

NEC SL2100 Instructions

General Use

Watch the display It will change, giving you different choices, depending on what you're doing. You can see your extension number and name on the display. The four "soft keys" under the display will change, depending on the situation.

Call an outside number –	If your system requires it, dial 9 to get an outside line. Dial the number.
Call an inside extension –	Press the DSS button for the office to call.
Voice call an inside extension -	Press the DSS button for the office to call, then press 1.
Transfer a caller to an extension -	Answer call. Press Transfer – DSS button – Transfer.
Transfer a caller to a voicemail -	Answer call. Press Transfer – DSS button – dial 8 - hangup.
3-Way Call -	Answer a call, or make the 1 st call. Press More – Conf – make the 2 nd call – press Add – press Begin.
Volume adjustment -	Use the up/down arrows on the wheel on lower right of phone.
Call history -	Use the left/right arrows on the wheel on lower right of phone.

Voicemail

- Record your greeting message:
 - o Press the VMsg softkey under the display.
 - o Follow the prompts to record your greeting and set a password.
- **Set a password** on your voice mailbox. It can be accessed from outside by you, or anyone.
- **While listening to your messages:**

- Press 2	Go back a few seconds	- Press 22	To go back to beginning
- Press 4	Forward a few seconds	- Press 5	Next message
- Press 3	Delete current message		

Voicemail Password

- With the phone hung up - Press the VMsg softkey – More – Setup – Code.
- Enter a 4 digit number for your password – Press 6.
- Don't use 1234. It will be hacked.