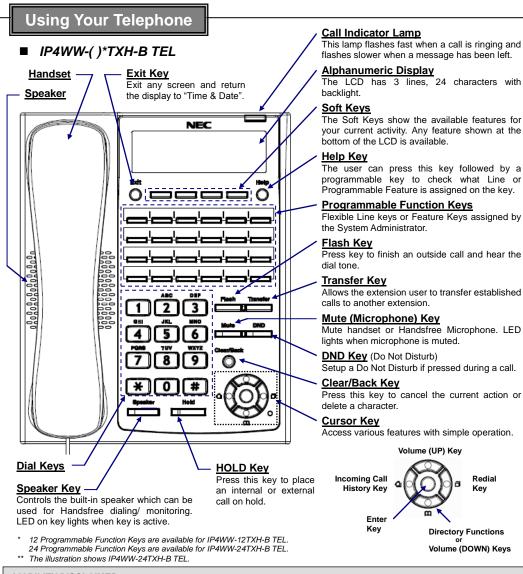
SL1100 Multi-Line Terminal Quick Reference Guide

Thank you for purchasing NEC "SL1100" system.

Due to the flexibility built into the system, your <u>Dialing Codes and Feature Capacities</u> may differ from those in this guide. Check with your Supplier / System Administrator and make a note of any differences.



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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.

Programmable Function Keys

Ask your System Administrator for operation specific to your system.

Making Internal Calls

- Lift the handset or press the Speaker key to receive dial tone.
- 2. Dial the extension number of the required party.

Making Outside Calls

 Press the Line key to access the specific outside line.

or

Lift the handset

OI

Press the Speaker key and dial the line access code.

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

Redialing a Previous Number

- Press the Redial key your last dialled call is displayed.
- Press the (UP) or (DOWN) Cursor keys to scroll through your call list.
- 3. Press the Speaker key to make the call.

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 Speaker 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.
- Press the flashing key to retrieve the held caller.

Transferring a Call

- 1. Press the Transfer Key during a call.
- 2. Dial the extension number of the required party.
- Press the Transfer Key to send the call through.

or

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

Do Not Disturb

Block incoming calls to your extension.

- 1. (Idle condition) Press the DND key.
- 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.