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.

NEC Single-Line Telephone (AT-45) is displayed here. This User Guide describes general analog Single-Line Telephone (SLT) procedures. Refer to the User Guide included with to your specific SLT for details on additional key functions.

**Hookflash**

Flashes when you have Message Waiting or there is an incoming call.

**INDICATOR**

Press REDIAL Key to automatically redial the last number you dialed.

**REDIAL Key**

While on a call, press FLASH Key to hold the line.

**FLASH (RECALL) Key**

NEC Corporation reserves the right to change the specifications, functions, or features at any time without notice.

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Placing Calls

■ Place an Outside Call <Quick Access>

- To change the Trunk Access Code, Ask your NEC Authorized Supplier for the details.
- Listen to the Dial Tone before dialing a Telephone Number.

<table>
<thead>
<tr>
<th>Phone</th>
<th>Trunk Access Code</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

■ 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)

<table>
<thead>
<tr>
<th>Phone</th>
<th>Extension Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>? ? ?</td>
</tr>
</tbody>
</table>

Placing Calls Quickly

■ Abbreviated (Speed) Dialing <for Outside>

- 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. Ask your NEC Authorized Supplier for the details.

<table>
<thead>
<tr>
<th>Common ABB</th>
<th>Phone</th>
<th># 2</th>
<th>Common ABB Bin Number</th>
<th>? ? ?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group ABB</td>
<td>Phone</td>
<td># 4</td>
<td>Group ABB Bin Number</td>
<td>? ? ?</td>
</tr>
</tbody>
</table>

■ Last Number Dialing <for Outside/Intercom>

<table>
<thead>
<tr>
<th>Phone</th>
<th># 5</th>
</tr>
</thead>
</table>
If your call doesn’t go through...

**Set Camp On / Callback**

1. **Camp On**
   - In case of Intercom Call, when you hear ringing, wait for the called party to answer.
   - In case of Outside Call, when you hear Dial Tone, begin telephone number dialing.

2. **Callback**
   - In case of Intercom Call, when your terminal starts ringing, lift handset and wait for the called party to answer.
   - In case of Outside Call, when your terminal starts ringing, lift handset, hear Dial Tone, and begin telephone number dialing.

3. This function is applicable in case all trunks are busy condition. (not applicable for dialed outside party busy)

**Cancel Camp On / Callback**

1. **Set / Answer a Message Waiting**
   - When you set a MW, the called party’s Indicator starts to flash.
   - When you answer a MW, the Indicator shall automatically be off when the called party answers.

**Cancel Message Waiting**

- **Individual Cancel** (originated extension)
- **All Cancel** (at any extension)
**Answering Calls**

- **Answering an Outside Call / Intercom Call (at Ringing Extension)**

  ![Diagram](image)

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

  ![Diagram](image)

  - System setting is necessary to make Call Pickup Group. Ask your NEC Authorized Supplier for the details.

**Hold / Transferring Calls**

- **Holding a Call / Retrieving a Held Call**

  ![Diagram](image)

  - If you go on hook, the held call will ring back.
  - This operation puts your outside call on Exclusive Hold. Other extension user can not take the call off Hold.

- **Retrieve a Held Outside Call**

  ![Diagram](image)

  - For the dial digit of Trunk Number, ask your NEC Authorized Supplier for the details.

- **Transferring a Call to the other Extension**

  ![Diagram](image)
For more Convenient Use…

■ Do Not Disturb (DND)

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

■ Conference

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

■ Call Forwarding / Follow Me

When you set Call Forward / Follow Me function, the Internal Dial Tone pattern shall be changed.
For more Convenient Use...

- **Call Forwarding / Follow Me (Cont’d)**

  **Call Forward when Busy**
  - Set: 1
  - Extension Number
  - Cancel: 0
  - Example: 7 4 2

  **Call Forward when No Answer**
  - Set: 1
  - Extension Number
  - Cancel: 0
  - Example: 7 4 3

  **Call Forward when Busy / No Answer**
  - Set: 1
  - Extension Number
  - Cancel: 0
  - Example: 7 4 4

  **Call Forward Both Ring**
  - Set: 1
  - Extension Number
  - Cancel: 0
  - Example: 7 4 5

  **Follow Me**
  - Set: 1
  - Extension Number
  - Cancel: 0
  - Example: 7 4 6
Built-In Automated Attendant

System setting is necessary to use Built-In Automated Attendant. Ask your NEC Authorized Supplier for the details.

Record / Listen / Erase Answering Messages

• Up to 100 types of messages can be recorded.
• The Message length can not 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

Voice Mail Pilot Number  Your Mailbox Number  Security Code (if it is set)  Main Menu

Main Menu

While listening you can:

Listen to Messages 5

While recording you can:

Record Reply 73

Pause/Resume Listening

Have Msg Forwarded 63

Listen to Next Msg 5

Make Call to Sender 62

Backup a Few Seconds 2

Get Time, Date 84

Backup to Beginning 22

SAVE Message 72

Go Ahead a Few Seconds 4


Enter mailbox number, then:

Pause/Resume 3

Reenter mailbox number

End Recording #

Send Message #

The mailbox options are:

Select New Message List 16

Security Code 7

Select Saved Message List 17

Message Notification 6

Select All Message List 12

Call Handling Option 26

Exit to Main Menu #

Mailbox Greeting

Callers hear your active greeting (1-3) only if you do not answer or are busy. If Auto Attendant DND is ON, the Auto Attendant does not ring your phone. Callers immediately hear your active greeting. If OFF, the Auto Attendant will try your extension.

Mailbox Name

In-Mail will play your mailbox name in the voice prompts instead of your mailbox number.

Mailbox Options

Mailbox Greeting

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Mailbox Name

In-Mail will play your mailbox name in the voice prompts instead of your mailbox number.
In-Mail (Voice Mail)

- Call Forward to Voice Mail

**Call Forward Immediate**

```
Set Voice Mail Pilot Number

7 4 1
```

**Call Forward when Busy**

```
Set Voice Mail Pilot Number

7 4 2
```

**Call Forward when No Answer**

```
Set Voice Mail Pilot Number

7 4 3
```

**Call Forward when Busy / No Answer**

```
Set Voice Mail Pilot Number

7 4 4
```
In-Mail (Voice Mail)

- Mailbox Greeting

- Mailbox Security Code

- Listen to Left Messages in your Mailbox