑ Dial co-worker's mailbox number.
- ❑ Press **#** to exit message.

Sending Calls to a Mailbox

TO FORWARD CALLS TO YOUR MAILBOX

To Forward All Incoming Calls to Your Mailbox:

- ❑ Press the **Speaker** key.
- ❑ Dial **741**.
- ❑ Dial **1** to set.
- ❑ Dial the **VM Pilot number**.
- ❑ Hang up.

To Forward Incoming Calls to Your Mailbox When Your Phone Is Busy:

- ❑ Press the **Speaker** key.
- ❑ Dial **742**.
- ❑ Dial **1** to set.
- ❑ Dial the **VM Pilot number**.
- ❑ Hang up.

To Forward Incoming Calls to Your Mailbox When You Do Not Answer:

- ❑ Press the **Speaker** key.
- ❑ Dial **743**.
- ❑ Dial **1** to set.
- ❑ Dial the **VM Pilot number**.
- ❑ Hang up.

To Forward Incoming Calls to Your Mailbox When Your Phone is Busy or You Do Not Answer:

- ❑ Press the **Speaker** key.
- ❑ Dial **744**.
- ❑ Dial **1** to set.
- ❑ Dial the **VM Pilot number**.
- ❑ Hang up.

CANCEL FORWARDING TO VOICE MAIL

To Cancel Forwarding All Incoming Calls to Your Mailbox:

- ❑ Press the **Speaker** key.
- ❑ Dial **741**.
- ❑ Dial **0** to set.
- ❑ Hang up.

To Cancel Forwarding Incoming Calls to Your Mailbox When Your Phone is Busy:

- ❑ Press the **Speaker** key.
- ❑ Dial **742**.
- ❑ Dial **0** to set.
- ❑ Hang up.

To Cancel Forwarding Incoming Calls to Your Mailbox When You Do Not Answer:

- ❑ Press the **Speaker** key.
- ❑ Dial **743**.
- ❑ Dial **0** to set.
- ❑ Hang up.

To Cancel Forwarding Incoming Calls to Your Mailbox When Your Phone is Busy or You Do Not Answer:

- ❑ Press the **Speaker** key.
- ❑ Dial **744**.
- ❑ Dial **0** to set.
- ❑ Hang up.