

Smart Communication Server

SL1100

Multi-Line Terminal

User Guide

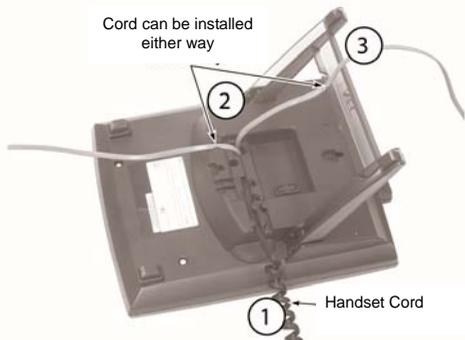
**Please read this manual carefully before operating
this product and save this manual for future use.**

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.



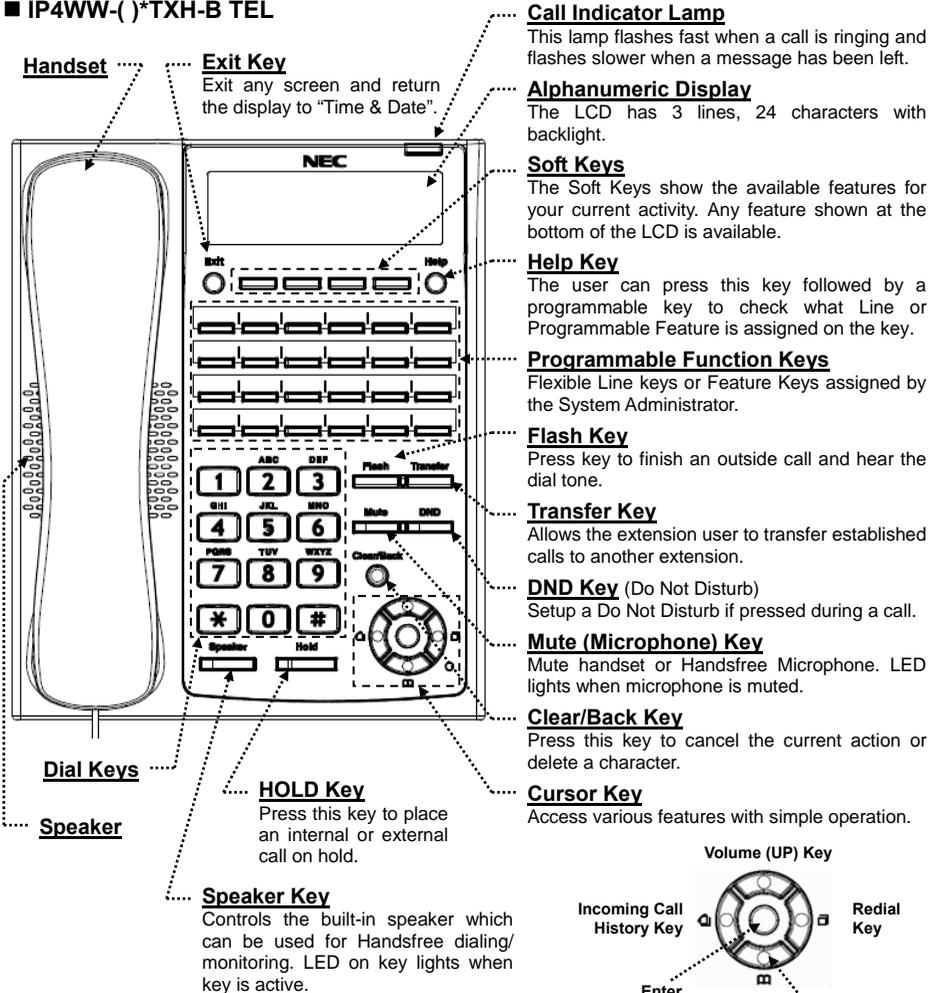
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Using Your Terminal

■ IP4WW-() *TXH-B TEL



* 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.

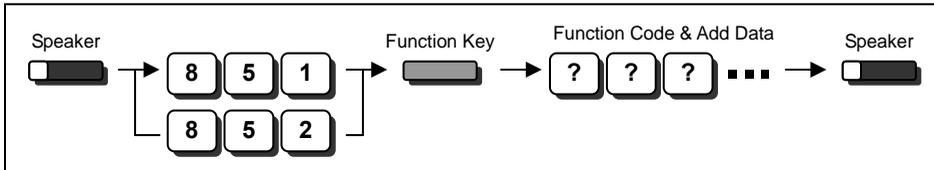
Handsfree Options

- 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

■ Programmable Function Keys

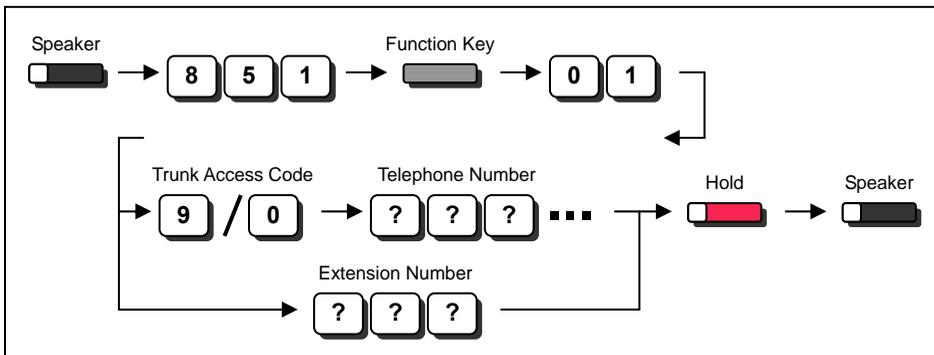
Programmable Function Keys can be assigned as "Trunk" Key and/or other Function Keys. You can just press the function key to activate the assigned function without dialing the Service Code.



- There are 2 levels of Function Keys. (General Keys : assigned by **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**".
- Programmable Function Keys can be assigned by Soft Key operation as well.

■ DSS / One-Touch Keys

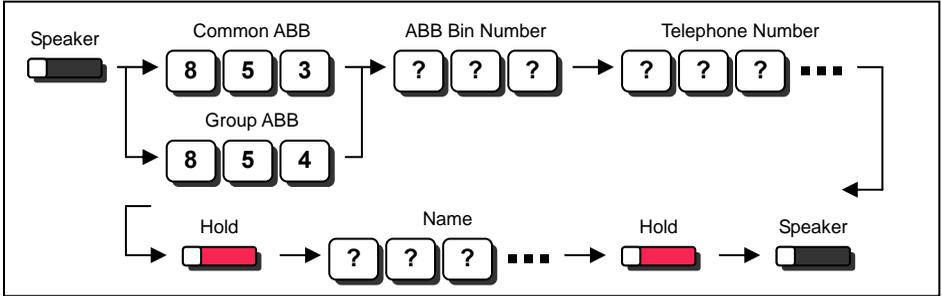
Programmable Function Keys can be assigned as DSS (Direct Station Selection) or One-Touch Keys. You can place an Outside / Intercom Call by just pressing this key without dialing the number.



- 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 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, the Trunk Access Code should be added in front of the 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.
- One-Touch Keys can be assigned by Soft Key operation as well.

For Your Convenience

■ Abbreviated Dial (Speed Dial) Registration



- The digit of 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 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..
- Common Abbreviated Dial can be registered by Soft Key / Cursor Key operations as well.

■ Entering Alphanumeric Characters

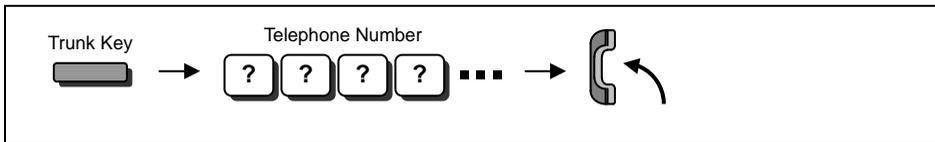
When you enter a name, use Dial Pad Keys to enter letters as below. For example, press "2" key once for "A", twice for "B", etc...

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

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

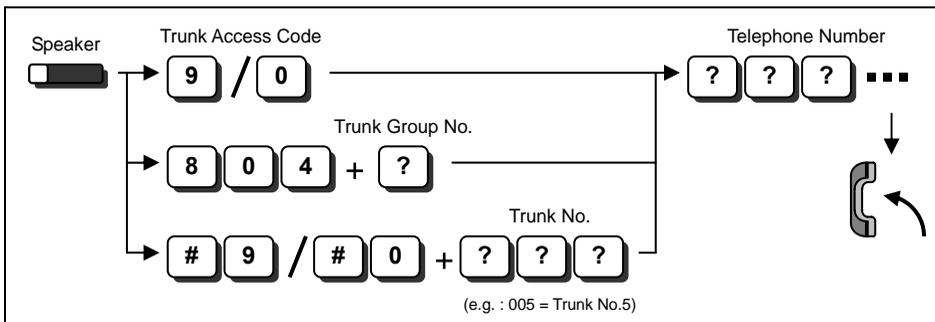
Placing Calls

■ Place an Outside Call <Quick Access>



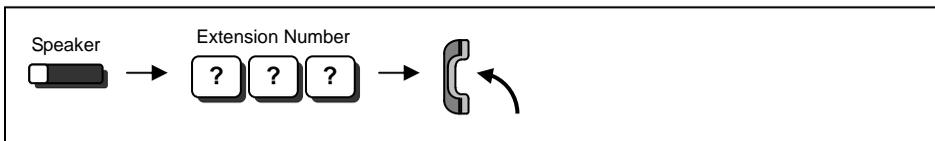
- Listen to the Dial Tone before dialing a Telephone Number.
- You can have function keys for Trunks or Trunk Groups. Ask your NEC Authorized Supplier for the details.

■ 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.
- 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 the details.
- For the dial digit of Trunk No., ask your NEC Authorized Supplier for the details.

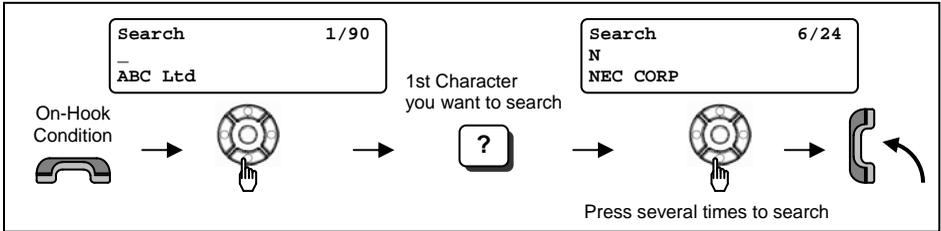
■ Place an Intercom Call <Dial Access>



- 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 Terminal)

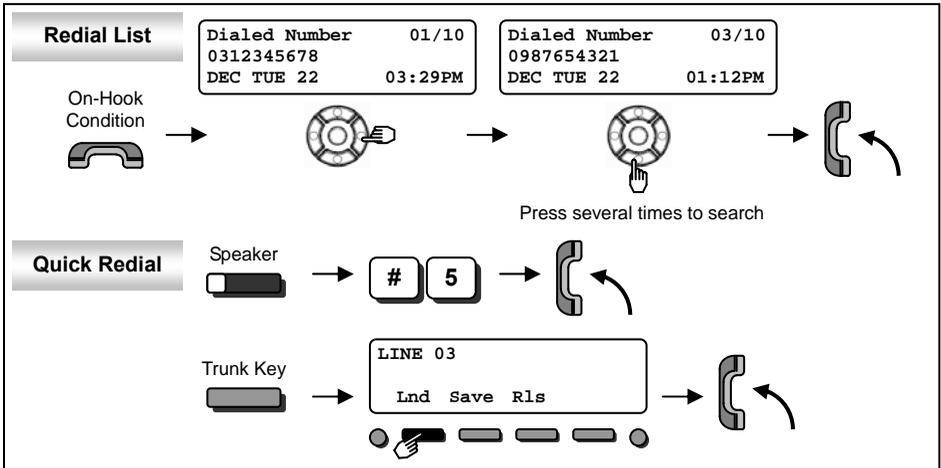
Placing Calls Quickly

■ Directory Dialing



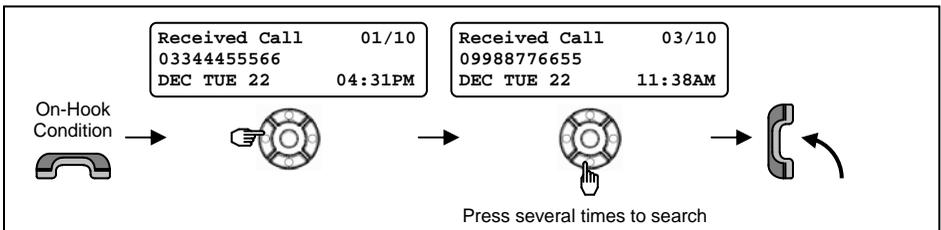
- After searching the desired destination, press “Enter” Key to confirm the telephone number before lifting the handset, if necessary.
- You can enter more Characters (up to 12) to make desired destination’s search even more specific.
- You can also search the desired destination without entering the Characters. (press Cursor Keys only)
- To cancel the Directory Dialing operation, press “Clear/Back” Key.
- Directory Dialing can be activated by Soft Key operation as well.

■ Last Number Dialing



- The system retains the last 10 numbers dialed which can be reviewed and redialed.
- To cancel the Redial List operation, press “Clear/Back” Key.

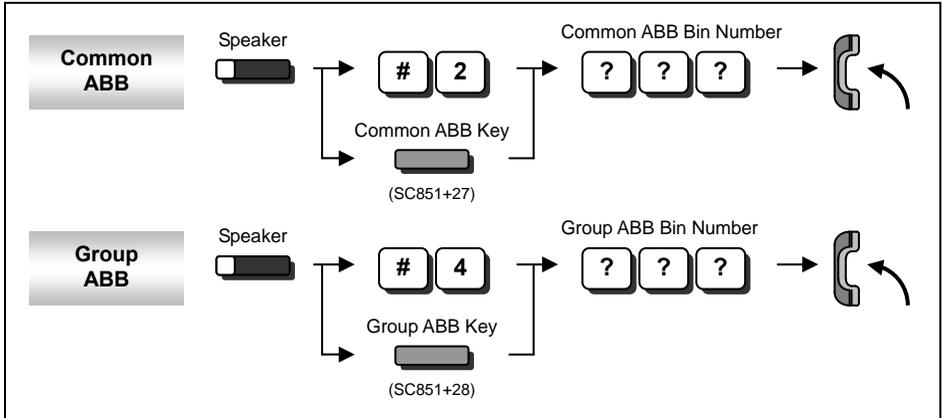
■ Callback by Received Number



- 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.

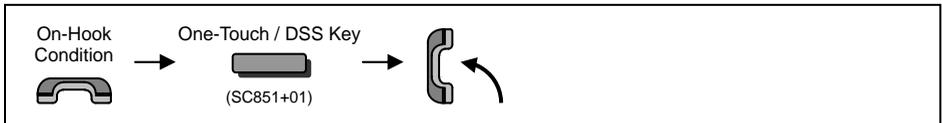
Placing Calls Quickly

■ 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 shall be 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 Key on the Programmable Function Key, "Press HOLD" is required after dialing the Function Code 27.

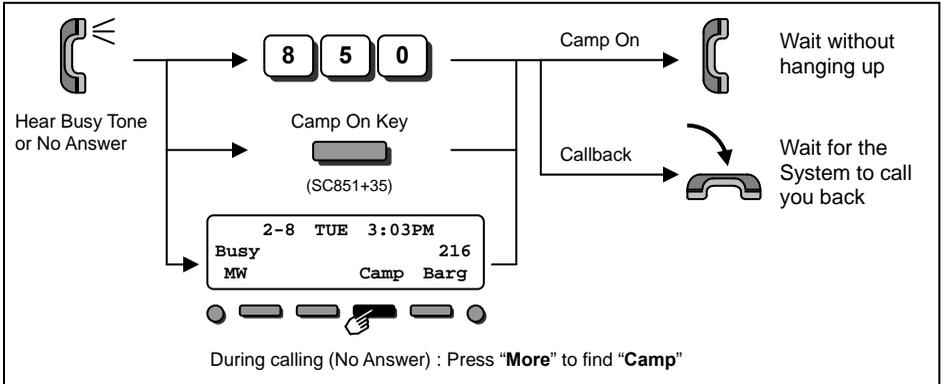
■ One-Touch / DSS Call



- 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.

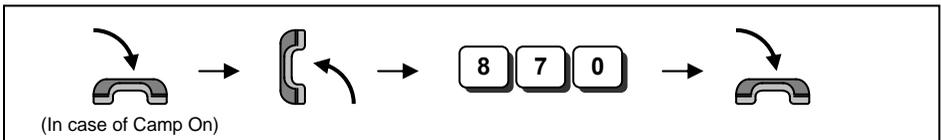
If your call doesn't go through...

■ Set Camp On / Callback

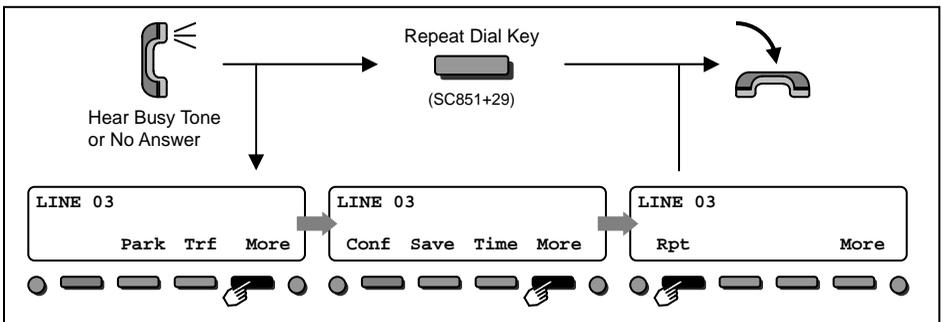


- **Camp On** In case of Intercom Call, when you hear ringing, wait for the called party to answer.
In case of Outside Call, when you hear Dial Tone, begin telephone number dialing.
- **Callback** In case of Intercom Call, when your terminal starts the ringing, lift handset and wait for the called party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



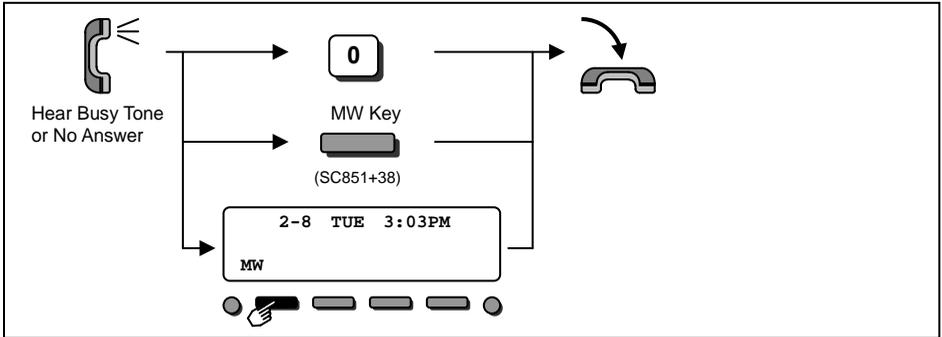
■ Repeat Dialing <Outside Call Only>



- When the Repeat Dialing is set, Repeat Dial Key shall flash 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 answered.
- Press flashing Repeat Dial Key to cancel.

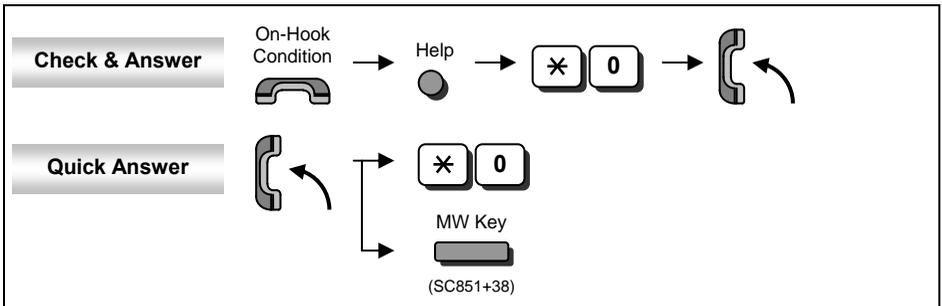
If your call doesn't go through...

■ Set a Message Waiting



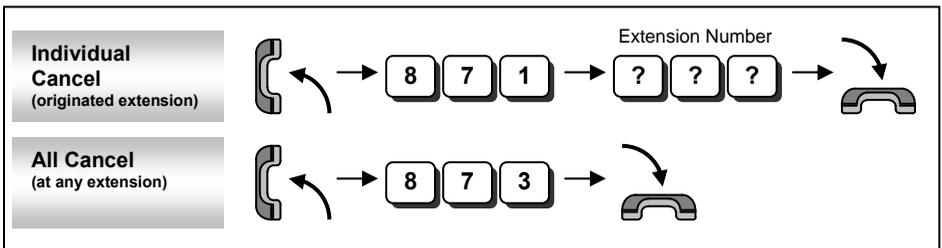
- When you set a MW, the called party's Indicator starts to flash, and your Indicator is lit in Green.

■ Answer a Message Waiting (Your terminal's Indicator is flashing in Green)



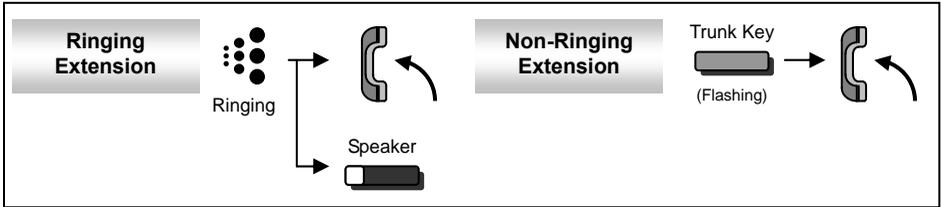
- When you answer a MW, the Indicator shall automatically be off when the called party answers.
- You can select the desired party by pressing Up Key after dialing “ * , 0”, if several number of Message Waiting has been set.

■ Cancel Message Waiting



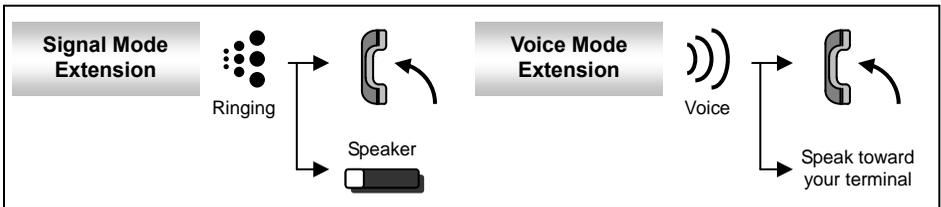
Answering Calls

■ Answering an Outside Call



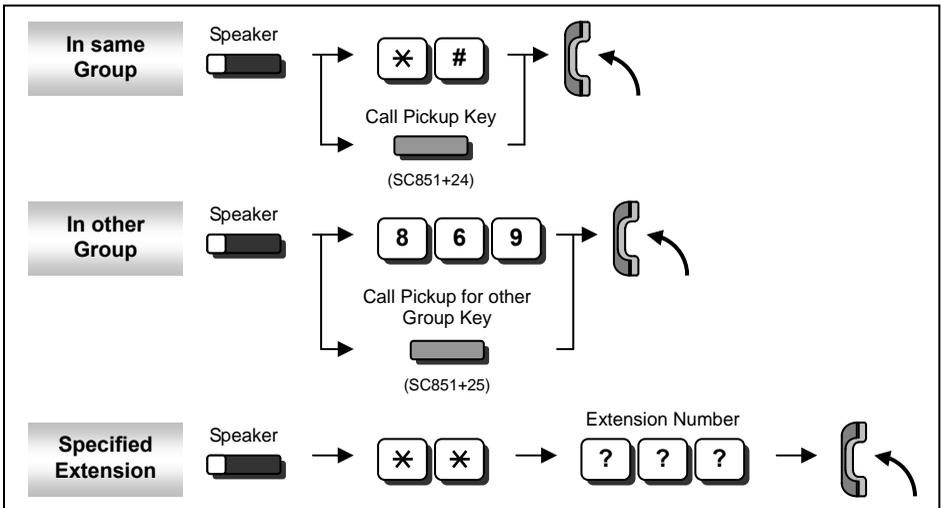
- Confirm the status of Mute Key if you want to answer by Handsfree. (Mute On : LED On, Mute Off : LED Off)

■ Answering an Intercom Call



- Intercom Call Mode (Signal or Voice) can be set at your terminal by :
 "Signal" : Speaker -> 823 "Voice" : Speaker -> 821
- Confirm the status of Mute Key if you want to answer by Handsfree. (Mute On : LED On, Mute Off : LED Off)

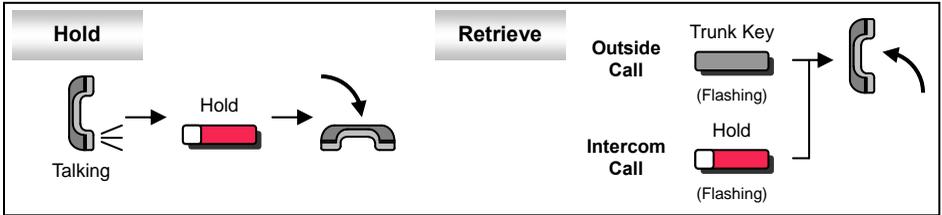
■ Picking up a Call for other Extensions



- System setting is necessary to make Call Pickup Group. Ask your NEC Authorized Supplier for the details.
- Call Pickup operations are available by Soft Key operation as well.

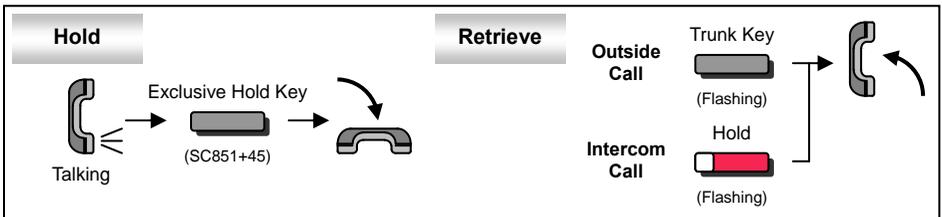
Hold / Transferring Calls

■ Holding a Call / Retrieving a Held Call



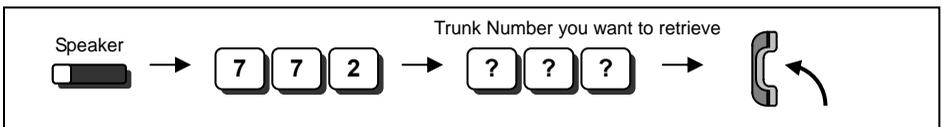
- In case of Intercom, the call shall be held as “Exclusive Hold” on your terminal.
- This operation puts your outside call on System Hold. Other extension user can take the call off Hold.

■ Holding a Call Exclusively



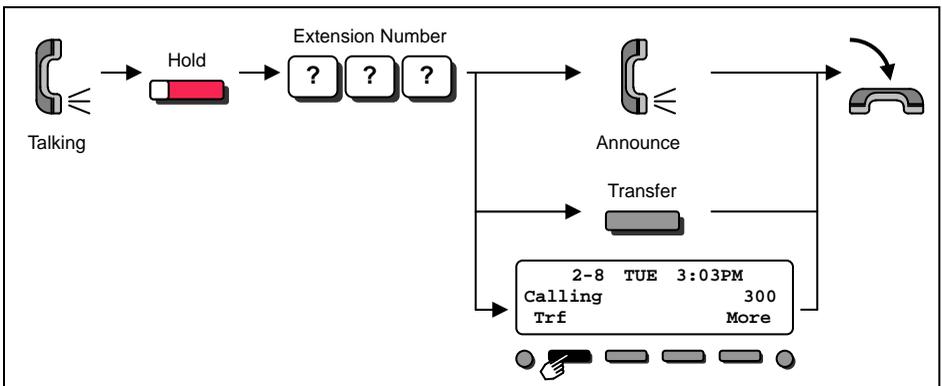
- This operation puts your outside call on Exclusive Hold. Other extension user can not take the call off Hold.

■ Retrieve a Held Outside Call



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

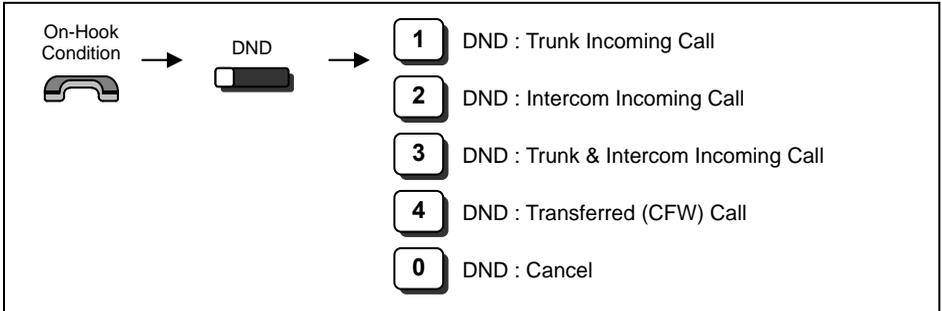
■ Transferring a Call to the other Extension



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

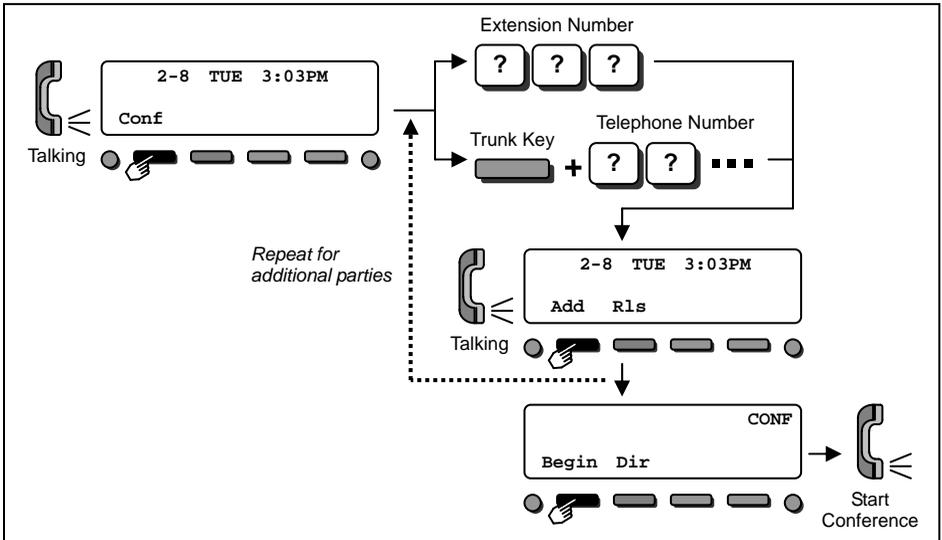
For more Convenient Use...

■ Do Not Disturb (DND)



- When you set DND function, DND/CONF Key shall be lit and the Internal Dial Tone pattern shall be changed.

■ Conference

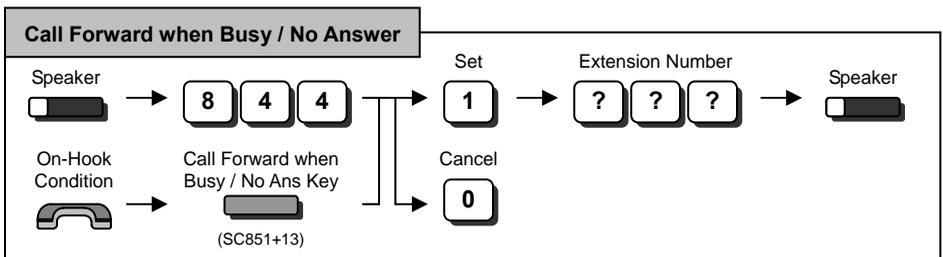
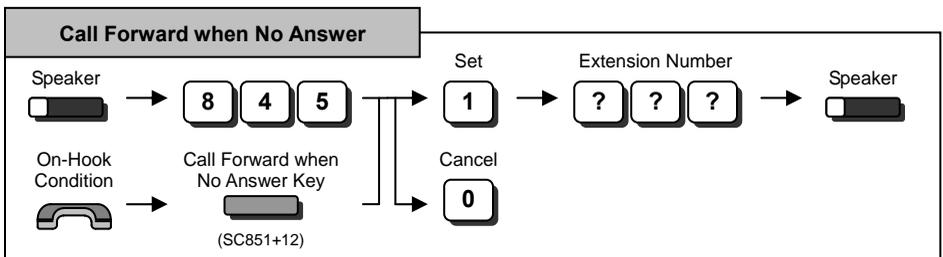
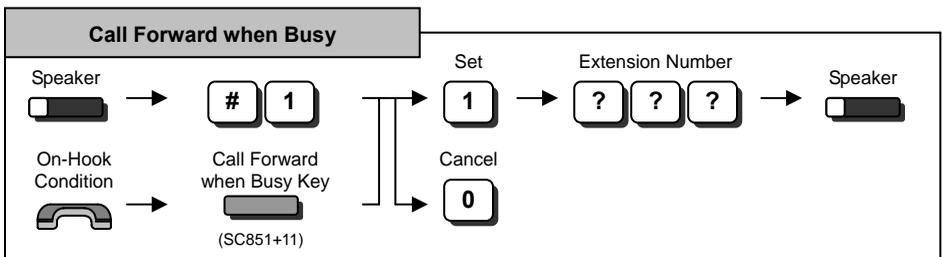
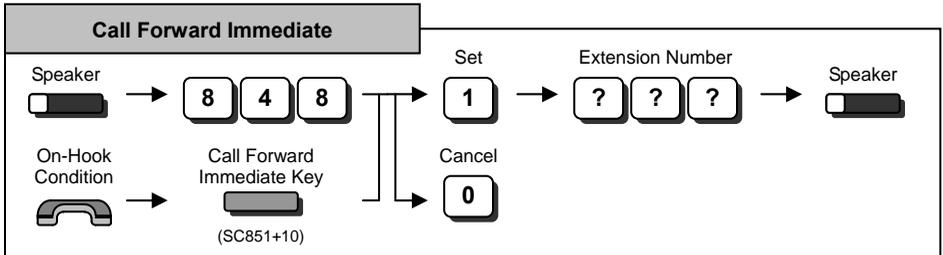


- You can repeat this operation to add more parties.
- You may be able to have up to 16 parties. (include your terminal) May need to adjust the volume level due to the Environment where calls are placed. Ask your NEC Authorized Supplier for the details.

For more Convenient Use...

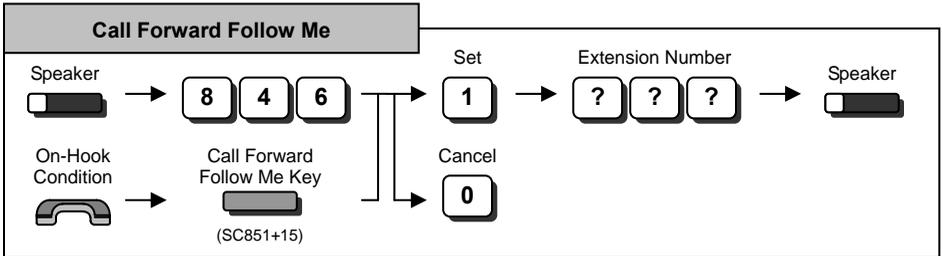
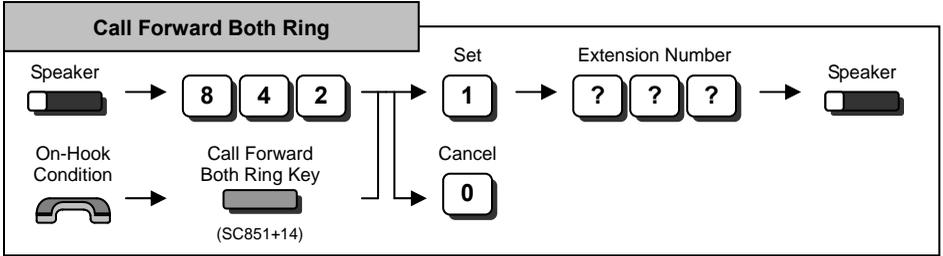
■ Call Forwarding / Follow Me

When you set Call Forward / Follow Me, the destination extension shall be displayed on the LCD, and the Internal Dial Tone pattern shall be changed. (Call Forward / Follow Me can be set by Soft Key as well)



For more Convenient Use...

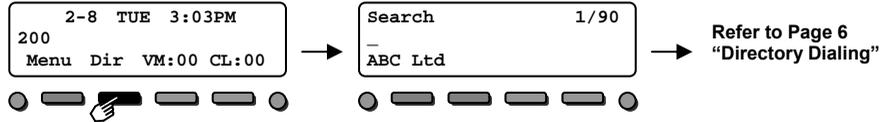
■ Call Forwarding / Follow Me (Cont'd)



Soft Keys Operation

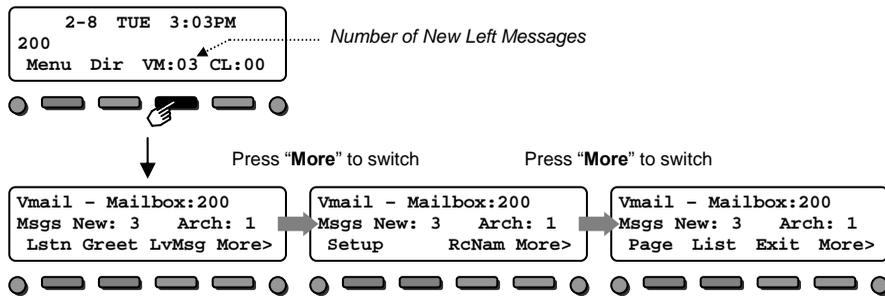
■ “Dir” Soft Key

You can activate the Directory Dialing feature by pressing the “Dir” Soft Key.



■ “VM” Soft Key (Option)

Number of new messages in your mailbox is displayed on the “VM” Soft Key; you can access your mailbox by pressing this key.



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

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.

2-8 TUE 3:03PM
 Check List
 Menu Dir VM:00 CL:02



Total:05 New:02
 Unans:03 Ans:02
 All Unan Del Exit



01: 12349876
 2-6 13:19
 Call Store Del More



Soft Key Indication	Feature	Next Operation after pressing Soft Key
All	All Incoming Calls List	See below
Unan	Unanswered Calls List	See below
Del	Delete List	Press “Yes” to delete all Caller-ID List. (or press “No” to cancel)
Exit	Exit from Summary	- - -

Press
 “More”
 to switch



01: 12349876
 2-6 13:19
 Edit Back More



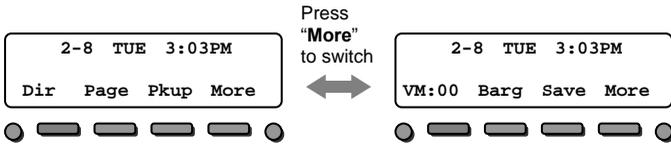
Press “VOL Up /
 Down” Keys to
 select the
 desired number.

Soft Key Indication	Feature	Next Operation after pressing Soft Key
Call	Call to displayed number	Lift the handset to talk when the destination answered.
Store	Store displayed number	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.)
Del	Delete displayed number	Next received Caller-ID shall be automatically displayed, and continue the Caller-ID Soft Key operation.
Edit	Edit displayed number	Press “<-“ or “->” 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.
Back	Return to Summary	Continue the Caller-ID Soft Key operation.

Soft Keys Operation

■ Soft Key Operations during Off-Hook condition

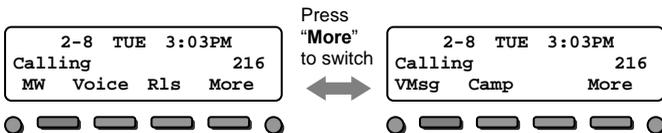
When you press the Speaker Key or lift the handset, you will see the following Soft Keys.



Soft Key Indication	Feature	Next Operation after pressing Soft Key
Dir	Directory Dialing	Refer to Page 6 for Directory Dialing operation.
Page	Paging	Press " InPg " (Internal Paging) or " ExPg " (External Paging), and dial the Group/Zone number to page.
PkUp	Call Pickup	Press " Pers " for Extension Call Pickup. Press " ExPg " for External Paging pickup Press " InPg " for Internal Paging pickup
VM:00	Mailbox Access	Refer to Page 16 (VM Soft Key)
Barg	Barge-In	Dial the target extension number to barge in.
Save	Saved Number Dial	Saved number is dialed automatically. Wait for answer.

■ Soft Key Operations during Intercom Calling

During Intercom calling (called party does not answer yet), you will see the following Soft Keys.



Soft Key Indication	Feature	Next Operation after pressing Soft Key
MW	Message Waiting	Message Waiting is set. Hang up to finish.
Voice (Signal)	Intercom Call Mode Switching (Signal / Voice)	Signal -> Voice : Start to talk after beep tone. Voice -> Signal : Wait for called party answer. Press " Voice " (or " Signal ") again to switch Call Mode, if necessary.
Rls	Hang Up	- - -
VMsg	Leave a Message (In-Mail) (Option)	Start recording your message.
Camp	Camp On / Callback	<u>Camp On</u> Wait for the system to call you back without hanging up. <u>Callback</u> 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, you can use following feature by Soft Key.

2-8 TUE 3:03PM
Talking to 216
Conf



Refer to Page 12
"Conference"

Soft Key Indication	Feature	Next Operation after pressing Soft Key
Conf	Conference	Dial the desired extension number, or seize an idle trunk and place a call to establish a conference. Press "Add" to invite the other party, or press "Add" and "Begin" to start a conference. Press "AnHd" to retrieve a held call.

■ Soft Key Operations during Outside Call

When you seize a trunk for outgoing call, or you answered an incoming call, you can use following features by Soft Key.

(When you seize a Trunk)

LINE 03
Lnd Save Rls Acct



After establishing call and pass 4 seconds

Press **"More"** to switch

Soft Key Indication	Feature	Next Operation after pressing Soft Key
Lnd	Last Number Dialing	Last dialed number is dialed automatically. Wait for answer.
Save	Saved Number Dialing	Saved number is dialed automatically. Wait for answer.
Rls	Hang Up	- - -
Acct	Account Code Entry (Option)	Enter the Account Code.

LINE 03
Park Trf More

LINE 03
Conf Save Time More

LINE 03
Rpt More

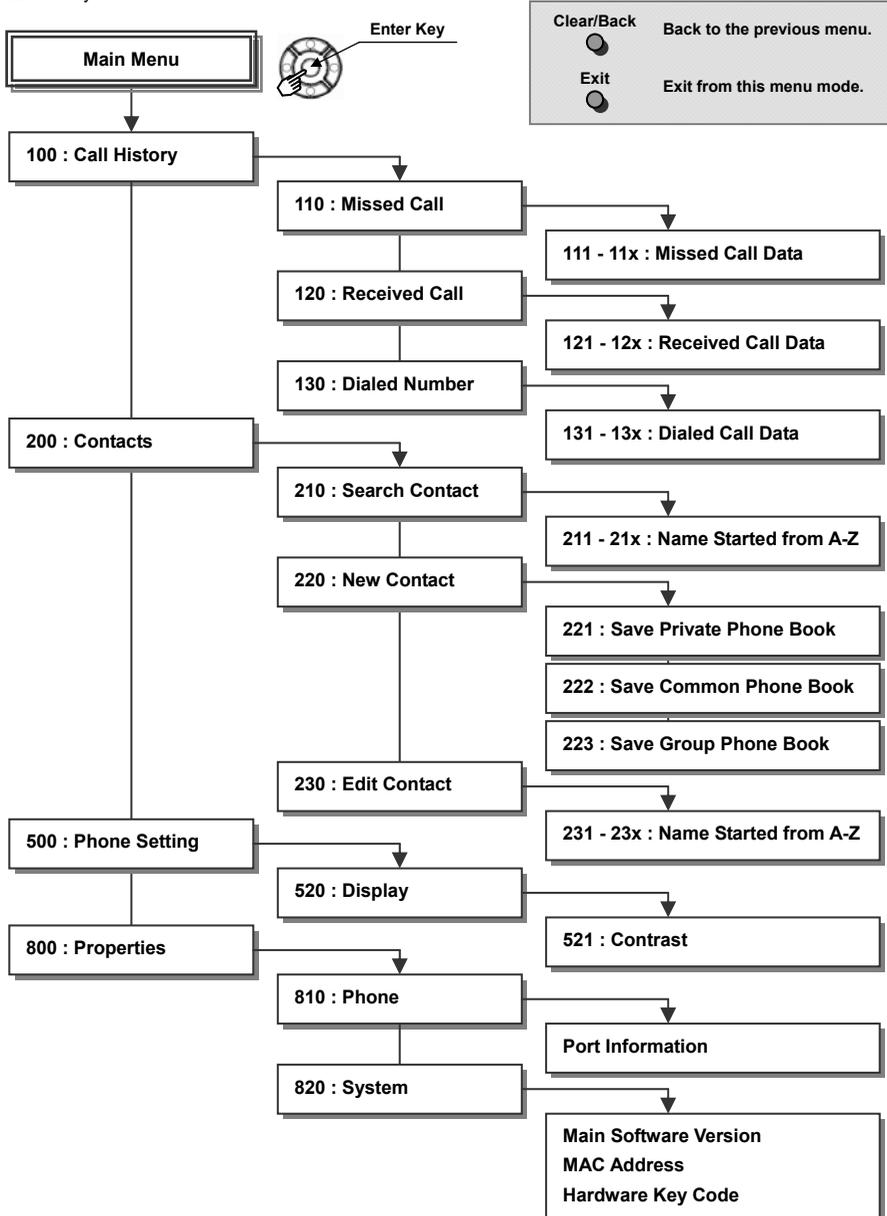


Soft Key Indication	Feature	Next Operation after pressing Soft Key
Lnd	Last Number Dialing	Last dialed number is dialed automatically. Wait for answer.
Park	Park Hold	Press "Sys" (System Park) or "StaP" (Extension Park) to select type of Park Hold.
Trf	Transfer	Dial the desired extension number, or seize an idle trunk and place a call to transfer.
Conf	Conference	Dial the desired extension number, or seize an idle trunk and place a call to establish a conference. Press "Add" to invite the other party, or press "Add" and "Begin" to start a conference. Press "AnHd" to retrieve a held call.
Save	Save dialed Number	- - -
Time	Call Duration Time Indication	Press "Time" again to turn off the Call Duration Time indication.
Rpt	Repeat Dialing	Repeat Dialing feature is set, and the system automatically places a call periodically. Wait for answer.

Cursor Keys Operation

■ Menu Structure

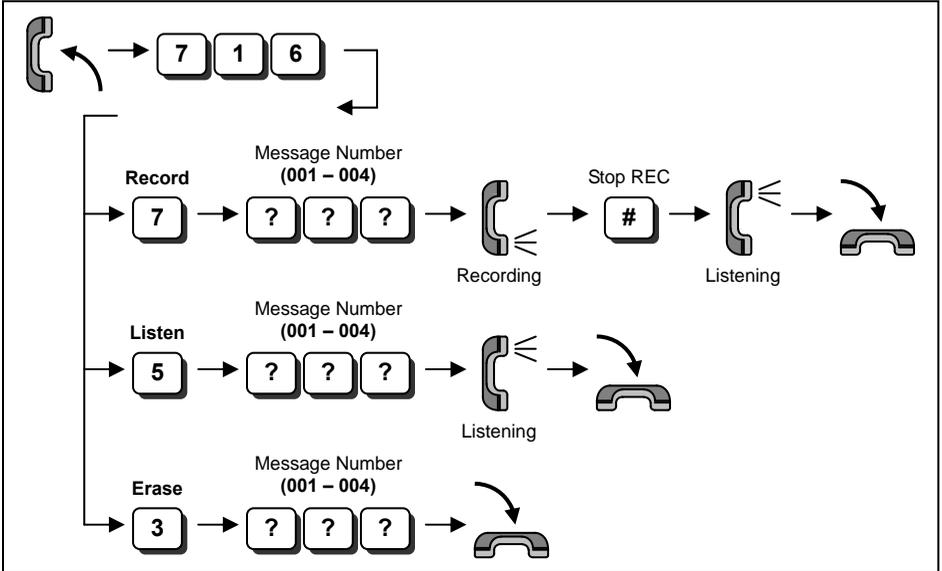
The following table shows the menu structure of the Cursor Keys. You can reach the desired menu by pressing Navigation Keys (Up / Down / Right / Left) or dial 3 digits for shortcut access after pressing the "Enter Key" to activate a menu.



Built-In Answering Machine (VRS Message)

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

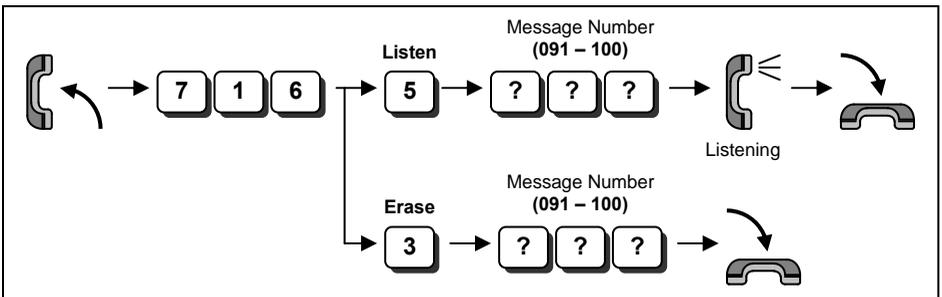
Record / Listen / Erase Answering Messages



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

Built-In Answering Machine (Voice Mail Message)

Listen / Erase Left Messages

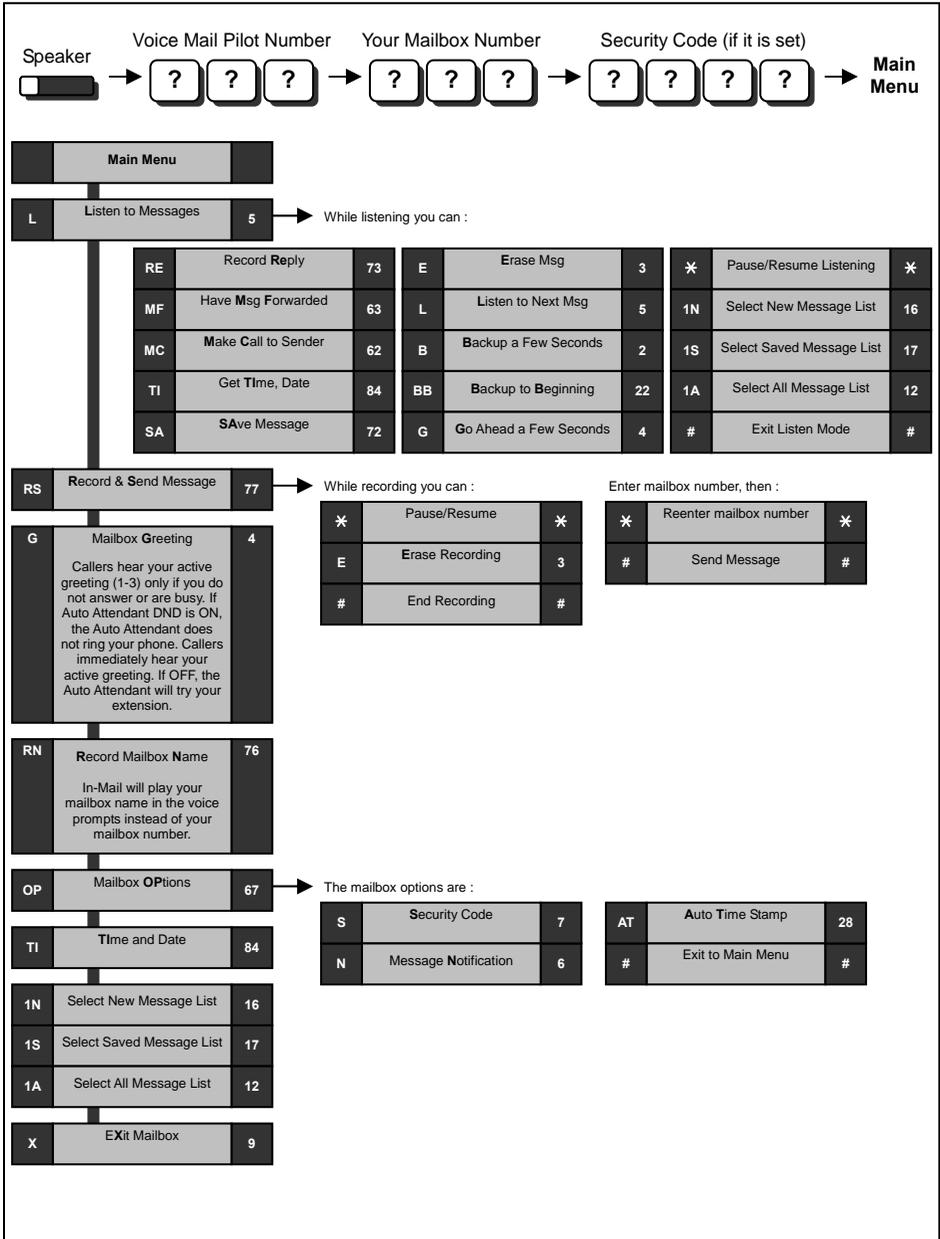


- Up to 10 messages can be left from outside.
- The Message length can not exceed 2 minutes.

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



Option : In-Mail (Voice Mail)

■ Call Forward to Voice Mail

Convenient Operation by Function Key



Auto-Attendant Key



(SC851+79 + Ext No.)

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

Forward All Incoming Calls

Speaker



Set



Voice Mail Pilot Number



Speaker



Call Forward Immediate Key



Cancel



(SC851+10)

Forward Incoming Call when Busy

Speaker



Set



Voice Mail Pilot Number



Speaker



Call Forward when Busy Key



Cancel



(SC851+11)

Forward Incoming Call when No Answer

Speaker



Set



Voice Mail Pilot Number



Speaker



Call Forward when No Answer Key



Cancel



(SC851+12)

Forward Incoming Call when Busy / No Answer

Speaker



Set



Voice Mail Pilot Number



Speaker



Call Forward when Busy / No Ans Key



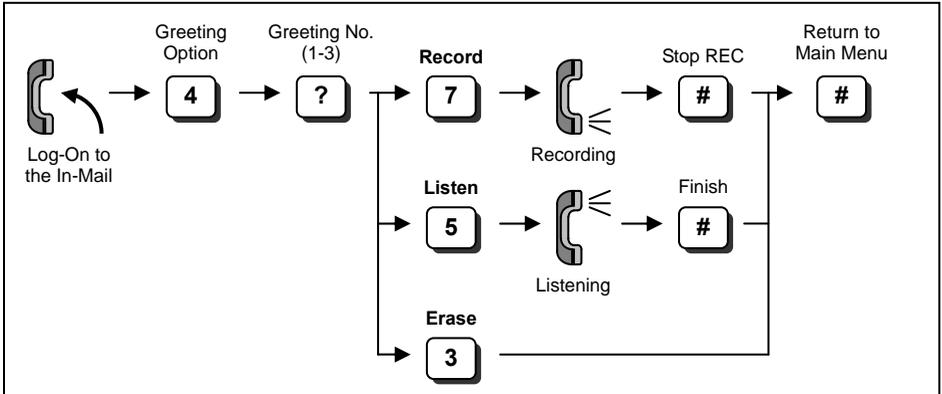
Cancel



(SC851+13)

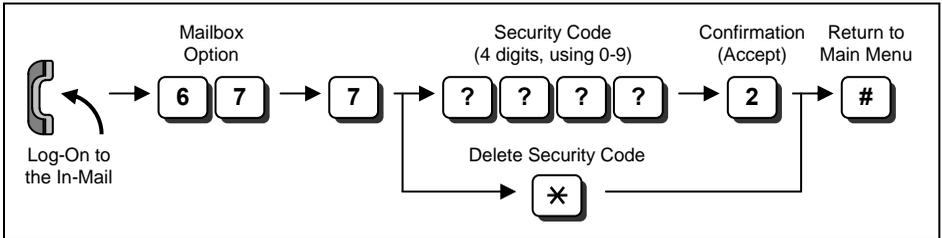
Option : In-Mail (Voice Mail)

■ Mailbox Greeting



- Selected Greeting (one of three) shall be made active.

■ Mailbox Security Code

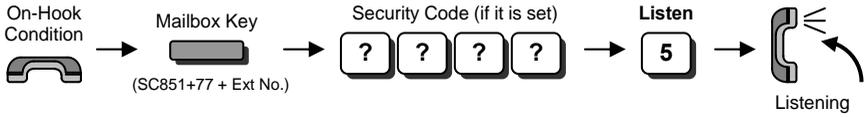


- Dialed Security Code can be canceled by pressing "4" instead of "2 (Accept)".
- In case the "In-Mail Advanced Features License (SL-VM-ADVANCE LIC)" is provided, or during Free Trial period (60 days after new installation), the type of Security Code can be assigned as below.
 - Dial 4 digits Security 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.

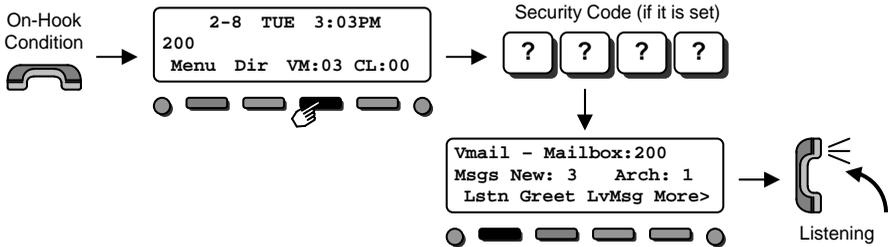
Option : In-Mail (Voice Mail)

■ Listen to Left Messages in your Mailbox

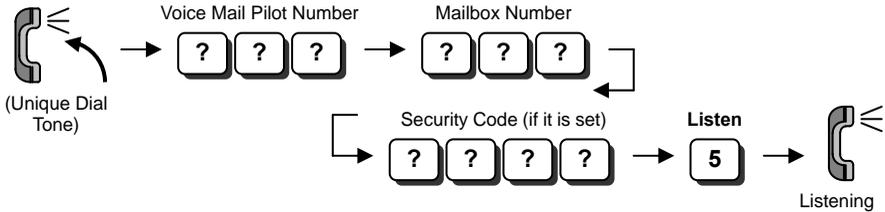
Convenient Operation by Function Key



Convenient Operation by Soft Key



Basic Operation without Function Key



Memo

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Multi-Line Terminal
User Guide

NEC Corporation