

SL1000

Multi-Line Telephone User Guide

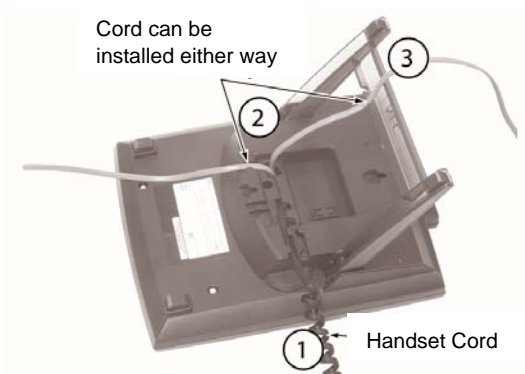
Please read this manual carefully before Operating this product and save this manual for future use.

Before using Your Telephone...

Thank you for purchasing NEC SL1000 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



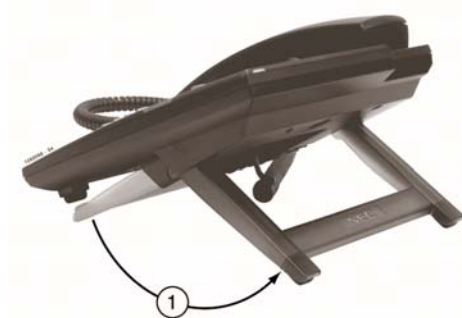
When installing the handset:

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.



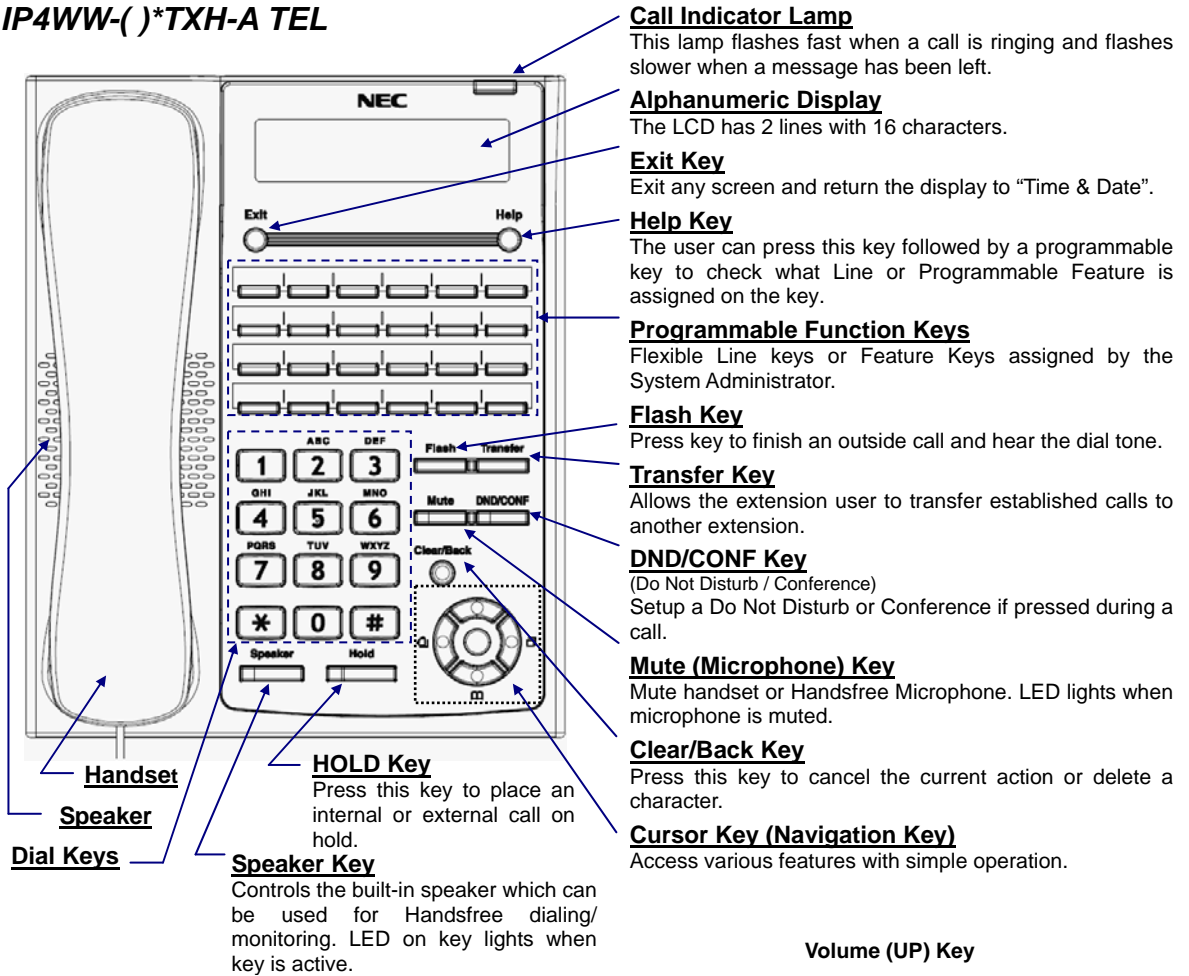
To set the high viewing angle position:

1. Flip up the two leg supports.
2. Fold the legs back until the supports contact the base.



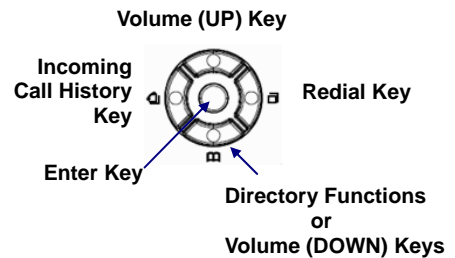
Using Your Telephone < Multi-line Telephone >

■ IP4WW-(*)TXH-A TEL



* 12 Programmable Function Keys are available for IP4WW-12TXH-A TEL.

** 24 Programmable Function Keys are available for IP4WW-24TXH-A TEL.



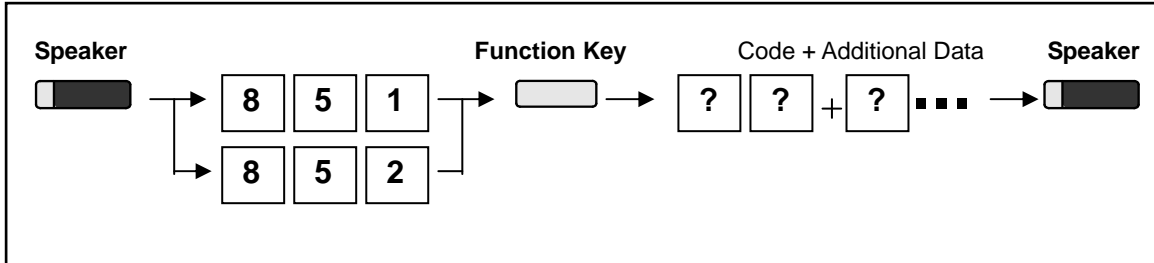
Handsfree Options

- 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.

For Your Convenience

■ Program Function Keys

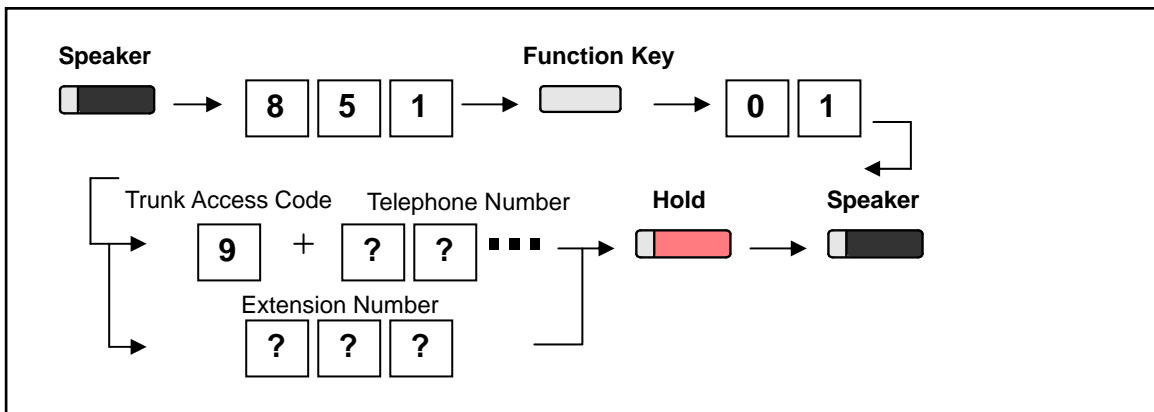
Programmable Function Keys can be assigned as “Trunk” Key and/or other Function Keys. You can just press the function key to activate the assigned function without dialing the Service Code.



- ◆ There are 2 levels of Function Keys. (General Keys : assigned by **851**, Appearance Keys : assigned by **852**)
- ◆ 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 “852 + 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 “852 + 000” operation.
- ◆ Programmable Function Keys can be erased by dialing “852 + 000” or “851 + 00”.

■ Program DSS/One-Touch Keys

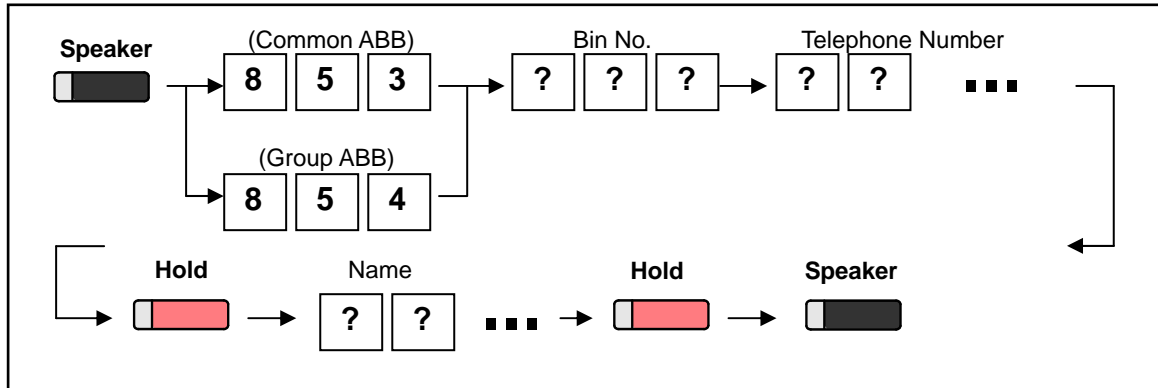
Programmable Function Keys can be assigned as DSS (Direct Station Selection) or One-Touch Keys. You can place an Outside / Intercom Call by just pressing this key without dialing the number.



- ◆ To change Trunk Access Code, Ask your NEC Authorized Supplier for details.
- ◆ In the default setting, Programmable Function Key No. 1 to 12 is assigned as “Trunk” Key. If you want to assign DSS Keys at the unused Trunk Keys, these unused keys should be erased by “852 + 000” operation before the above operation.
- ◆ In case of DSS Key, the extension status can be indicated on the BLF. (idle : extinguished, Busy : lit)
- ◆ When you register a telephone number, “9” (Trunk Access Code) should be added on top of number.
- ◆ Up to 36 digits dialing 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.

For Your Convenience

Register Abbreviated Dialing (Speed Dialing)



- ◆ The digit of Bin No. depends on the system setting. (0-9(Group ABB) / 00-99 / 000-999)
- ◆ System setting is necessary for Group ABB function. Ask your NEC Authorized Supplier for more details.
- ◆ Name can be entered by Dial Pad Keys. (See below)
- ◆ Up to 36 digits dialing 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..

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.....

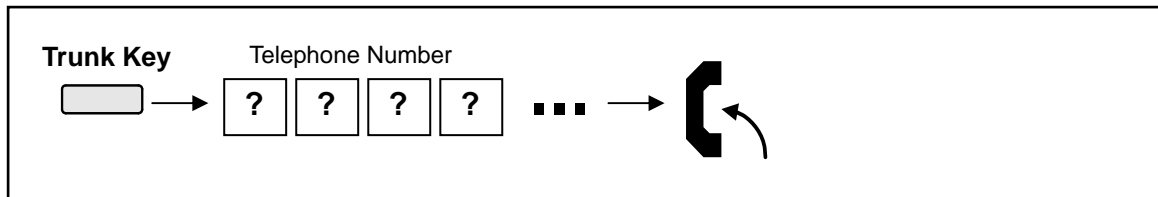
	Number of pressing the Key												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	1	@	[¥]	^	_	'	{		}	→	←
2	A	B	C	a	b	c	2						
3	D	E	F	d	e	f	3						
4	G	H	I	g	h	i	4						
5	J	K	L	j	k	l	5						
6	M	N	O	m	n	o	6						
7	P	Q	R	S	p	q	r	s	7				
8	T	U	V	t	u	v	8						
9	W	X	Y	Z	w	x	y	z	9				
0	0	!	"	#	\$	%	&	'	()			
*	*	+	,	-	.	/	:	;	<	=	>	?	

Accepts a character and move the cursor one place to the right. Press twice to insert a "space".

DND/CONF Clear the character entry to the left, one character at a time. (Backspace Key)

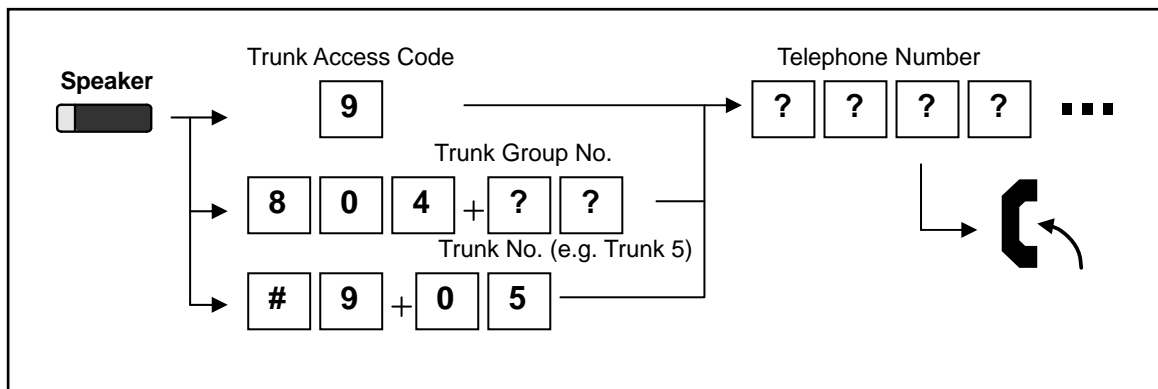
Placing Calls

■ Place an Outside Call <Quick Access>



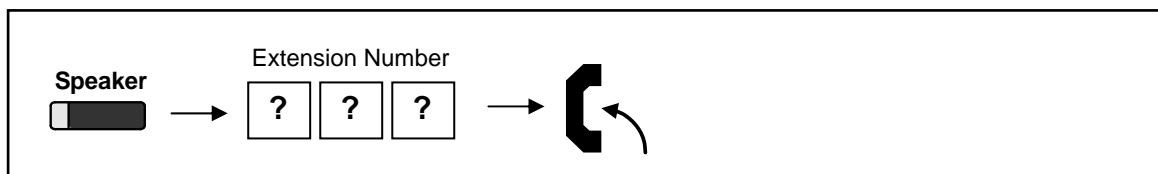
- ◆ Listen for Dial Tone before dialing a Telephone Number.
- ◆ You can have function keys for Trunks or Trunk Groups. Ask your NEC Authorized Supplier.

■ Place an Outside Call <Access by Code>



- ◆ To change Trunk Access Code, Ask your NEC Authorized Supplier for details.
- ◆ Listen for Dial Tone before dialing a Telephone Number.
- ◆ In case the number of Trunk Group is more than 10, you should enter 2 digits (e.g. 11 : Group 11) after dialing "804". Ask your NEC Authorized Supplier for more details.
- ◆ For the dial digit of Trunk Number, Ask your NEC Authorized Supplier for details.

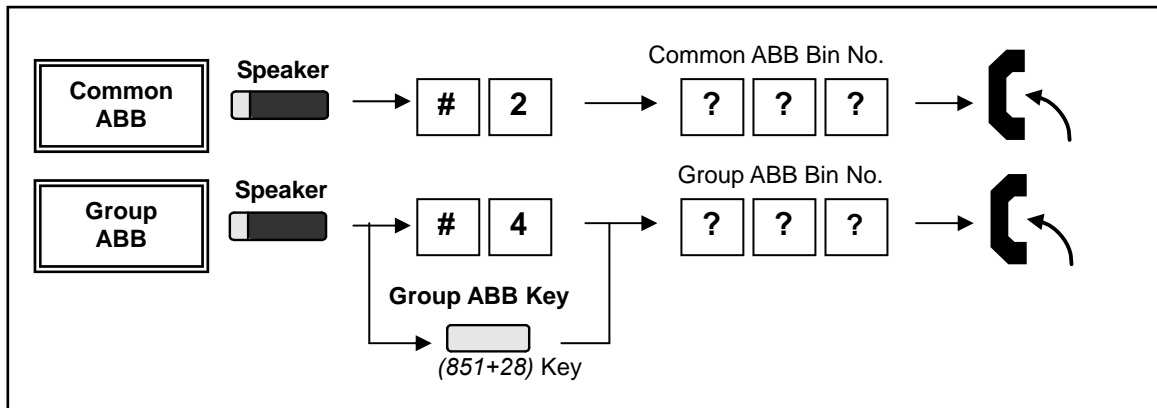
■ Place an Intercom Call <Dial Access>



- ◆ 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 Telephone)

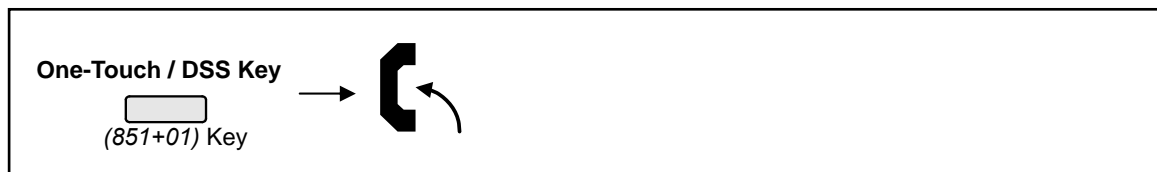
Placing Calls Quickly

■ Abbreviated (Speed) Dialing <for Outside>



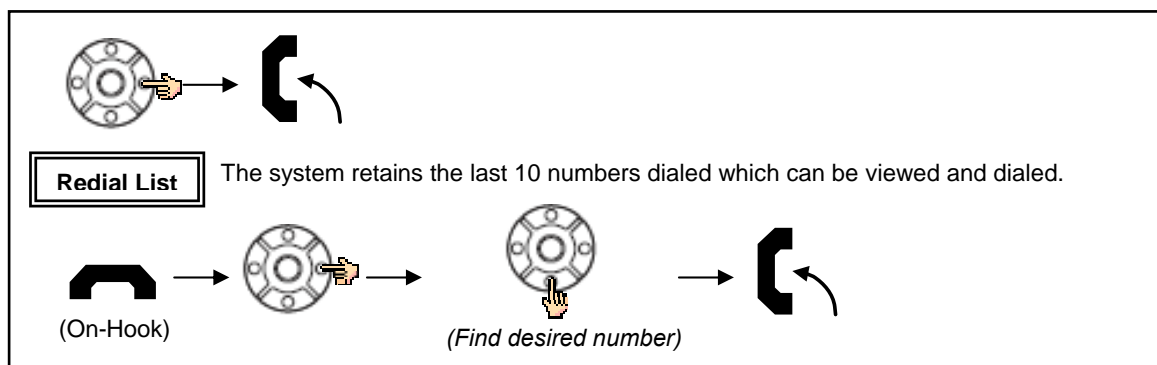
- ◆ The digit of Bin No. depends on the system setting. (0-9 / 00-99 / 000-999)
- ◆ Telephone Numbers shall be pre-registered to the system.
- ◆ System setting is necessary for Group ABB function. Ask your NEC Authorized Supplier for more details.

■ One-Touch Call <for Outside / Intercom>



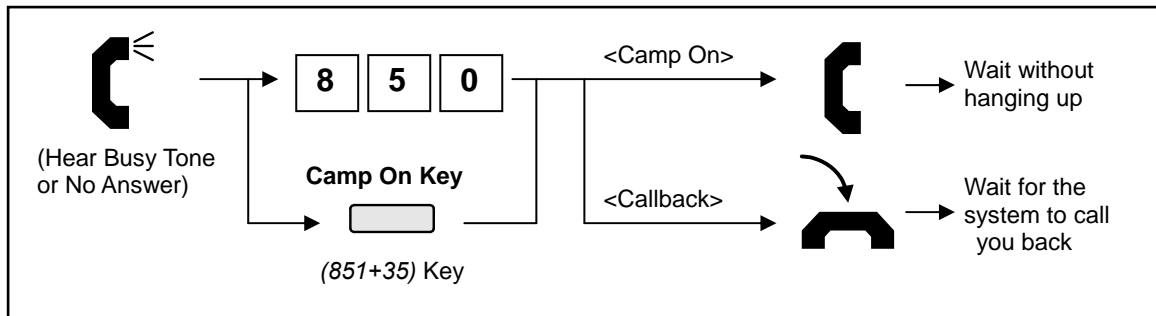
- ◆ The Telephone / Extension Number shall be pre-registered to a One-Touch / DSS Key.
- ◆ Trunk Access Code (Dial "9" or "0") should be added on top of Telephone Number.

■ Last Number Dialing <for Outside / Intercom>



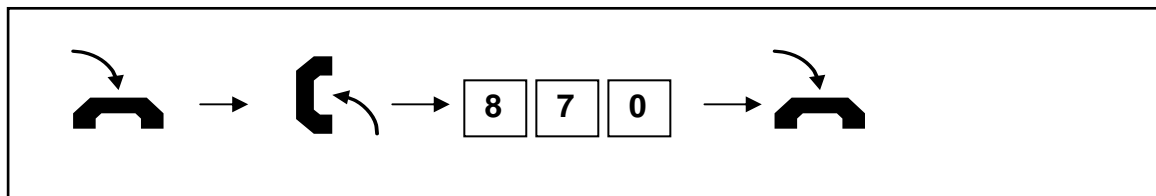
If your call doesn't go through...

■ Set Camp On / Callback

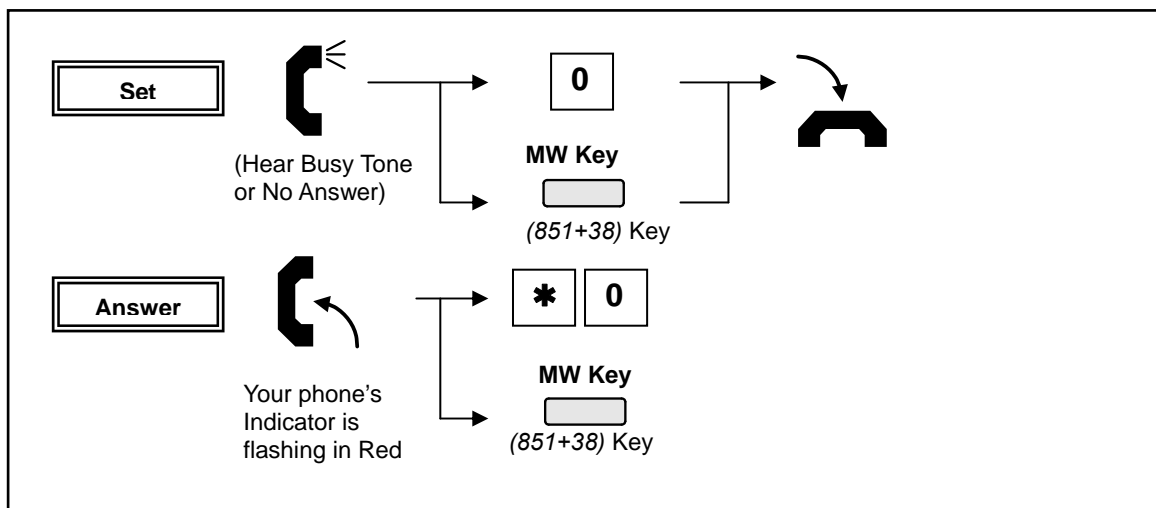


- ◆ <Camp On> In case of Intercom Call, when you hear ringing, wait for the called party to answer.
In case of Outside Call, when you hear Dial Tone, begin telephone number dialing.
- ◆ <Callback> In case of Intercom Call, when your phone starts the ringing, lift handset and wait for the called party to answer.
In case of Outside Call, when your phone 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



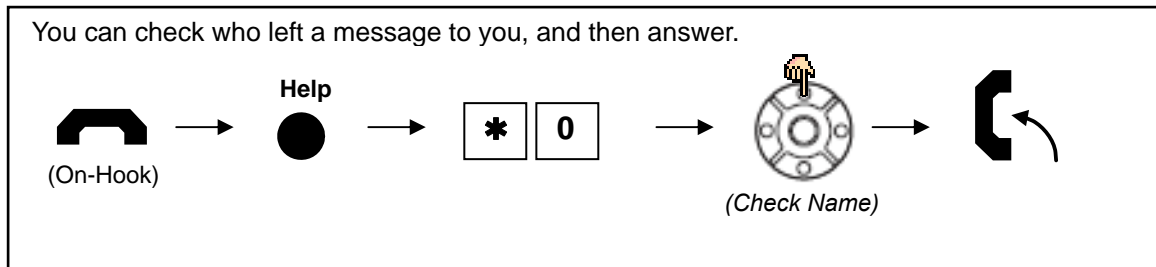
■ Set / Answer a Message Waiting



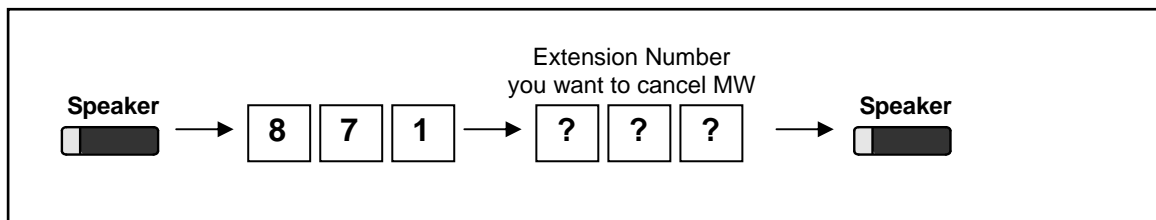
- ◆ When you set a MW, the called party's Indicator starts to flash, and your Indicator is lit in Red.
- ◆ When you answer a MW, the Indicator shall automatically be off when the called party answers.

If your call doesn't go through...

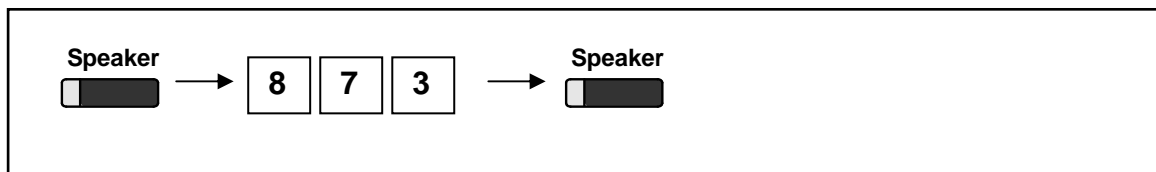
■ Check & Answer a Message Waiting



■ Cancel Message Waiting (Cancel Individually - at originated extension)

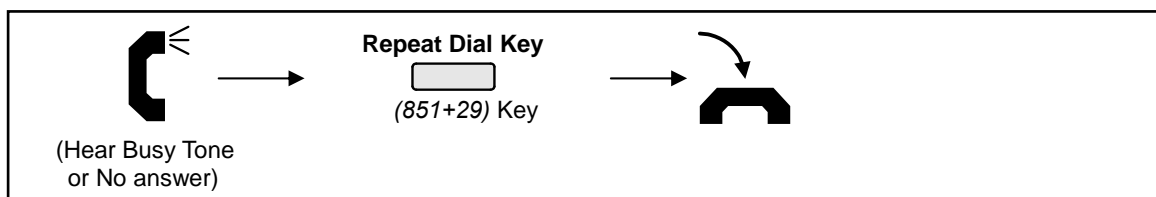


■ Clear all Message Waiting (at any extension)



◆ Clear all messages (you have left for other extensions and messages other extension have left for you).

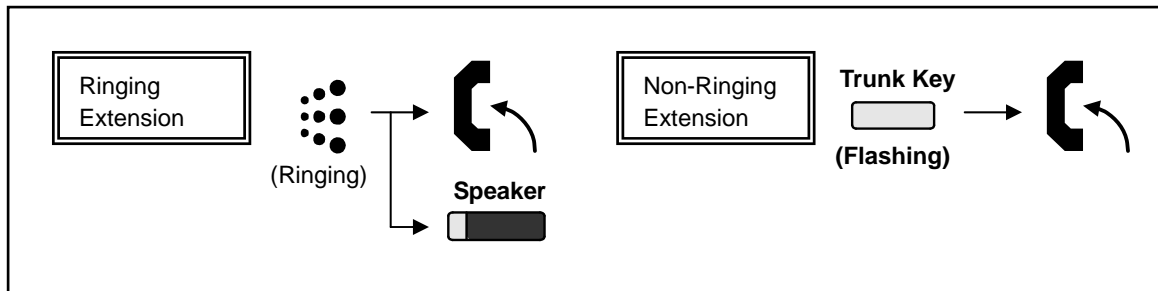
■ Repeat Dialing <Outside Call>



- ◆ The system periodically redials the call. Repeat duration is programmable. Ask your NEC Authorized Supplier.
- ◆ You should lift the handset when the called party answered.

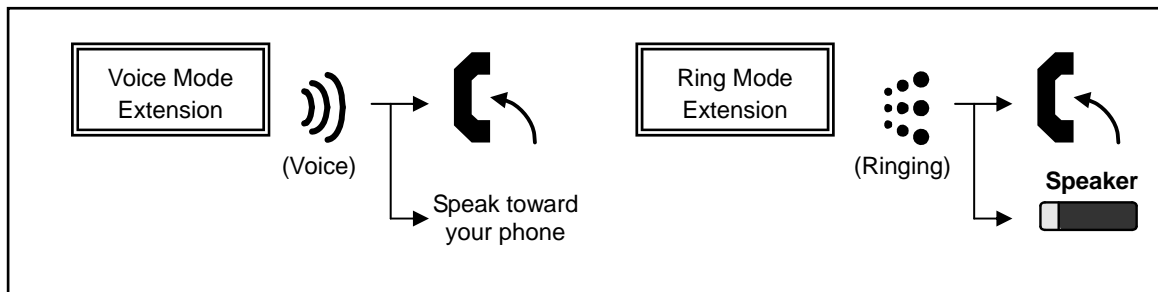
Answering Calls

■ Answering an Outside Call



◆ Confirm the status of Mute Key if you want to answer by Handsfree. (MIC On : Light off, MIC Off : Light On)

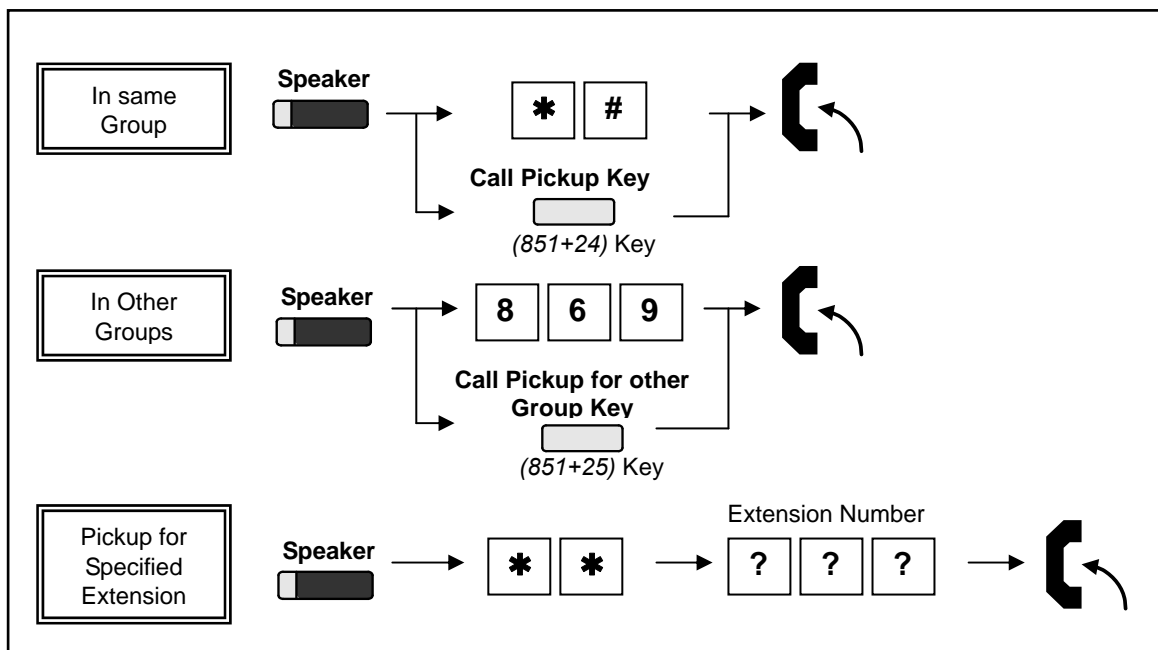
■ Answering an Intercom Call



◆ Intercom Call Mode can be set at your phone by : "Ring" : Speaker + 823 "Voice" : Speaker + 821

◆ Confirm the status of Mute Key if you want to answer by Handsfree. (MIC On : Light off, MIC Off : Light On)

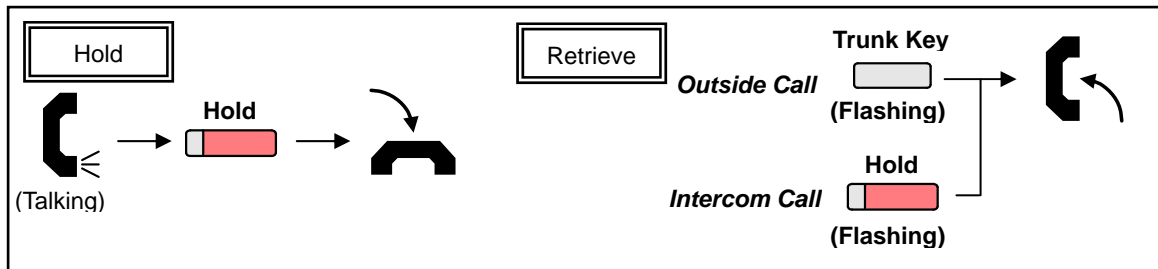
■ Picking up a call for other Extensions



◆ System setting is necessary to make Call Pickup Group. Ask your NEC Authorized Supplier.

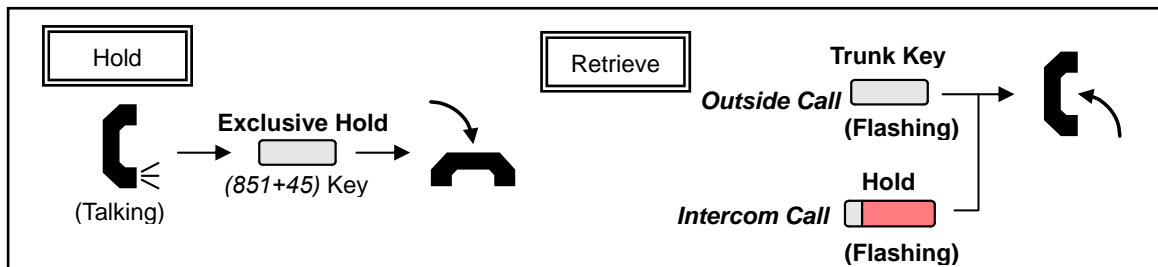
Hold / Transferring Calls

■ Holding a Call / Retrieving a Held Call



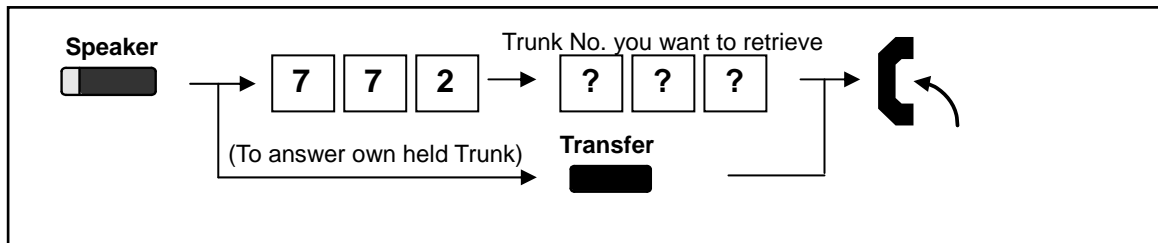
- ◆ In case of Intercom, the call shall be held as “Exclusive Hold” on your phone.
- ◆ This operation puts your outside call on System Hold. Other extension user can take the call off Hold.

■ Holding a Call Exclusively



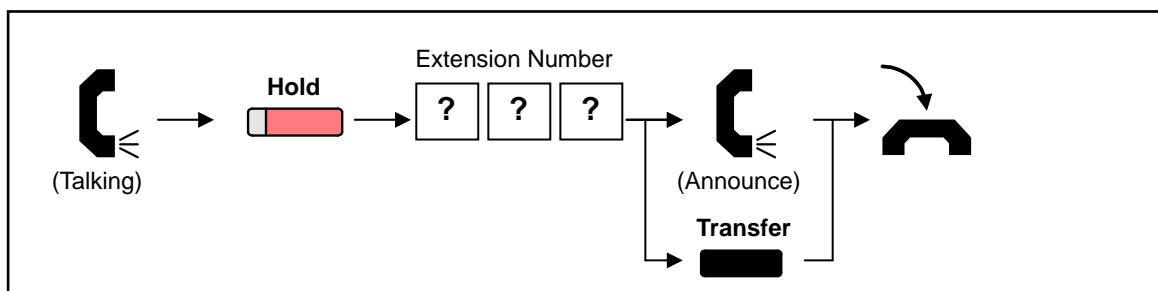
- ◆ This operation puts your outside call on Exclusive Hold. Other extension user can not take the call off Hold.

■ Retrieve a held outside call (if your extension doesn't have Trunk Keys)



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

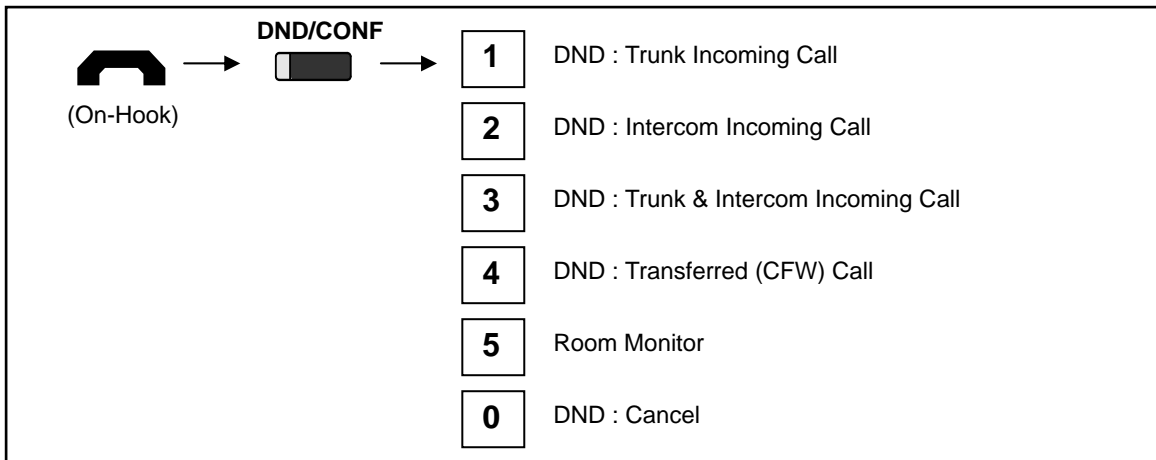
■ Transferring a Call to the other Extension



- ◆ If your phone has DSS/ One-Touch key, just press it instead of “HOLD and Extension Number” operation.

For more convenient use...

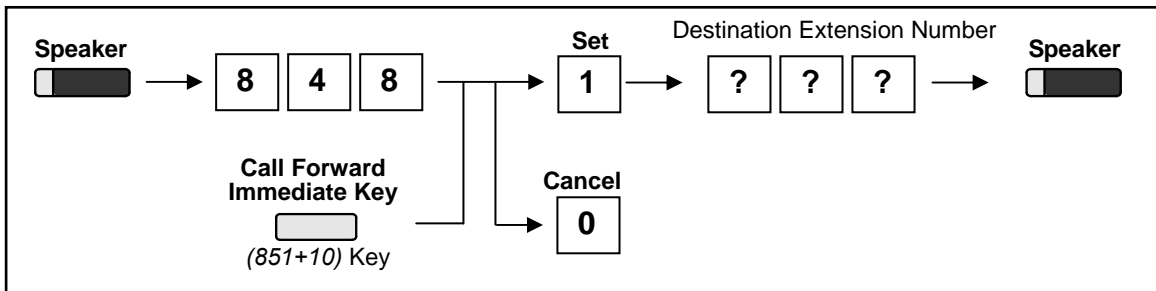
■ Do Not Disturb (DND)



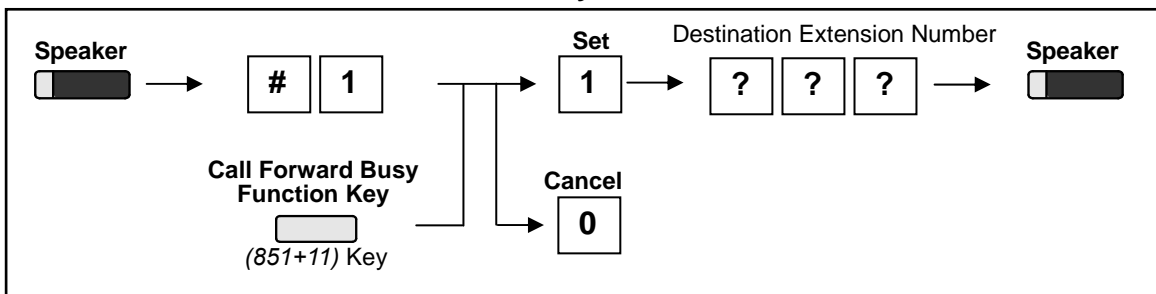
- ◆ When you set DND function, DND/CONF Key's lamp is lit and the Internal Dial Tone pattern is changed.
- ◆ For the Room Monitor feature, ask your NEC Authorized supplier for details.

■ Call Forwarding / Follow Me

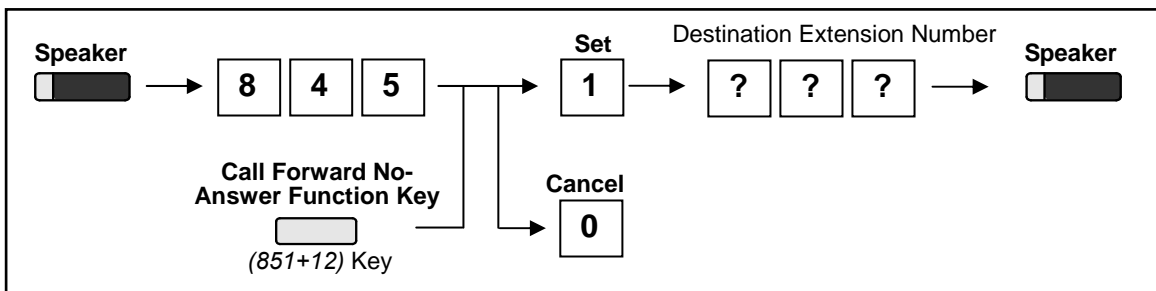
To Call Forward Immediate



To Call Forward When Your Phone is Busy

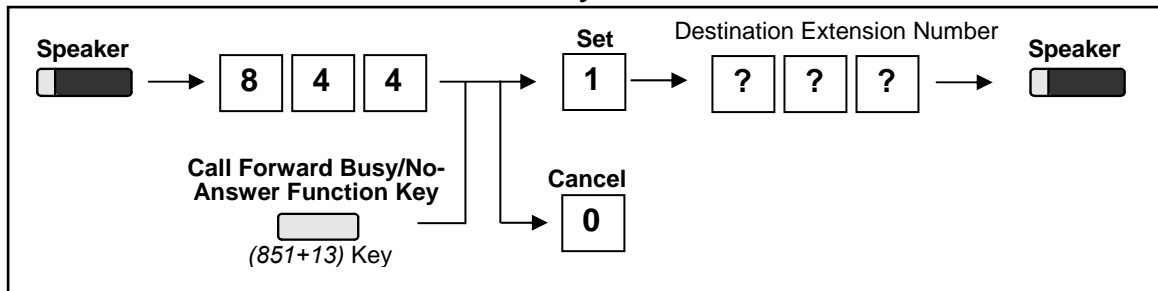


To Call Forward When You Do Not Answer

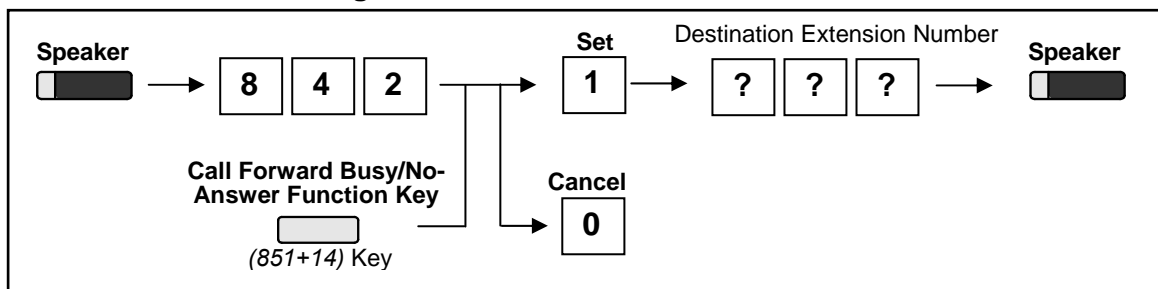


For more convenient use...

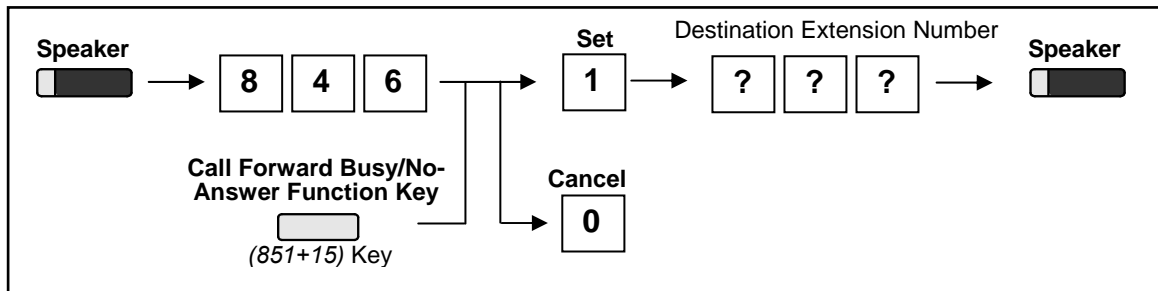
To Call Forward When Your Phone is Busy or You Do Not Answer



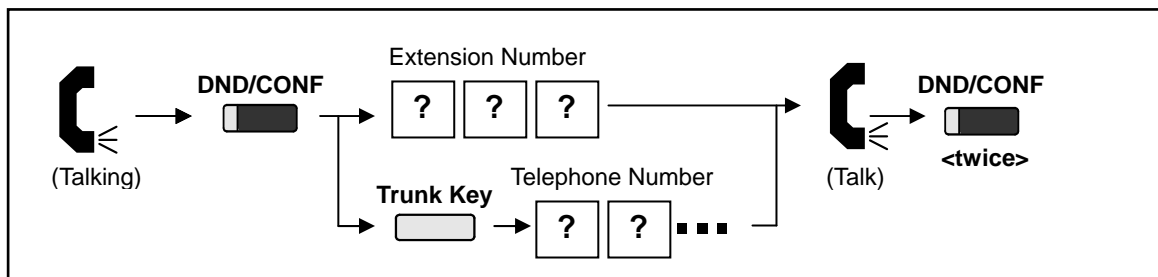
To Call Forward Both Ring



To Call Forward Follow Me



■ Conference

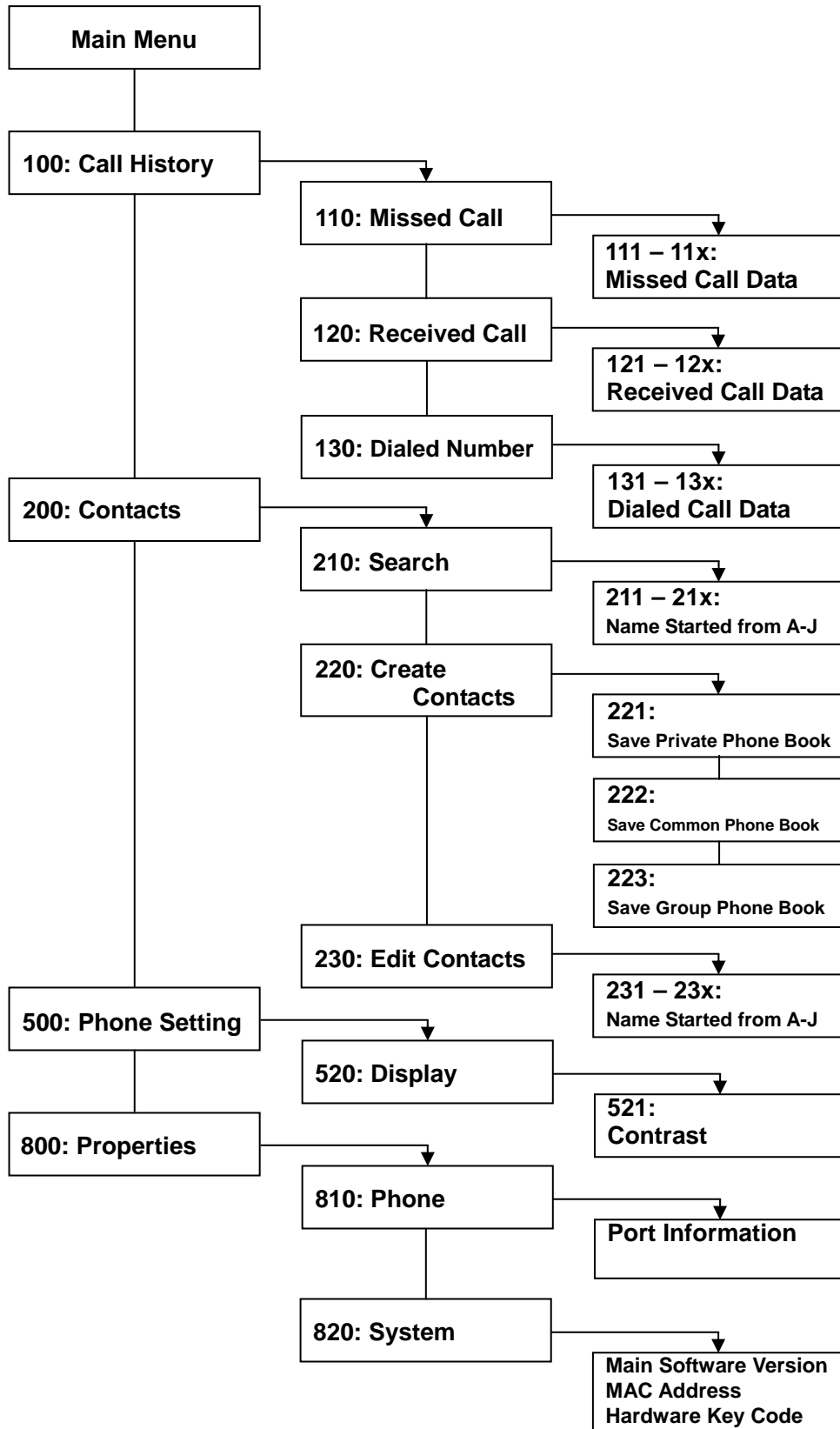


- ◆ You can repeat this operation to add more parties.
- ◆ You may be able to have up to 16 parties. (include your extension)
May need to adjust the level due to the Environment phones are placed. Ask your NEC Authorized Supplier for the details.

Basic Use Menu Structure of the Navigation Keys...

■ Menu Structure

The following table shows Basic Use Menu Structure of the Navigation keys.



Using Navigation Keys...

■ Check Call History

(On-Hook) → [Navigation Key]

Display shows

100:OPRN LST 1/4
>Call History: XX
xx: Received Call Numbers

■ Check Missed Call & Call Back (Example. Receive a call from ABC Ltd./ Phone 0356551234)

(On-Hook) → [Navigation Key] (Twice)

Display shows

110: Call HTY 1/3
>Missed Call: XX
xx: Missed Call Numbers

→ [Navigation Key]

ABC Ltd. 01/xx
111:OCT-22 16:52
xx: Total Missed Call numbers

→ [Navigation Key]

You can select by Up/Down key.

0356551234 01/05
>Calling

→ [Navigation Key]

You can confirm the Number or Name.

Line 001
0356551234

■ Check Received Call & Call using Received dial number

(Example. Receive a call from ABC Ltd./ Phone 0356551234)

(On-Hook) → [Navigation Key] (Twice)

Display shows

120:Call HTY 2/3
>Received Call

→ [Navigation Key]

ABC Ltd. 01/xx
121:OCT-22 16:52
xx: Total Received Call numbers

→ [Navigation Key]

You can select by Up/Down key.

ABC Ltd. 01/05
>Calling

→ [Navigation Key]








You can confirm the Number or Name.

Line 001
0356551234










Using Navigation Keys...

■ Check Dialed Number Data & Call using Dialed number

(Example. Dialed data is 0356551234.)

	→		→		Display shows
(On-Hook)		(Twice)		(Twice)	130:Call HTY 3/3 >Dialed Number
	→		→		0356551234 01/xx 131:OCT-22 16:52
				(You can select by Up/Down key.)	
	→			You can confirm the Number or Name.	0356551234 01/05 >Calling
	→				Line 001 0356551234

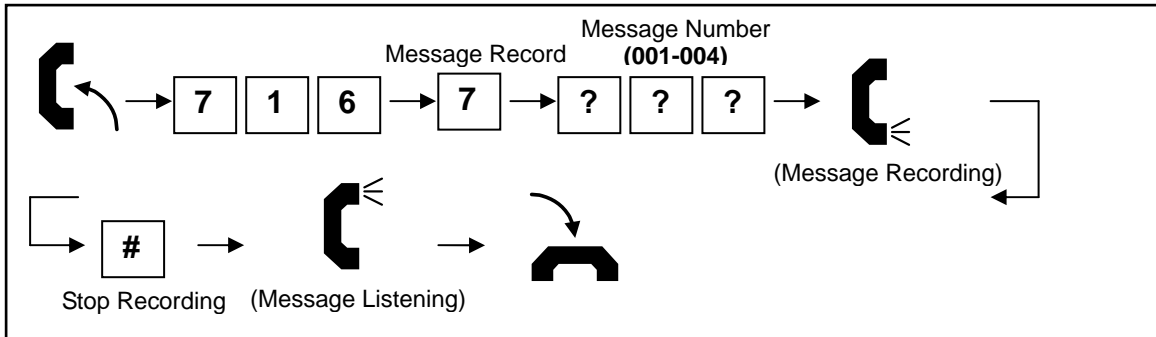
■ Search Speed Dial bin & Place an Outside Call

	→				Display shows
(On-Hook)					100:OPRN LST 1/4 >Call History: XX xx: Received Call Numbers
	→		→		210: Contacts 1/3 > Search
	→		→		211: 1/xx > ABC Ltd. xx: Total registered bin numbers
				(You can select by Up/Down key.)	
	→			You can confirm the Number and Name.	ABC Ltd. 1/xx >COM:0356551234 xx: Total registered bin numbers for "A" character
	→		Or		Line 001 ABC Ltd. 03565512

Built-In Answering Machine (VRS Message)

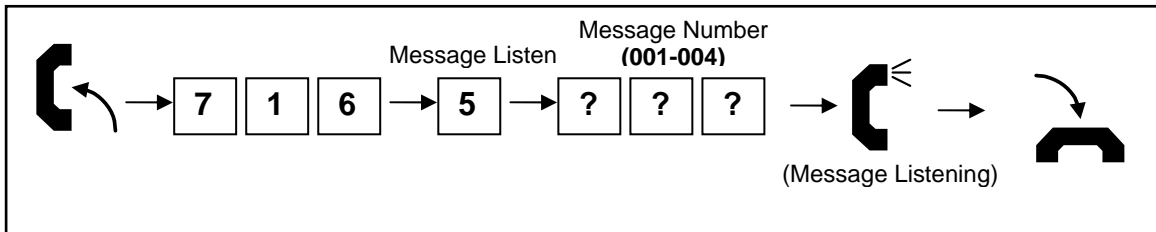
☛ System setting is necessary to use Built-In Answering Machine. Ask your NEC Authorized Supplier for details.

■ To Record a VRS Answering Message

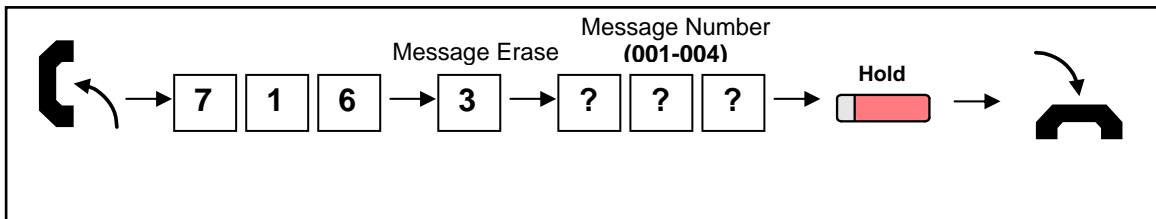


- ◆ The Message can be recorded Up to 4 type of message.
- ◆ The Message can not exceed 2 minutes.

■ To Listen to a VRS Answering Message



■ To Erase a VRS Answering Message



- ◆ The Message can be recorded Up to 4 type of message.
- ◆ The Message can not exceed 2 minutes.

Built-In Answering Machine (Voice Mail Message)

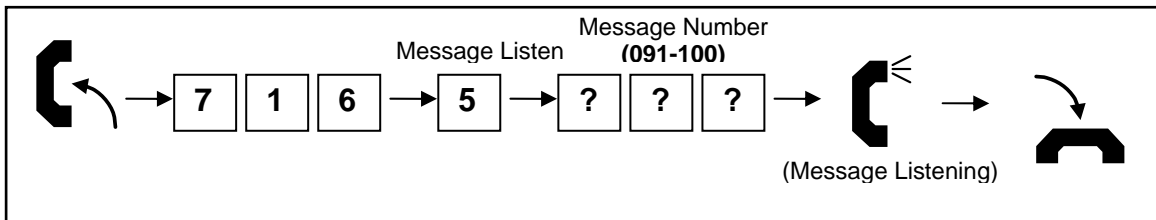
■ When an outside caller left a message.....then...

Extension 200 (Multi-line Telephone) shows...

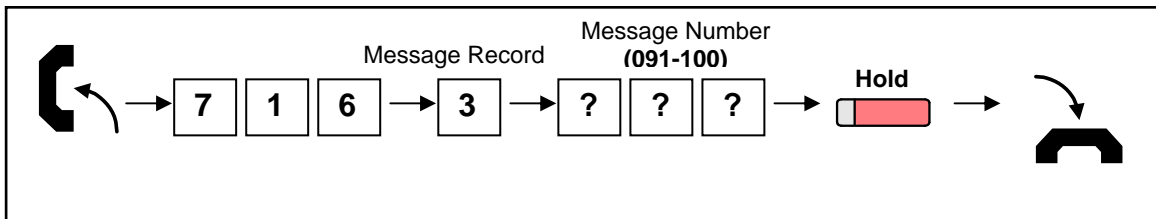
VOICE MESSAGE
XX MESSAGES

☞ XX shows the number of message left.

■ To Listen to a Voice Mail Message



■ To Erase a Voice Mail Message

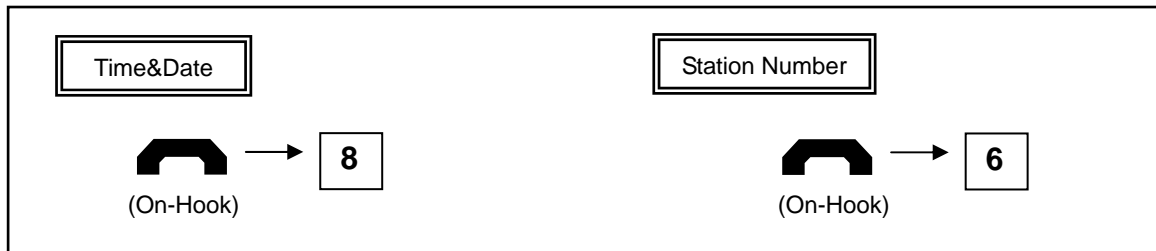


- ◆ The Message can be recorded Up to 10 messages.
- ◆ The Message can not exceed 2 minutes.

VRS – Checking Time/Date & Station Number

Optional Units and System setting is necessary to use VRS feature. Ask your NEC Authorized Supplier for details.

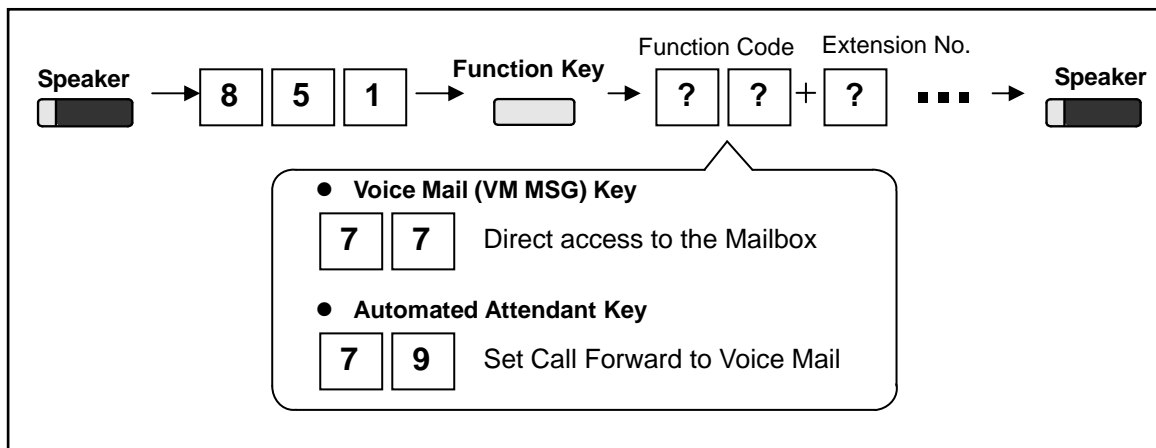
■ To Listen to the Time/Date, Station Number



InMail – Setting the Voice Mail Control Keys

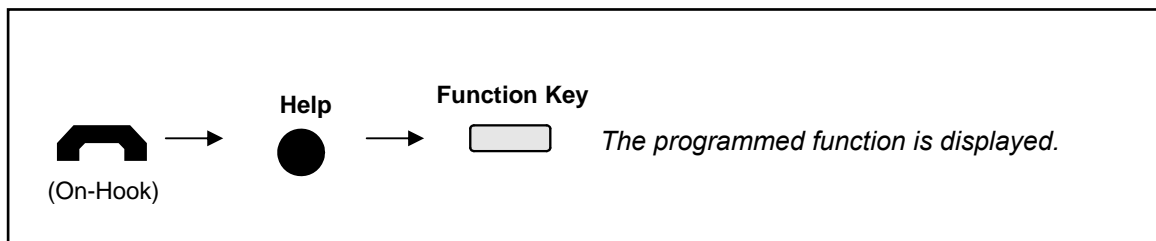
Optional Units and System setting is necessary to use InMail feature. Ask your NEC Authorized Supplier for details.

■ To Programming a Voice Mail Key



◆ Press Automated Attendant Key to change the status (All Calls -> No Answer -> Busy -> Busy/No Answer -> Cancel).

■ To Check the Function of a Programming Function Key



InMail – Guidance Message Flow

Main Menu

Voice Mail lets callers leave recorded messages for you and lets you leave recorded messages for co-workers. Messages get stored in each person's mailbox. To listen to your messages or use other Voice Mail features, call your mailbox and access the Main Menu. **Your Message Wait LED flashes (red) when you have a message.** **Automated Attendant** answers your company's calls with a recorded message and gives dialling instructions for callers to follow.

L Listen to Messages 5

While listening you can:

RE	Record REply	73	L	Listen to Next Msg	5	1S	Select Saved Message List	17
MF	Have Msg Forwarded	63	B	Backup a Few Secs	2	1A	Select All Message List	12
MC	Make Call to Sender	62	BB	Backup to Beginning	22	#	Exit Listen Mode	#
TI	Get TIme, Date	84	G	Go Ahead a Few Secs	4		Select the Listen Mode	
SA	SAve Message	72	*	Pause/Resume Listening	*		See also 'Select Listen Mode' on the Main Menu	
E	Erase Msg	3	1N	Select New Message List	16			

RS Record & Send Message 77

Enter mailbox number, then:

While recording you can:

*	Enter mailbox number	*	*	Pause/Resume	*
#	Start Recording	#	E	Erase Recording	3
	Exit to Main Menu		#	End Recording	#

G Mailbox Greeting 4

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.

Calling Your Mailbox and Accessing the Main Menu

To call your mailbox from outside the company:

1. Dial company phone number _____.
2. Wait for Automated Attendant to answer.
3. Dial # and your mailbox number.
 - Optionally dial * and co-worker's mailbox number to leave a message.
 - The codes in your system may be different.

To call your mailbox from your extension:

1. Press Voice Mail Key (851+77).

To access a feature from your mailbox Main Menu:

1. Dial the letters shown to the left of the feature name.
 - The corresponding numbers are shown to the right.
 - The letters you dial match some of the letters in the feature name.

RN Record Mailbox Name 76

InMail will play your mailbox name in the voice prompts instead of your mailbox number.

OP Mailbox Options 67

The mailbox options are:

TI Time and Date 84

SA Sys Admin Options (For Admin Mailboxes only) 72

1N Select New Message List 16

1S Select Saved Message List 17

1A Select All Message List 12

These options are also available while listening to a message.

X EXit Mailbox 9

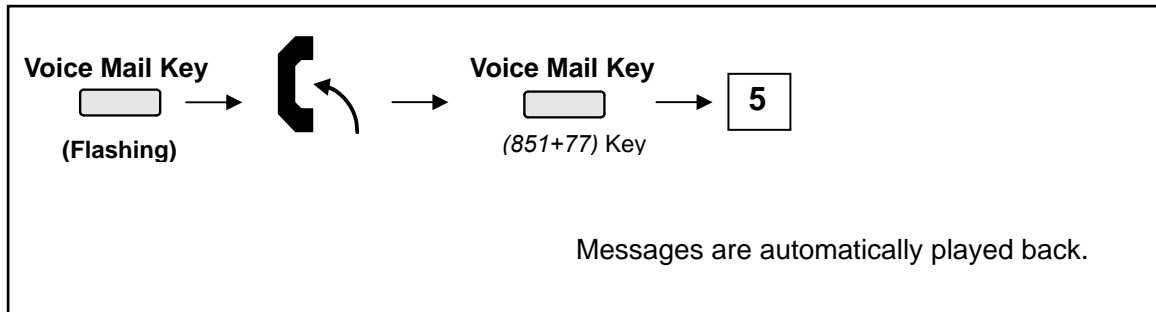
S	Security Code	7
N	Changes or erases your mailbox security code. Message Notification	6
AT	Auto Time Stamp	28
#	Plays the msg time, date and sender after the msg. Exit Menu	#

InMail – Listen to Messages Left for You

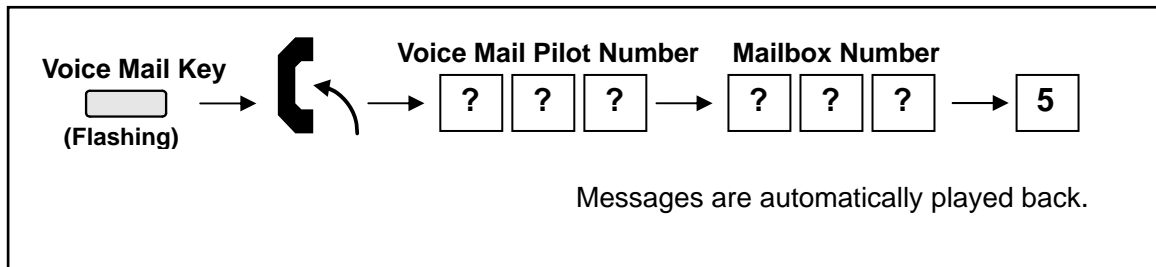
There are two ways to listen to message in your mailbox;

- Pressing the Voice Mail key to listen to messages.
- Following the voice guidance to listen to Message.

■ Pressing the Voice Mail Key to Listen to Message



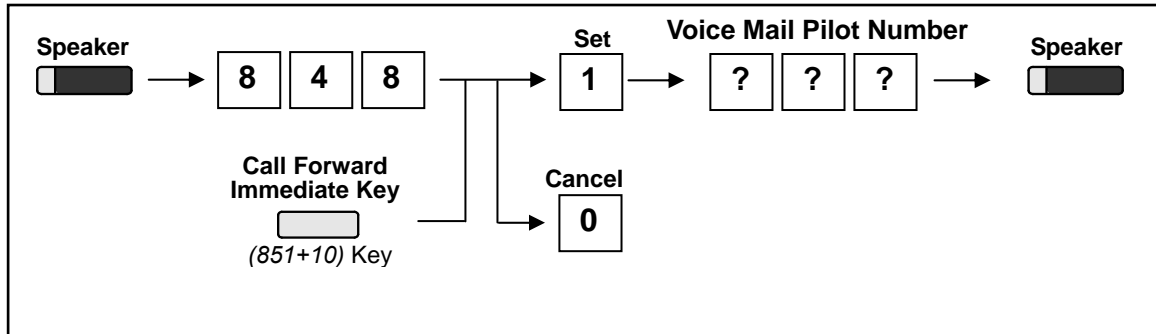
■ Follow the Voice Guidance to Listen to Message



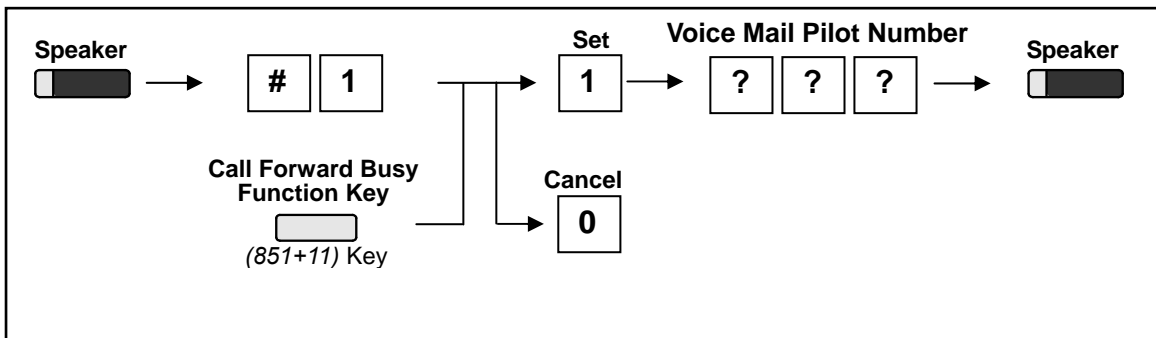
InMail – Sending Calls to a MailBox

To Forward your phone to Voice Mail

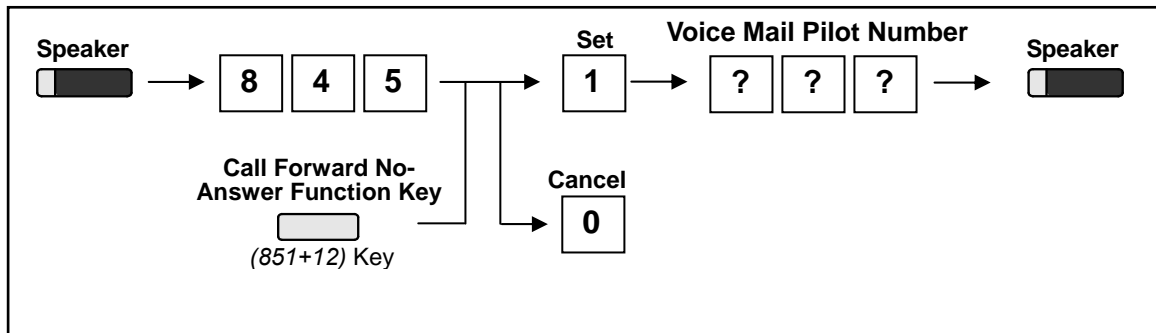
■ To Forward All Incoming Calls to Your Mailbox



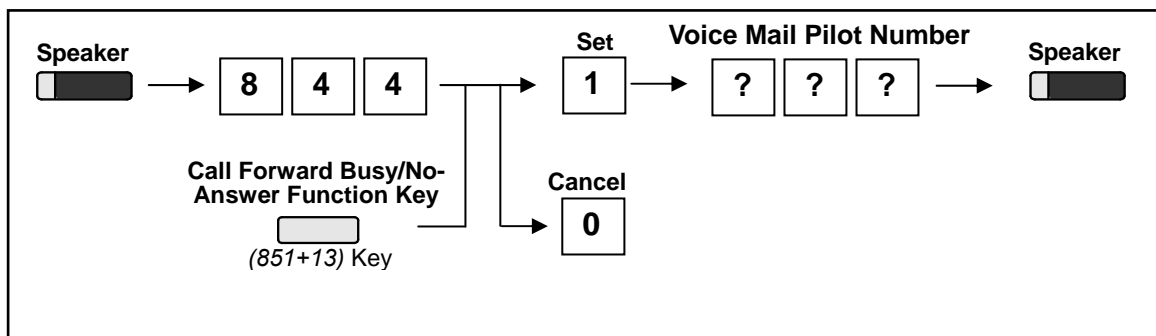
■ To Forward Incoming Calls to Your Mailbox When Your Phone is Busy



■ To Forward Incoming Calls to Your Mailbox When You Do Not Answer



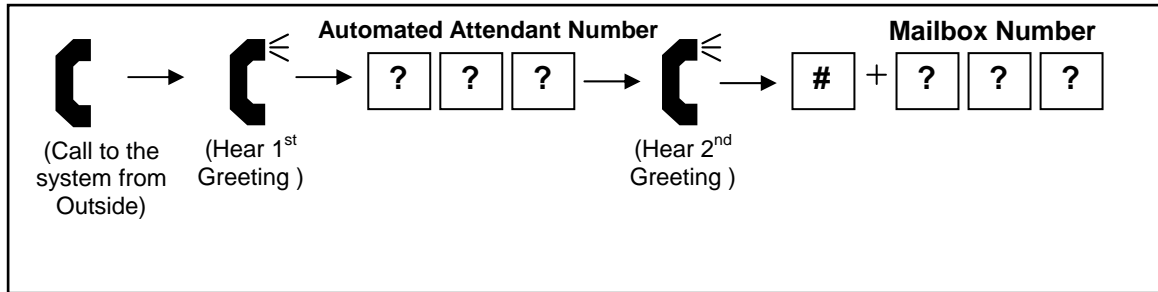
■ To Forward Incoming Calls to Your Mailbox When Your Phone is Busy or You Do Not Answer



InMail – Sending Calls to a MailBox

An Additional Way to Call Your Mailbox (From Outside)

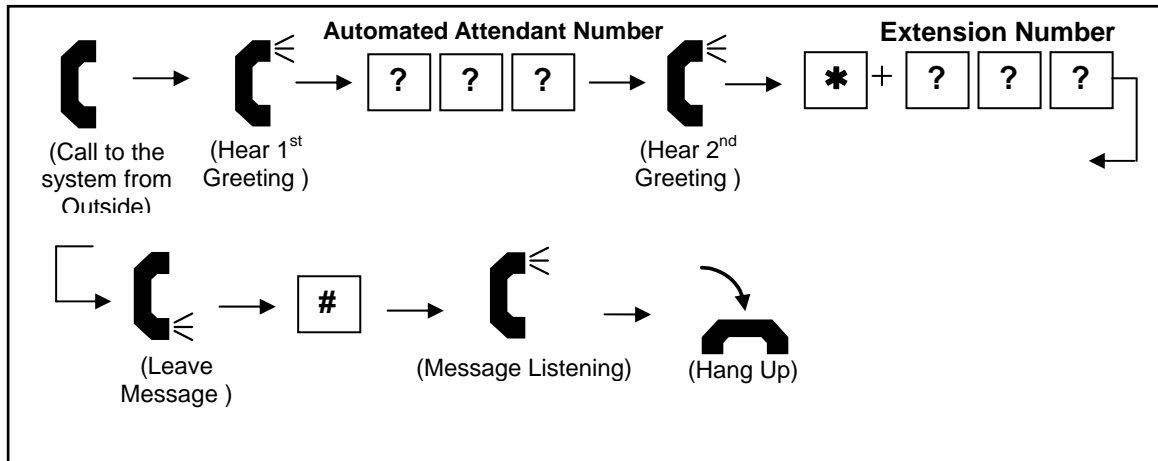
■ To Call Your Mailbox From Outside



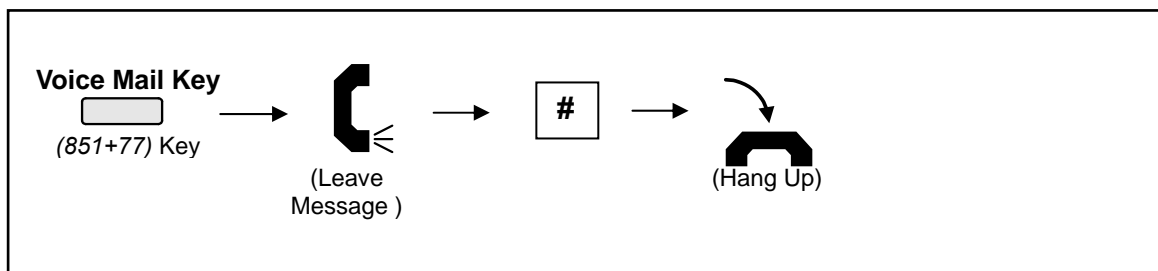
☞ (Optional) Enter your Security Code if you have set one in mailbox options

Additional Ways to Record a Message

■ Quick Message From Outside



■ After You Call an Extension



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

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Multi-Line Telephone
User Guide

NEC Corporation