Smart Communication Server

SL1100

Multi-Line Terminal

User Guide

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 SL1100 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

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 IP4WW-12TXH-B TEL.
24 Programmable Function Keys are available for IP4WW-24TXH-B TEL.
** The illustration shows IP4WW-24TXH-B 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 dialing “752 + 000”.
- 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 to the unused Trunk Keys, these unused keys should be erased by dialing “752 + 000” before performing 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 dialing digits 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 using Soft Key operation.
For Your Convenience

### Abbreviated Dial (Speed Dial) Registration

- **Common Abbreviated Dial (Common ABB)**
  - **7 5 3**
- **Group Abbreviated Dial (Group ABB)**
  - **7 5 4**
- **Telephone Number**
  - ? ? ?

#### Instructions:
- 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 dialing digits 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.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>1@</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>A B C a b c 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D E F d e f 3</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>G H I g h i 4</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J K L j k l 5</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M N O m n o 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P Q R p q r s 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T U V t u v 8</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>W X Y z w x y z 9</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 ! “ # $ % &amp; ’ ( )</td>
<td>O Ó Ō ú à â á ì œ ù è</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Ð Ð Ð Ð Ð Ð</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

- # Accepts a character and moves the cursor one place to the right. Press twice to insert a “space”.
- Clear/Back Clears 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 (if the destination is Multi-line Terminal).
Placing Calls Quickly

### Directory Dialing

- **Directory Dialing**

  - **Search**
    - ABC Ltd
  - **Search**
    - NEC CORP
  - **On-Hook Condition**
  - **Press several times to search**
  - **1st Character you want to search**
  - **Press several times to search**

  - **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 using Soft Key operation.**

### Last Number Dialing

- **Redial List**
  - **Dialled Number**
    - 01/10
    - 2142622000
    - DEC TUE 22
    - 03:29PM
  - **Dialled Number**
    - 03/10
    - 9725551399
    - DEC TUE 22
    - 01:12PM
  - **On-Hook Condition**
  - **Press several times to search**
  - **Quick Redial**
  - **Speaker**
  - **# 5**
  - **LINE 03**
  - **Lnd Save Rls**

  - **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

- **Received Call**
  - 01/10
    - 8175556000
    - DEC TUE 22
    - 04:31PM
  - **Received Call**
    - 03/10
    - 4695551012
    - DEC TUE 22
    - 11:38AM
  - **On-Hook Condition**
  - **Press several times to search**

  - **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>

- The digit of Bin No. depends on the system setting (0-9 <Only Group ABB> / 00-99 / 000-999).
- Telephone Numbers are 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 function on the Programmable Function Key, “Press HOLD” is required after dialing the Function Code 27.

■ One-Touch / DSS Call

- 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**

- **Camp On**
  (SC751+35)

**Repeat Dialing <Outside Call Only>**

- When the Repeat Dialing is set, Repeat Dial Key flashes 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 answers.
- Press flashing Repeat Dial Key to cancel.

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If your call doesn’t go through...

- **Set a Message Waiting**

  - Hear Busy Tone or No Answer
  - MW Key
  - (SC751+38)
  - 2-8 TUE 3:03PM
  - MW

  - When you set a MW, the called party’s Indicator starts to flash, and your Indicator is lit Red.

- **Answer a Message Waiting** *(Your terminal’s Indicator is flashing Red)*

  - Check & Answer
  - On-Hook Condition
  - Help
  - *
  - 0

  - Quick Answer
  - MW Key
  - (SC751+38)

  - 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".

- **Cancel Message Waiting**

  - Individual Cancel (originated extension)
  - 7 7 1

  - All Cancel (at any extension)
  - 7 7 3

  - Extension Number

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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.
- Call Pickup operations are available using Soft Key operation.
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 users 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 is lit and the Internal Dial Tone pattern changes.

Conference

- You can repeat this operation to add more parties.
- You may be able to have up to 16 parties (including 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.
When you set Call Forward / Follow Me, the destination extension is displayed on the LCD and the Internal Dial Tone pattern is changed. (Call Forward / Follow Me can be set using a Soft Key).

### Call Forward Immediate

<table>
<thead>
<tr>
<th>Speaker</th>
<th><strong>7 4 1</strong></th>
<th>Set</th>
<th>Extension Number</th>
<th><strong>? ? ?</strong></th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward Immediate Key</td>
<td><strong>?</strong></td>
<td><strong>0</strong></td>
<td>(SC751+10)</td>
<td><strong>?</strong></td>
</tr>
</tbody>
</table>

### Call Forward when Busy

<table>
<thead>
<tr>
<th>Speaker</th>
<th><strong>7 4 2</strong></th>
<th>Set</th>
<th>Extension Number</th>
<th><strong>? ? ?</strong></th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when Busy Key</td>
<td><strong>?</strong></td>
<td><strong>0</strong></td>
<td>(SC751+11)</td>
<td><strong>?</strong></td>
</tr>
</tbody>
</table>

### Call Forward when No Answer

<table>
<thead>
<tr>
<th>Speaker</th>
<th><strong>7 4 3</strong></th>
<th>Set</th>
<th>Extension Number</th>
<th><strong>? ? ?</strong></th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when No Answer Key</td>
<td><strong>?</strong></td>
<td><strong>0</strong></td>
<td>(SC751+12)</td>
<td><strong>?</strong></td>
</tr>
</tbody>
</table>

### Call Forward when Busy / No Answer

<table>
<thead>
<tr>
<th>Speaker</th>
<th><strong>7 4 4</strong></th>
<th>Set</th>
<th>Extension Number</th>
<th><strong>? ? ?</strong></th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when Busy / No Ans Key</td>
<td><strong>?</strong></td>
<td><strong>0</strong></td>
<td>(SC751+13)</td>
<td><strong>?</strong></td>
</tr>
</tbody>
</table>
For more Convenient Use…

Call Forwarding / Follow Me (Cont’d)

Call Forward Both Ring

Speaker

On-Hook Condition

7 4 5

Call Forward Both Ring Key

(SC751+14)

Set

Extension Number

Speaker

Call Forward Follow Me

Speaker

On-Hook Condition

7 4 6

Call Forward Follow Me Key

(SC751+15)

Set

Extension Number

Speaker
# Soft Keys Operation

**“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</th>
<th>Menu Code</th>
<th>Next Operation after pressing the “Select”</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 : Volume</td>
<td>11 : Ring</td>
<td>Press “Down” or “Up” to adjust the selected option.</td>
</tr>
<tr>
<td>Preference</td>
<td>12 : Off-Hook Ring</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20 : Display</td>
<td></td>
</tr>
<tr>
<td>Preference</td>
<td>21 : Contrast</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22 : Min Brightness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>23 : Max Brightness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 : Feature</td>
<td>For the selected option, press “On” (enable) or “Off” (disable).</td>
</tr>
<tr>
<td>Preference</td>
<td>31 : Voice Announce</td>
<td></td>
</tr>
<tr>
<td></td>
<td>32 : Handsfree Reply</td>
<td></td>
</tr>
<tr>
<td></td>
<td>33 : Auto Call Timer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>34 : Preview Dial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>35 : Illuminated Dialpad</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36 : Auto Call Screening</td>
<td></td>
</tr>
<tr>
<td></td>
<td>37 : Incoming Page</td>
<td></td>
</tr>
<tr>
<td></td>
<td>38 : Ringing Line Preference</td>
<td></td>
</tr>
<tr>
<td></td>
<td>39 : Auto Backlit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40 : Ring</td>
<td>Press “&lt;&lt;” or “&gt;&gt;” to select and save option.</td>
</tr>
<tr>
<td>Preference</td>
<td>41 : Intercom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42 : Line Keys</td>
<td></td>
</tr>
<tr>
<td></td>
<td>43 : Each Line Keys</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50 : Key Assignment</td>
<td></td>
</tr>
<tr>
<td>Preference</td>
<td>51 : Feature Keys</td>
<td></td>
</tr>
<tr>
<td></td>
<td>52 : Primeline Key</td>
<td></td>
</tr>
<tr>
<td></td>
<td>60 : Call Forwarding</td>
<td></td>
</tr>
<tr>
<td>Preference</td>
<td>61 : Immediate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>62 : Ring No Ans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>63 : Busy No Ans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>64 : Call Forward AME</td>
<td></td>
</tr>
<tr>
<td></td>
<td>65 : Display Message</td>
<td></td>
</tr>
<tr>
<td></td>
<td>66 : Follow Me</td>
<td></td>
</tr>
<tr>
<td></td>
<td>67 : Both Ring</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70 : Speed Dial</td>
<td></td>
</tr>
<tr>
<td>Assignment</td>
<td>71 : Personal Speed Dial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72 : Company Speed Dial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>80 : Name and Language</td>
<td></td>
</tr>
<tr>
<td>Preference</td>
<td>81 : Extension Name</td>
<td></td>
</tr>
<tr>
<td>Assignment</td>
<td>82 : Display Language</td>
<td></td>
</tr>
<tr>
<td></td>
<td>90 : Option Preference</td>
<td></td>
</tr>
<tr>
<td>Preference</td>
<td>91 : Headset Mode</td>
<td></td>
</tr>
<tr>
<td></td>
<td>92 : Headset Voice Announce</td>
<td></td>
</tr>
<tr>
<td></td>
<td>93 : System Information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>94 : VoIPDB Information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>95 : Auto Backlit (Threshold)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>96 : IP Address Information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>97 : IP Phone log off</td>
<td></td>
</tr>
<tr>
<td></td>
<td>98 : Change login password</td>
<td></td>
</tr>
<tr>
<td></td>
<td>00 : Admin</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 : Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>02 : Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03 : Extension Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>04 : Clear All Call Fwd</td>
<td></td>
</tr>
<tr>
<td></td>
<td>05 : System Night Key Mode</td>
<td></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.

<table>
<thead>
<tr>
<th>Soft Key Indication</th>
<th>Feature</th>
<th>Next Operation after pressing Soft Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lstn</td>
<td>Listen to Left Messages</td>
<td>Press “Next” to play next message, press “Rplay” to repeat played message, press “Del” to delete played message. Press “More” for other Mailbox features.</td>
</tr>
<tr>
<td>Greet</td>
<td>Mailbox Greeting</td>
<td>Press one of “Gr1” / “Gr2” / “Gr3” to choose the desired personal greeting message, and press “Lstn” (Listen) / “Rec” (Record) / “Del” (Delete) to maintain it.</td>
</tr>
<tr>
<td>LvMsg</td>
<td>Leave Message</td>
<td>Start message recording and press “Done” to complete it. Dial extension number you want to send this message and press “Send”.</td>
</tr>
<tr>
<td>Setup</td>
<td>Mailbox Option Menu</td>
<td>Press “Code” (Security Code) / “Notfy” (Message Notification) / “CallH” (Call Handling Option) / “ATime” (Auto Time Stamp) to maintain each mailbox option.</td>
</tr>
<tr>
<td>RcNam</td>
<td>Name Menu</td>
<td>Press “Lstn” (Listen) / “Rec” (Record) / “Del” (Delete) to maintain the Mailbox Name.</td>
</tr>
<tr>
<td>Page</td>
<td>Page Message Menu</td>
<td>Press “Lstn” (Listen) / “Rec” (Record) / “Del” (Delete) to maintain the Paging Message.</td>
</tr>
<tr>
<td>List</td>
<td>Message List</td>
<td>Press “All” / “New” / “Arch” to set the message listen mode (message list) which you want to listen.</td>
</tr>
<tr>
<td>Exit</td>
<td>Exit VM Menu</td>
<td>- - -</td>
</tr>
</tbody>
</table>

■ “VM” Soft Key (Option)

The Number of new messages in your mailbox is displayed on the “VM” Soft Key; you can access your mailbox 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>Lstn</td>
<td>Listen to Left Messages</td>
<td>Press “Next” to play next message, press “Rplay” to repeat played message, press “Del” to delete played message. Press “More” for other Mailbox features.</td>
</tr>
<tr>
<td>Greet</td>
<td>Mailbox Greeting</td>
<td>Press one of “Gr1” / “Gr2” / “Gr3” to choose the desired personal greeting message, and press “Lstn” (Listen) / “Rec” (Record) / “Del” (Delete) to maintain it.</td>
</tr>
<tr>
<td>LvMsg</td>
<td>Leave Message</td>
<td>Start message recording and press “Done” to complete it. Dial extension number you want to send this message and press “Send”.</td>
</tr>
<tr>
<td>Setup</td>
<td>Mailbox Option Menu</td>
<td>Press “Code” (Security Code) / “Notfy” (Message Notification) / “CallH” (Call Handling Option) / “ATime” (Auto Time Stamp) to maintain each mailbox option.</td>
</tr>
<tr>
<td>RcNam</td>
<td>Name Menu</td>
<td>Press “Lstn” (Listen) / “Rec” (Record) / “Del” (Delete) to maintain the Mailbox Name.</td>
</tr>
<tr>
<td>Page</td>
<td>Page Message Menu</td>
<td>Press “Lstn” (Listen) / “Rec” (Record) / “Del” (Delete) to maintain the Paging Message.</td>
</tr>
<tr>
<td>List</td>
<td>Message List</td>
<td>Press “All” / “New” / “Arch” to set the message listen mode (message list) which you want to listen.</td>
</tr>
<tr>
<td>Exit</td>
<td>Exit VM Menu</td>
<td>- - -</td>
</tr>
</tbody>
</table>
### 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 Incoming 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>

Press “More” to switch

| 01: 2142622999 2-6 13:19 Call Store Del More |

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

### Soft Keys Operation 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>
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>Director Dialing</td>
<td>Refer to Page 6 for Director Dialing operation.</td>
</tr>
<tr>
<td>Page</td>
<td>Paging</td>
<td>Press “InPg” (Internal Paging) or “ExPg” (External Paging), and dial the Group/Zone number to page.</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>
</tbody>
</table>
| Camp                | Camp On / Callback | 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. |
## Soft Keys Operation

### Soft Key Operations after establishing an Intercom Call

After establishing an Intercom call, access following feature using 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>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 &quot;Add&quot; to invite the other party, or press &quot;Add&quot; and &quot;Begin&quot; to start a conference. Press &quot;AnHd&quot; to retrieve a held call.</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.

When you seize a Trunk:

<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 (Option)</td>
<td>Enter the Account Code.</td>
</tr>
</tbody>
</table>

After establishing call and pass 4 seconds, press "More" to switch.

<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 &quot;Sys&quot; (System Park) or &quot;StaP&quot; (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 &quot;Add&quot; to invite the other party, or press &quot;Add&quot; and &quot;Begin&quot; to start a conference. Press &quot;AnHd&quot; 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 Indication</td>
<td>Press &quot;Time&quot; 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.

Main Menu

100 : Call History
- 110 : Missed Call
- 111 - 11x : Missed Call Data
- 120 : Received Call
- 121 - 12x : Received Call Data
- 130 : Dialed Number
- 131 - 13x : Dialed Call Data

200 : Contacts
- 210 : Search Contact
- 220 : New Contact
- 211 - 21x : Name Started from A-Z
- 221 : Save Private Phone Book
- 222 : Save Common Phone Book
- 223 : Save Group Phone Book
- 230 : Edit Contact
- 231 - 23x : Name Started from A-Z

400 : User Features
- 410 : Call Voice Mail
- 420 : Not Used
- 430 : Paging
- 431 : Internal Zone
- 432 : External Zone
- 440 : Dept.Grp login/out
- 441 : Join
- 442 : Withdraw
System setting is necessary to use a Built-In Answering Machine. Ask your NEC Authorized Supplier for the details.

**Record / Listen / Erase Answering Messages**

- Up to 4 types of messages can be recorded.
- The message length can not exceed 2 minutes.

**Built-In Answering Machine (Voice Mail Message)**

- A maximum of 10 messages can be left by outside callers.
- The message length can not exceed 2 minutes.
Option : In-Mail (Voice Mail)

Optional hardware and 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

- Speak your Voice Mail Pilot Number
- Enter Your Mailbox Number
- Enter Security Code (if it is set)

While listening you can:
- Pause/Resume Listening
- Reenter mailbox number
- Send Messages

While recording you can:
- Pause/Resume Recording
- End Recording

The mailbox options are:
- Security Code
- Message Notification
- Auto Time Stamp
- Exit to Main Menu

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

Main Menu

Listen to Messages

Record
Send Message

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.

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

Mailbox Options

Time and Date

Select New Message List

Select Saved Message List

Select All Message List

Exit Mailbox
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

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 1</th>
<th>Set</th>
<th>Voice Mail Pilot Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward Immediate Key</td>
<td>Cancel</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(SC751+10)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forward Incoming Call when Busy

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 2</th>
<th>Set</th>
<th>Voice Mail Pilot Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when Busy Key</td>
<td>Cancel</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(SC751+11)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forward Incoming Call when No Answer

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 3</th>
<th>Set</th>
<th>Voice Mail Pilot Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when No Answer Key</td>
<td>Cancel</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(SC751+12)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forward Incoming Call when Busy / No Answer

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 4</th>
<th>Set</th>
<th>Voice Mail Pilot Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when Busy / No Ans Key</td>
<td>Cancel</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(SC751+13)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Option : In-Mail (Voice Mail)**

### Mailbox Greeting

Log-On to the In-Mail

1. **4**
   - Greeting Option

2. **7**
   - Record

3. **3**
   - Erase

4. **5**
   - Listen

5. **7**
   - Stop REC

6. **#**
   - Return to Main Menu

- **Selected Greeting (one of three) becomes active.**

### Mailbox Security Code

Log-On to the In-Mail

1. **6**
   - Mailbox Option

2. **7**
   - Security Code (4 digits, using 0-9)

3. **2**
   - Confirmation (Accept)

4. **#**
   - Return to Main Menu

- **Dialed Security Code can be canceled by pressing “4” instead of “2 (Accept)”.**
- **In case the “In-Mail Advanced Features License (SL-VM-ADVANCE LIC)” is provided, or during Free Trial period (60 days after new installation), 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.**
Option : In-Mail (Voice Mail)

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 → Listening

Convenient Operation by Soft Key

On-Hook Condition → Security Code (if it is set) → Vmail - Mailbox:200 Msgs New: 3 Arch: 1 Lstn Greet LvMsg More> → Listening

Basic Operation without Function Key

(Unique Dial Tone) → Voice Mail Pilot Number → Mailbox Number → Security Code (if it is set) → Listen → Listening