Please read this manual carefully before operating this product and save this manual for future use.
Before using Your Terminal...

Thank you for purchasing NEC SL2100 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 NEC Authorized Supplier / System Administrator and make a note of any differences.

Installing the Handset and Line Cord

When installing the handset:
1. Make sure the handset cord is plugged into the handset jack on the telephone base.
2. The line cord routes through the channel on the telephone base.
3. Alternatively the line cord can route through the channel on the telephone legs.

Adjust the two-position Viewing Angle

To set the low viewing angle position:
1. Fold the legs all the way back.

To set the high viewing angle position:
1. Flip up the two leg supports.
2. Fold the legs back until the supports contact the base.

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Using Your Terminal

**Handset**

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

**Dial Keys**

**Speaker**

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

**Volume (UP) Key**

**Redial Key**

**Enter Key**

**Incoming Call History Key**

**Directory Functions or Volume (DOWN) Key**

**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.

**DND Key (Do Not Disturb)**
Setup a Do Not Disturb during a call or in idle state.

**Mute (Microphone) Key**
Mute handset or Handsfree Microphone. LED lights when microphone is muted.

**Clear/Back Key**
Press this key to cancel the current action or delete a character.

**Cursor Key**
Access various features with simple operation.

**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.

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

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

**Cursor Key**
Access various features with simple operation.

Handsfree Options

- Handsfree lets you place and answer calls by pressing "Speaker" instead of using the handset.
- With Automatic Handsfree, you can press a Speaker Key without lifting the handset. Normally, you have Automatic Handsfree.
- Use Handsfree Answerback to answer a voice-announced Intercom call by speaking toward your phone without lifting the handset.

* 12 Programmable Function Keys are available for IP7WW-12TXH-B1 TEL.
  24 Programmable Function Keys are available for IP7WW-24TXH-B1 TEL.
** The illustration shows IP7WW-24TXH-B1 TEL.
For Your Convenience

Programmable Function Keys

Programmable Function Keys can be assigned as “Trunk” Key and/or other Function Keys. You can just press the function key to activate the assigned function without dialing the Service Code.

- There are 2 levels of Function Keys. (General Keys : assigned by 751, Appearance Keys : assigned by 752)
- Appearance Keys have priority. You can overwrite the Appearance Key at the General Key.
- If you want to overwrite the General Key at the Appearance Key, you have to erase the Appearance Key by dialing “752 + 000” before General Key assignment.
- In the default setting, Programmable Function Key No. 1 to 12 is assigned as “Trunk” Key. If you want to assign Function Keys (General) at the unused Trunk Keys, these unused keys should be erased by “752 + 000” operation.
- Programmable Function Keys can be erased by dialing “752 + 000” or “751 + 00”.
- Programmable Function Keys can be assigned by Soft Key operation as well.

DSS / One-Touch Keys

Programmable Function Keys can be assigned as DSS (Direct Station Selection) or One-Touch Keys. You can place an Outside / Intercom Call by just pressing this key without dialing the number.

- To change the Trunk Access Code, Ask your NEC Authorized Supplier for the details.
- In the default setting, Programmable Function Key No. 1 to 12 is assigned as “Trunk” Key. If you want to assign DSS Keys at the unused Trunk Keys, these unused keys should be erased by “752 + 000” operation before the above operation.
- For the DSS Key, the extension status can be indicated on the BLF. (idle : extinguished, Busy : lit)
- When you register a telephone number, the Trunk Access Code should be added in front of the number.
- Up to 36 digits dialing can be registered, but the name can not be registered.
- If you want to continue the operation, press Programmable Function Key instead of Speaker Key to finish.
- One-Touch Keys can be assigned by Soft Key operation as well.
For Your Convenience

■ Abbreviated Dial (Speed Dial) Registration

- The number of digits dialed for Bin No. depends on the system setting. (0-9<Only Group ABB> / 00-99 / 000-999)
- System setting is necessary for Group ABB function. Ask your NEC Authorized Supplier for the details.
- Name can be entered by Dial Pad Keys. (See below)
- Up to 36 digits dialing can be registered, and up to 12 characters can be registered as name.
- If you want to continue the operation, dial Bin No. instead of Speaker Key to finish.
- You can skip to enter the name. (No enter any character, then press “Hold” Key).
- You can erase the registered number & name by pressing “Exit” Key after dialing Bin No..
- Common Abbreviated Dial can be registered using Soft Key / Cursor Key operations..

■ Entering Alphanumeric Characters

When you enter a name, use Dial Pad Keys to enter letters as below. For example, press “2” key once for “A”, twice for “B”, etc…

Accepts a character and move the cursor one place to the right. Press twice to insert a “space”.
Clear/Back Clear the character entry to the left, one character at a time. (Backspace)
Placing Calls

■ Place an Outside Call <Quick Access>

- Listen to the Dial Tone before dialing a Telephone Number.
- You can have function keys for Trunks or Trunk Groups. Ask your NEC Authorized Supplier for the details.

■ Place an Outside Call <Access by Code>

- To change the Trunk Access Code, Ask your NEC Authorized Supplier for the details.
- Listen to the Dial Tone before dialing a Telephone Number.
- If the Trunk Group number is greater than 10, you should enter 2 digits (e.g. 11: Group 11) after dialing “704”. Ask your NEC Authorized Supplier for the details.
- Ask your NEC Authorized Supplier for the Trunk Number dialing digits.

■ Place an Intercom Call <Dial Access>

- Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialing “1” changes voice/ring mode. (in case the destination is Multi-line Terminal)
**Placing Calls Quickly**

### Directory Dialing

- After searching the desired destination, press “Enter” Key to confirm the telephone number before lifting the handset, if necessary.
- You can enter more Characters (up to 12) to make desired destination's search even more specific.
- You can also search the desired destination without entering the Characters. (press Cursor Keys only)
- To cancel the Directory Dialing operation, press “Clear/Back” Key.
- Directory Dialing can be activated by Soft Key operation as well.

### Last Number Dialing

- The system retains the last 10 numbers dialed which can be reviewed and redialed.
- To cancel the Redial List operation, press “Clear/Back” Key.

### Callback by Received Number

- Caller-ID function is required to use this operation for outside calls. Ask your NEC Authorized Supplier for more details.
- To cancel the Callback operation, press “Clear/Back” Key.
## Placing Calls Quickly

### Abbreviated (Speed) Dialing <for Outside>

- **Common ABB**
  - Speaker
  - Common ABB Key
    - #2
    - (SC751+27)
  - Common ABB Bin Number
    - 
  - Phone

- **Group ABB**
  - Speaker
  - Group ABB Key
    - #4
    - (SC751+28)
  - Group ABB Bin Number
    - 
  - Phone

- The digit of Bin No. depends on the system setting. (0-9 <Only Group ABB> / 00-99 / 000-999)
- Telephone Numbers shall be pre-registered to the system.
- System setting is necessary for Group ABB function. Ask your NEC Authorized Supplier for the details.
- When you assign the Common ABB Key on the Programmable Function Key, “Press HOLD” is required after dialing the Function Code 27.

### One-Touch / DSS Call

- On-Hook Condition
  - One-Touch / DSS Key
    - #
    - (SC751+01)
  - Phone

- Telephone / Extension number should be pre-registered to a One-Touch / DSS Key.
- Trunk Access Code should be added in front of the Telephone number.
If your call doesn’t go through…

**Set Camp On / Callback**

- Camp On  Intercom Call - when you hear ringing, wait for the called party to answer.
  Outside Call - when you hear Dial Tone, begin telephone number dialing.
- Callback   Intercom Call - when your terminal starts the ringing, lift handset and wait for the called party to answer.
  Outside Call - when your terminal starts the ringing, lift handset, hear Dial Tone, and begin telephone number dialing.
- This function is applicable in case all trunks are busy condition. (not applicable for dialed outside party busy)

**Cancel Camp On / Callback**

- During calling (No Answer) : Press “More” to find “Camp”

**Repeat Dialing <Outside Call Only>**

- When the Repeat Dialing is set, Repeat Dial Key shall flash and the system automatically and periodically redials a call. Repeat duration is programmable. Ask your NEC Authorized Supplier for the details.
- You should lift the handset when the called party answered.
- Press flashing Repeat Dial Key to cancel.
If your call doesn’t go through…

**Set a Message Waiting**

- When you set a MW, the called party’s Indicator displays as per setting.

**Answer a Message Waiting (Your terminal’s Indicator displays as per setting)**

- When you answer a MW, the Indicator automatically goes off when the called party answers.
- If multiple message are in queue, you can select the desired party by pressing Up key after dialing “*, 0”, if several number of Message Waiting has been set.

**Cancel Message Waiting**

- Individual Cancel (Originated extension)
- All Cancel (At any extension)
Answering Calls

- **Answering an Outside Call**

  - Confirm the status of Mute Key if you want to answer by Handsfree. (Mute On : LED On, Mute Off : LED Off)

- **Answering an Intercom Call**

  - Intercom Call Mode (Signal or Voice) can be set at your terminal by:
    - “Signal”: Speaker -> 723  “Voice”: Speaker -> 721
  - Confirm the status of Mute Key if you want to answer by Handsfree. (Mute On : LED On, Mute Off : LED Off)

- **Picking up a Call for other Extensions**

  - System setting is necessary to create a Call Pickup Group. Ask your NEC Authorized Supplier for the details.
Hold / Transferring Calls

■ Holding a Call / Retrieving a Held Call

- When on an Intercom, the call is held as “Exclusive Hold” on your terminal.
- This operation puts your outside call on System Hold. Other extension users can take the call off Hold.

■ Holding a Call Exclusively

- This operation puts your outside call on Exclusive Hold. Other extension user can not take the call off Hold.

■ Retrieve a Held Outside Call

- Ask your NEC Authorized Supplier for the details about your Trunk Number dialing digits.

■ Transferring a Call to the other Extension

- If your terminal has DSS/One-Touch key, just press it instead of “HOLD” and “Extension Number” dialing.
For more Convenient Use…

**Do Not Disturb (DND)**

- When you set DND function, DND Key shall be lit and the Internal Dial Tone pattern shall be changed.

<table>
<thead>
<tr>
<th>On-Hook Condition</th>
<th>DND</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DND : Trunk Incoming Call</td>
<td>DND : Intercom Incoming Call</td>
<td>DND : Trunk &amp; Intercom Incoming Call</td>
<td>DND : Transferred (CFW) Call</td>
<td>DND : Cancel</td>
</tr>
</tbody>
</table>

**Conference**

- You can repeat this operation to add more parties.
- You may be able to have up to 16 parties (include your terminal). You may need to adjust the volume level due to the Environment where calls are placed. Ask your NEC Authorized Supplier for the details.
For more Convenient Use…

### Call Forwarding / Follow Me

When you set Call Forward / Follow Me, the destination extension is displayed on the LCD, and the Internal Dial Tone pattern shall be changed (Call Forward / Follow Me can be set by Soft Key).

#### Call Forward Immediate

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 1</th>
<th>Set</th>
<th>Extension Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward Immediate Key</td>
<td>1</td>
<td>?</td>
<td>?</td>
</tr>
</tbody>
</table>

#### Call Forward when Busy

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 2</th>
<th>Set</th>
<th>Extension Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when Busy Key</td>
<td>1</td>
<td>?</td>
<td>?</td>
</tr>
</tbody>
</table>

#### Call Forward when No Answer

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 3</th>
<th>Set</th>
<th>Extension Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when No Answer Key</td>
<td>1</td>
<td>?</td>
<td>?</td>
</tr>
</tbody>
</table>

#### Call Forward when Busy / No Answer

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 4</th>
<th>Set</th>
<th>Extension Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when Busy / No Ans. Key</td>
<td>1</td>
<td>?</td>
<td>?</td>
</tr>
</tbody>
</table>

For more Convenient Use…
Call Forwarding / Follow Me (Cont’d)

**Call Forward Both Ring**
- Speaker
- On-Hook Condition
- Call Forward Both Ring Key
  - (SC751+14)
- Set
- Extension Number
- Cancel
- Speaker

**Call Forward Follow Me**
- Speaker
- On-Hook Condition
- Call Forward Follow Me Key
  - (SC751+15)
- Set
- Extension Number
- Cancel
- Speaker
### "Menu" Soft Key

The following table shows the menu structure of "Menu" Soft Key. You can reach the desired feature using the following operation.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Menu Code</th>
<th>Next Operation after pressing the “Select”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume Preferences</td>
<td>10</td>
<td>Press “Down” or “Up” to adjust the selected option.</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Ring</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Off-Hook Ring</td>
</tr>
<tr>
<td>Display Preferences</td>
<td>20</td>
<td>Press “Down” or “Up” to adjust the selected option.</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Contrast</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Minimum Brightness</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Maximum Brightness</td>
</tr>
<tr>
<td>Feature Preferences</td>
<td>30</td>
<td>For the selected option, press “On” (enable) or “Off” (disable).</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>Voice Announce</td>
</tr>
<tr>
<td></td>
<td>32</td>
<td>Handsfree Reply</td>
</tr>
<tr>
<td></td>
<td>33</td>
<td>Automatic Call Timer</td>
</tr>
<tr>
<td></td>
<td>34</td>
<td>Preview Dial</td>
</tr>
<tr>
<td></td>
<td>35</td>
<td>Illuminated Dialpad</td>
</tr>
<tr>
<td></td>
<td>36</td>
<td>Auto Call Screening</td>
</tr>
<tr>
<td></td>
<td>37</td>
<td>Incoming Page</td>
</tr>
<tr>
<td></td>
<td>38</td>
<td>Ringing Line Preference</td>
</tr>
<tr>
<td>Ring Preferences</td>
<td>40</td>
<td>Press “&lt;&lt;” or “&gt;&gt;” to select and save option.</td>
</tr>
<tr>
<td></td>
<td>41</td>
<td>Intercom</td>
</tr>
<tr>
<td></td>
<td>42</td>
<td>Line Keys</td>
</tr>
<tr>
<td></td>
<td>43</td>
<td>Each Line Keys</td>
</tr>
<tr>
<td>Key Assignments</td>
<td>50</td>
<td>Press “&lt;&lt;” or “&gt;&gt;” to select and save option.</td>
</tr>
<tr>
<td></td>
<td>51</td>
<td>Feature Keys</td>
</tr>
<tr>
<td></td>
<td>52</td>
<td>Primeline Key</td>
</tr>
<tr>
<td>Call Forwarding</td>
<td>60</td>
<td>Press “Set” or “Cancel”, enter the destination and select option to save.</td>
</tr>
<tr>
<td></td>
<td>61</td>
<td>Immediate</td>
</tr>
<tr>
<td></td>
<td>62</td>
<td>Ring No Ans</td>
</tr>
<tr>
<td></td>
<td>63</td>
<td>Busy No Ans</td>
</tr>
<tr>
<td></td>
<td>64</td>
<td>Call Forward AME</td>
</tr>
<tr>
<td></td>
<td>65</td>
<td>Display Message</td>
</tr>
<tr>
<td></td>
<td>66</td>
<td>Follow Me</td>
</tr>
<tr>
<td></td>
<td>67</td>
<td>Both Ring</td>
</tr>
<tr>
<td>Speed Dial</td>
<td>70</td>
<td>Enter Bin number and Phone number, Name and save.</td>
</tr>
<tr>
<td></td>
<td>71</td>
<td>Personal Speed Dial</td>
</tr>
<tr>
<td></td>
<td>72</td>
<td>Company Speed Dial</td>
</tr>
<tr>
<td>Name and Language</td>
<td>80</td>
<td>For Name, enter the name using Alphanumeric Characters, For Language, press “&lt;&lt;” or “&gt;&gt;” to select and save.</td>
</tr>
<tr>
<td></td>
<td>81</td>
<td>Extension Name</td>
</tr>
<tr>
<td></td>
<td>82</td>
<td>Display Language</td>
</tr>
<tr>
<td>Option Preferences</td>
<td>90</td>
<td>For Headset option, press “On” (enable) or “Off” (disable). For System / VoIPDB information (IP Address, MAC Address), press “Select”.</td>
</tr>
<tr>
<td></td>
<td>91</td>
<td>Headset Mode</td>
</tr>
<tr>
<td></td>
<td>92</td>
<td>Headset Voice Announce</td>
</tr>
<tr>
<td></td>
<td>93</td>
<td>System Information</td>
</tr>
<tr>
<td></td>
<td>94</td>
<td>VoIPDB Information</td>
</tr>
<tr>
<td></td>
<td>95</td>
<td>Not Used</td>
</tr>
<tr>
<td></td>
<td>96</td>
<td>IP Address Information</td>
</tr>
<tr>
<td></td>
<td>97</td>
<td>IP Phone log off</td>
</tr>
<tr>
<td></td>
<td>98</td>
<td>Change login password</td>
</tr>
<tr>
<td>Admin</td>
<td>00</td>
<td>For Time, Date and Extension Name, enter the Time, Date and Extension Number and Name to save. For Clear All Call Fwd, press “Yes”.</td>
</tr>
<tr>
<td></td>
<td>01</td>
<td>Time</td>
</tr>
<tr>
<td></td>
<td>02</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>03</td>
<td>Extension Name</td>
</tr>
<tr>
<td></td>
<td>04</td>
<td>Clear All Call Fwd</td>
</tr>
<tr>
<td></td>
<td>05</td>
<td>System Night Key Mode</td>
</tr>
</tbody>
</table>

It is possible to search the desired feature by pressing Cursor the Keys (Up / Down / Right / Left) several times instead of “Prev” or “Next” Soft Keys, or it's possible to access the desired feature directly by dialing the 2 digit Menu Code after pressing the "Menu" Soft Key.
Soft Keys Operation

■ “Dir” Soft Key

You can activate the Directory Dialing feature by pressing the “Dir” Soft Key.

Refer to Page 6 “Directory Dialing”

■ “VM” Soft Key (Option)

Number of new messages in your mailbox is displayed on the “VM” Soft Key; you can access your mailbox by pressing this key.

Press “More” to switch

Press “More” to switch

Soft Key Indication | Feature | Next Operation after pressing Soft Key
--- | --- | ---
Lstn | Listen to Left Messages | Press “Next” to play next message, press “Rplay” to repeat played message, press “Del” to delete played message. Press “More” for other Mailbox features.

Greet | Mailbox Greeting | Press one of “Gr1” / “Gr2” / “Gr3” to choose the desired personal greeting message, and press “Lstn” (Listen) / “Rec” (Record) / “Del” (Delete) to maintain it.

LvMsg | Leave Message | Start message recording and press “Done” to complete it. Dial extension number you want to send this message and press “Send”.

Setup | Mailbox Option Menu | Press “Code” (Security Code) / “Notify” (Message Notification) / “CallH” (Call Handling Option) / “ATime” (Auto Time Stamp) / “Order” (Playback Order) / “APlay” (Auto Play) maintain each mailbox option.

RcNam | Name Menu | Press “Lstn” (Listen) / “Rec” (Record) / “Del” (Delete) to maintain the Mailbox Name.

Page | Page Message Menu | Press “Lstn” (Listen) / “Rec” (Record) / “Del” (Delete) to maintain the Paging Message.

List | Message List | Press “All” / “New” / “Arch” to set the message listen mode (message list) which you want to listen.

Exit | Exit VM Menu | ---
## Soft Keys Operation

### “CL” Soft Key

Number of new unanswered calls is displayed on the “CL” Soft Key; you can access your Caller-ID List by pressing this key.

<table>
<thead>
<tr>
<th>Soft Key Indication</th>
<th>Feature</th>
<th>Next Operation after pressing Soft Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>All Calls List</td>
<td>See below</td>
</tr>
<tr>
<td>Unan</td>
<td>Unanswered Calls List</td>
<td>See below</td>
</tr>
<tr>
<td>Del</td>
<td>Delete List</td>
<td>Press “Yes” to delete all Caller-ID List. (or press “No” to cancel)</td>
</tr>
<tr>
<td>Exit</td>
<td>Exit from Summary</td>
<td>- - -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Soft Key Indication</th>
<th>Feature</th>
<th>Next Operation after pressing Soft Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call</td>
<td>Call to displayed number</td>
<td>Lift the handset to talk when the destination answered.</td>
</tr>
<tr>
<td>Store</td>
<td>Store displayed number</td>
<td>Press “STA” (Personal Speed Dial) or “Abb” (Common Abbreviated Dial), and dial Bin Number to store the displayed number with name. (Press Hold Key to save.)</td>
</tr>
<tr>
<td>Del</td>
<td>Delete displayed number</td>
<td>Next received Caller-ID shall be automatically displayed, and continue the Caller-ID Soft Key operation.</td>
</tr>
<tr>
<td>Edit</td>
<td>Edit displayed number</td>
<td>Press “&lt;-” or “-&gt;” to change the cursor position, press “DEL” to delete a digit, and dial new digit. (Press Hold Key to save.) Press “CNCL” to cancel Edit Mode.</td>
</tr>
<tr>
<td>Back</td>
<td>Return to Summary</td>
<td>Continue the Caller-ID Soft Key operation.</td>
</tr>
</tbody>
</table>

Press “VOL Up / Down” Keys to select the desired number.

Press “More” to switch

01: 12349876
2-6 13:19
Call Store Del More

01: 12349876
2-6 13:19
Edit Back More
### Soft Keys Operation

#### Soft Key Operations during Off-Hook condition

When you press the Speaker Key or lift the handset, you will see the following Soft Keys.

<table>
<thead>
<tr>
<th>Soft Key Indication</th>
<th>Feature</th>
<th>Next Operation after pressing Soft Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dir</td>
<td>Directory Dialing</td>
<td>Refer to Page 6 for Directory Dialing operation.</td>
</tr>
<tr>
<td>Page</td>
<td>Paging</td>
<td>Press &quot;InPg&quot; (Internal Paging) or &quot;ExPg&quot; (External Paging), and dial the Group/Zone number to page.</td>
</tr>
<tr>
<td>Pkup</td>
<td>Call Pickup</td>
<td>Press &quot;Pers&quot; for Extension Call Pickup. Press &quot;ExPg&quot; for External Paging pickup Press &quot;InPg&quot; for Internal Paging pickup</td>
</tr>
<tr>
<td>VM:00</td>
<td>Mailbox Access</td>
<td>Refer to Page 16 (VM Soft Key)</td>
</tr>
<tr>
<td>Barg</td>
<td>Barge-In</td>
<td>Dial the target extension number to barge in.</td>
</tr>
<tr>
<td>Save</td>
<td>Saved Number Dial</td>
<td>Saved number is dialed automatically. Wait for answer.</td>
</tr>
</tbody>
</table>

#### Soft Key Operations during Intercom Calling

During Intercom calling (called party does not answer yet), you will see the following Soft Keys.

<table>
<thead>
<tr>
<th>Soft Key Indication</th>
<th>Feature</th>
<th>Next Operation after pressing Soft Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW</td>
<td>Message Waiting</td>
<td>Message Waiting is set. Hang up to finish.</td>
</tr>
<tr>
<td>Rls</td>
<td>Hang Up</td>
<td>- - -</td>
</tr>
<tr>
<td>VMsg</td>
<td>Leave a Message (In-Mail) (Option)</td>
<td>Start recording your message.</td>
</tr>
<tr>
<td>Camp</td>
<td>Camp On / Callback</td>
<td>Camp On Wait for the system to call you back without hanging up. Callback Hang up and wait for the system to call you back.</td>
</tr>
</tbody>
</table>
### Soft Keys Operation

#### Soft Key Operations after establishing an Intercom Call

After establishing an Intercom call, access following feature using Soft Key.

<table>
<thead>
<tr>
<th>Soft Key Indication</th>
<th>Feature</th>
<th>Next Operation after pressing Soft Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lnd</td>
<td>Last Number Dialing</td>
<td>Last dialed number is dialed automatically. Wait for answer.</td>
</tr>
<tr>
<td>Save</td>
<td>Saved Number Dialing</td>
<td>Saved number is dialed automatically. Wait for answer.</td>
</tr>
<tr>
<td>Rls</td>
<td>Hang Up</td>
<td>- - -</td>
</tr>
<tr>
<td>Acct</td>
<td>Account Code Entry</td>
<td>Enter the Account Code.</td>
</tr>
</tbody>
</table>

Refer to Page 12 “Conference”

#### Soft Key Operations during Outside Call

When you seize a trunk for outgoing call, or you answered an incoming call, access following features using Soft Keys.

**Soft Key Operations during Outside Call**

- **Soft Key Indication**
- **Feature**
- **Next Operation after pressing Soft Key**

<table>
<thead>
<tr>
<th>Soft Key Indication</th>
<th>Feature</th>
<th>Next Operation after pressing Soft Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lnd</td>
<td>Last Number Dialing</td>
<td>Last dialed number is dialed automatically. Wait for answer.</td>
</tr>
<tr>
<td>Park</td>
<td>Park Hold</td>
<td>Press “Sys” (System Park) or “StaP” (Extension Park) to select type of Park Hold.</td>
</tr>
<tr>
<td>Trf</td>
<td>Transfer</td>
<td>Dial the desired extension number, or seize an idle trunk and place a call to transfer.</td>
</tr>
<tr>
<td>Conf</td>
<td>Conference</td>
<td>Dial the desired extension number, or seize an idle trunk and place a call to establish a conference. Press “Add” to invite the other party, or press “Add” and “Begin” to start a conference. Press “AnHd” to retrieve a held call.</td>
</tr>
<tr>
<td>Save</td>
<td>Save dialed Number</td>
<td>- - -</td>
</tr>
<tr>
<td>Time</td>
<td>Call Duration Time</td>
<td>Press “Time” again to turn off the Call Duration Time indication.</td>
</tr>
<tr>
<td>Rpt</td>
<td>Repeat Dialing</td>
<td>Repeat Dialing feature is set, and the system automatically places a call periodically. Wait for answer.</td>
</tr>
</tbody>
</table>
Cursor Keys Operation

■ Menu Structure when PRG15-02-60 is set to Advanced Mode 1

The following table shows the menu structure of the Cursor Keys. You can reach the desired menu by pressing Navigation Keys (Up / Down / Right / Left) or dial 3 digits for shortcut access after pressing the “Enter Key” to activate a menu.

<table>
<thead>
<tr>
<th>Menu Level</th>
<th>Menu Item</th>
<th>Menu Indentification</th>
</tr>
</thead>
<tbody>
<tr>
<td>100: Call History</td>
<td>110: Missed Call</td>
<td>111 - 11x: Missed Call Data</td>
</tr>
<tr>
<td></td>
<td>120: Received Call</td>
<td>121 - 12x: Received Call Data</td>
</tr>
<tr>
<td></td>
<td>130: Dialed Number</td>
<td>131 - 13x: Dialed Call Data</td>
</tr>
<tr>
<td>200: Contacts</td>
<td>210: Search Contact</td>
<td>211 - 21x: Name Started from</td>
</tr>
<tr>
<td></td>
<td>220: New Contact</td>
<td>221: Save Private Phone Book</td>
</tr>
<tr>
<td></td>
<td>230: Edit Contact</td>
<td>222: Save Common Phone Book</td>
</tr>
<tr>
<td></td>
<td></td>
<td>223: Save Group Phone Book</td>
</tr>
<tr>
<td></td>
<td></td>
<td>231 - 23x: Name Started from</td>
</tr>
<tr>
<td>400: User Features</td>
<td>410: Call Voice Mail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>420: Call Forward</td>
<td>421: All Calls</td>
</tr>
<tr>
<td></td>
<td></td>
<td>422: Both Ring</td>
</tr>
<tr>
<td></td>
<td></td>
<td>423: Busy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>424: No Answer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>425: Busy/ No Answer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>426: Follow-Me</td>
</tr>
<tr>
<td></td>
<td>430: Paging</td>
<td>431: Internal Zone</td>
</tr>
<tr>
<td></td>
<td>440: Dept.Grp login/out</td>
<td>432: External Zone</td>
</tr>
<tr>
<td></td>
<td></td>
<td>441: Join</td>
</tr>
<tr>
<td></td>
<td></td>
<td>442: Withdraw</td>
</tr>
</tbody>
</table>

The following table shows the menu structure of the Cursor Keys. You can reach the desired menu by pressing Navigation Keys (Up / Down / Right / Left) or dial 3 digits for shortcut access after pressing the “Enter Key” to activate a menu.
System setting is necessary to use Built-In Automated Attendant. Ask your NEC Authorized Supplier for the details.

- **Record / Listen / Erase Answering Messages**

  ![Diagram of Record / Listen / Erase Answering Messages]

  - Up to 100 types of messages can be recorded.
  - The Message length cannot exceed 4 minutes.
In-Mail (Voice Mail)

System setting is necessary to use In-Mail (Voice Mail) feature. Ask your NEC Authorized Supplier for the details.

Log-On to the In-Mail

While listening you can:

- Pause/Resume Listening
- Reenter mailbox number
- Send Message

While recording you can:

- Pause/Resume Recording
- End Recording

The mailbox options are:

- Security Code
- Message Notification
- Call Handling Option
- Auto Time Stamp
- Exit to Main Menu
- Auto Play Option
In-Mail (Voice Mail)

- Call Forward to Voice Mail

**Convenient Operation by Function Key**

<table>
<thead>
<tr>
<th>On-Hook Condition</th>
<th>Auto-Attendant Key</th>
<th>Press “Automated Attendant” Key several times to change the status. (All Calls -&gt; No Answer -&gt; Busy -&gt; Busy/No Answer -&gt; Cancel)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(SC751+79 + Ext No.)</td>
</tr>
</tbody>
</table>

**Forward All Incoming Calls**

Speaker

7 4 1

On-Hook Condition

Call Forward Immediate Key

(SC751+10)

Set

Voice Mail Pilot Number

Speaker

0

Cancel

**Forward Incoming Call when Busy**

Speaker

7 4 2

On-Hook Condition

Call Forward when Busy Key

(SC751+11)

Set

Voice Mail Pilot Number

Speaker

0

Cancel

**Forward Incoming Call when No Answer**

Speaker

7 4 3

On-Hook Condition

Call Forward when No Answer Key

(SC751+12)

Set

Voice Mail Pilot Number

Speaker

0

Cancel

**Forward Incoming Call when Busy / No Answer**

Speaker

7 4 4

On-Hook Condition

Call Forward when Busy / No Ans Key

(SC751+13)

Set

Voice Mail Pilot Number

Speaker

0

Cancel
In-Mail (Voice Mail)

- **Mailbox Greeting**

  - Log-On to the In-Mail
  - Greeting Option
  - Greeting No. (1-3)
  - Record
  - Stop REC
  - Return to Main Menu
  - Listening
  - Erase

  *Selected Greeting (one of three) shall be made active.*

- **Mailbox Security Code**

  - Log-On to the In-Mail
  - Mailbox Option
  - Security Code (4 digits, using 0-9)
  - Accept
  - Return to Main Menu
  - Delete Security Code

  ※ The type of Security Code can be assigned as below.
  - Dial 4 digits Security Code followed by “7”: Security Code for all log-on
  - Dial 4 digits Security Code followed by “6”: Security Code for remote log-on only
  - System Administrator can delete a Mailbox Security Code.
Listen to Left Messages in your Mailbox

Convenient Operation by Function Key

On-Hook Condition → Mailbox Key (SC751+77 + Ext No.) → Security Code (if it is set) → Listen

Convenient Operation by Soft Key

On-Hook Condition → Security Code (if it is set) → Vmail - Mailbox:200 Menu Dir VM:03 CL:00

Basic Operation without Function Key

Voice Mail Pilot Number → Mailbox Number → Security Code (if it is set) → Listen

In-Mail (Voice Mail)
In-Mail (Voice Mail System Administrator)

The following administrative features are only available at the system administrator’s extension (extension 101 at default). Ask your NEC Authorized Supplier for details on how to become a system administrator.

Log-In to the In-Mail

Instruction Menu Message are used as the Automated Attendant Main Greetings (e.g. Day Mode greeting, Night Mode greeting, etc)

*To record an instruction Menu from the System Administrator Menu, dial the digit 4 (Instruction Menu Messages).
- Dial the mailbox number (001 – 032).
- Press the digit 5 to Listen to the message.
- Press the digit 7 to Record the message.
- Press the digit 3 to Delete the message.
- Press # to return to the System Administrator Menu.

Announcement Message are used to announce general information to callers such as directions, hours of operation, etc.

*To record an Announcement Message from the System Administrator Menu, dial the digit 2 (Announcement Messages).
- Dial the mailbox number (001 – 032).
- Press the digit 5 to Listen to the message.
- Press the digit 7 to Record the message.
- Press the digit 3 to Delete the message.
- Press # to return to the System Administrator Menu.

Distribution List is a list of extensions set to receive a single voice mail message. Any message left in the distribution mailbox will be sent to all extensions in the list.

*To review or modify the Distribution List from the System Administrator Menu, dial the digit 5 (Distribution List).
- Dial the mailbox number (001 – 032) to be modified.
  - Press the digit 6 to Review or Modify the list.
  - Press the digit 2 to Add an extension to the distribution list.
  - Press the digit 3 to Delete the current extension from the list.
  - Press the digit 6 to step to the Next entry.
  - Press # to return to the System Administrator Menu.
  - Press the digit 76 to record a Name for the distribution list.
  - Press the digit 5 to Listen to the name.
  - Press the digit 7 to Record a new name.
  - Press the digit 3 to Delete the name.
  - Press # to exit this feature.
  - Press # to return to the System Administrator Menu.
**In-Mail (Voice Mail System Administrator)**

◆ **Subscriber Maintenance** is used to modify the subscriber mailboxes.
  - To modify a Subscriber Mailbox from the System Administrator Menu, dial the digit 7 (Subscriber Maintenance).
  - Dial the extension number of the mailbox you wish to modify.
  - Press the digit 32 to Delete all messages.
  - Press the digit 34 to Delete the mailbox greeting.
  - Press the digit 36 to Delete to the mailbox name.
  - Press the digit 7 to Delete the security code.
  - Press the digit 6 to Record a new name.
  - Press # to return to the System Administrator Menu.

◆ **Answer Schedule Override** provides alternate answering for the Automated Attendant by sending calls to a specified Override mailbox, when enabled. As an example you can use the Answering Schedule Override to provide Holiday and Bad Weather closing announcements.
  - To modify the Answer Schedule Override from the System Administrator Menu dial 6 (Answer Schedule override). Dial the answer table number (01-16) you wish to override.
  - Press the digit 6 to toggle On/Off the answer schedule table.
  - Press the digit 2 to enter a New answer schedule override mailbox. Enter the override mailbox number (001-032 or a valid subscriber extension). The override mailbox can be an announcement, call routing box, or a subscriber box.
  - Press # to return to the System Administrator Menu.

◆ **Mailbox Announcement Message** is a message recorded by the system administrator that plays to each subscriber when they log into their mailbox. This message will play each time the subscriber logs into their box until it expires, is deleted, or is made inactive by the system administrator.
  - To record and modify the Mailbox Announcement Message from the System Administrator Menu, dial the digit 3 (Mailbox Announcement Message).
  - Press the digit 5 to Listen to the mailbox announcement message.
  - Press the digit 7 to Record a new mailbox announcement message.
  - Press the digit 3 to Delete the mailbox announcement message.
  - Press the digit 2 to Specify the amount of days the message is active. Enter * for an indefinite amount of days or enter 01-99 for 1-99 days.
  - Press # to return to the System Administrator Menu.

◆ **Voice Mail Version** will play a message indicating the software level of the voice mail.
  - To hear the current Voice Mail Version from the System Administrator Menu, dial the digit 8 (Voice mail Version).