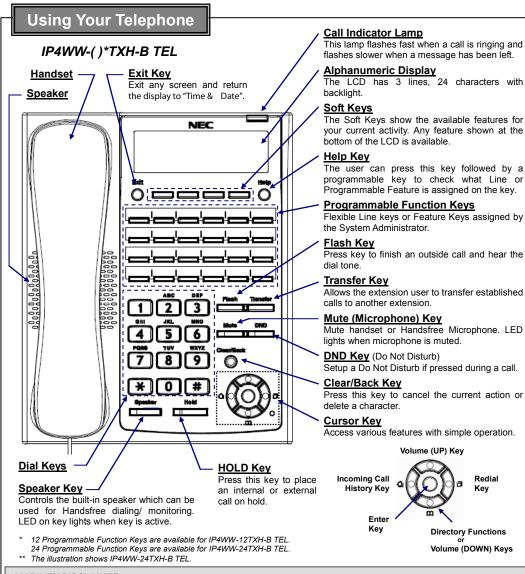
# **SL1100 Multi-Line Terminal Quick Reference Guide**

## 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.

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.