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 SL2100 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**

- **Exit Key**
  Exit any screen and return the display to “Time & Date”.

- **Call Indicator Lamp**
  This lamp flashes fast when a call is ringing and flashes slower when a message has been left.

- **Alphanumeric Display**
  The LCD has 3 lines, 24 characters with backlight.

- **Soft Keys**
  The Soft Keys show the available features for your current activity. Any feature shown at the bottom of the LCD is available.

- **Help Key**
  The user can press this key followed by a programmable key to check what Line or Programmable Feature is assigned on the key.

- **Programmable Function Keys**
  Flexible Line keys or Feature Keys assigned by the System Administrator.

- **Flash Key**
  Press key to finish an outside call and hear the dial tone.

- **Transfer Key**
  Allows the extension user to transfer established calls to another extension.

- **DND Key** (Do Not Disturb)
  Setup a Do Not Disturb during a call or in idle state.

- **Mute (Microphone) Key**
  Mute handset or Handsfree Microphone. LED lights when microphone is muted.

- **Clear/Back Key**
  Press this key to cancel the current action or delete a character.

- **Cursor Key**
  Access various features with simple operation.

- **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 **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 “**752 + 000**” operation.
- 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 at the unused Trunk Keys, these unused keys should be erased by “**752 + 000**” operation before 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 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.
Abbreviated Dial (Speed Dial) Registration

- 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 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 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…

- Accepts a character and move the cursor one place to the right.
- Press twice to insert a “space”.
- 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.
- 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. (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**
  - 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.
- **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

1. **Hear Busy Tone or No Answer**
2. **MW Key**
   - (SC751+38)
3. **2-8 TUE 3:03PM**
4. **0**

- When you set a MW, the called party’s Indicator displays as per setting.

### Answer a Message Waiting (Your terminal’s Indicator displays as per setting)

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

- **Quick Answer**
  - \* 0

- MW Key
  - (SC751+38)

- When you answer a MW, the Indicator automatically goes off when the called party answers.
- If multiple messages are in queue, 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

- **Individual Cancel**
  - (Originated extension)
  - 7 7 1

- **All Cancel**
  - (At any extension)
  - 7 7 3

- **Extension Number**
  - ? ? ?
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.
**Hold / Transferring Calls**

### Holding a Call / Retrieving a Held Call

- **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.

![Diagram](image1)

### Holding a Call Exclusively

- **Holding a Call Exclusively**

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

![Diagram](image2)

### Retrieve a Held Outside Call

- **Retrieve a Held Outside Call**

  * Ask your NEC Authorized Supplier for the details about your Trunk Number dialing digits.

![Diagram](image3)

### Transferring a Call to the other Extension

- **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.
Do Not Disturb (DND)

- When you set DND function, DND 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). You 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 is displayed on the LCD, and the Internal Dial Tone pattern shall be changed (Call Forward / Follow Me can be set by Soft Key).

### Call Forward Immediate

- **On-Hook Condition**
  - Speaker
  - Call Forward Immediate Key
  - Set
  - Extension Number
  - Cancel
  - Speaker

### Call Forward when Busy

- **On-Hook Condition**
  - Speaker
  - Call Forward when Busy Key
  - Set
  - Extension Number
  - Cancel
  - Speaker

### Call Forward when No Answer

- **On-Hook Condition**
  - Speaker
  - Call Forward when No Answer Key
  - Set
  - Extension Number
  - Cancel
  - Speaker

### Call Forward when Busy / No Answer

- **On-Hook Condition**
  - Speaker
  - Call Forward when Busy / No Ans. Key
  - Set
  - Extension Number
  - Cancel
  - Speaker
For more Convenient Use…

Call Forwarding / Follow Me (Cont’d)

**Call Forward Both Ring**

- Speaker
- On-Hook Condition
- Call Forward Both Ring Key (SC751+14)
- Set 1
- Extension Number
- Cancel 0
- Speaker

**Call Forward Follow Me**

- Speaker
- On-Hook Condition
- Call Forward Follow Me Key (SC751+15)
- Set 1
- Extension Number
- Cancel 0
- 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.

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.

<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 Preferences</td>
<td>11 : Ring 12 : Off-Hook Ring</td>
<td>Press “Down” or “Up” to adjust the selected option.</td>
</tr>
<tr>
<td>50 : Key Assignments</td>
<td>51 : Feature Keys 52 : Primeline Key</td>
<td>Press “&lt;&lt;” or “&gt;&gt;” to select and save option.</td>
</tr>
<tr>
<td>60 : Call Forwarding</td>
<td>61 : Immediate 62 : Ring No Ans 63 : Busy No Ans 64 : Call Forward AME 65 : Display Message 66 : Follow Me 67 : Both Ring</td>
<td>Press “Set” or “Cancel”, enter the destination and select option to save.</td>
</tr>
<tr>
<td>70 : Speed Dial</td>
<td>71 : Personal Speed Dial 72 : Company Speed Dial</td>
<td>Enter Bin number and Phone number, Name and save.</td>
</tr>
<tr>
<td>80 : Name and Language</td>
<td>81 : Extension Name 82 : Display Language</td>
<td>For Name, enter the name using Alphanumeric Characters, For Language, press “&lt;&lt;” or “&gt;&gt;” to select and save.</td>
</tr>
<tr>
<td>00 : Admin</td>
<td>01 : Time 02 : Date 03 : Extension Name 04 : Clear All Call Fwd 05 : System Night Key Mode</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>
</tbody>
</table>
**Soft Keys Operation**

### “Dir” Soft Key

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

<table>
<thead>
<tr>
<th>2-8 TUE 3:03PM</th>
<th>Search 1/90</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu Dir VM:00</td>
<td>ABC Ltd</td>
</tr>
</tbody>
</table>

Refer to Page 6 “Directory Dialing”

### “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.

<table>
<thead>
<tr>
<th>2-8 TUE 3:03PM</th>
<th>Number of New Left Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Menu Dir VM:03</td>
<td></td>
</tr>
</tbody>
</table>

Press “More” to switch

Vmail – Mailbox:200
Msgs New: 3 Arch: 1
Lstn Greet LvMsg More>

Press “More” to switch

Vmail – Mailbox:200
Msgs New: 3 Arch: 1
Setup RcNam More>

Vmail – Mailbox:200
Msgs New: 3 Arch: 1
Page List Exit More>

<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) / “Notify” (Message Notification) / “CallH” (Call Handling Option) / “ATime” (Auto Time Stamp) / “Order” (Playback Order) / “APlay” (Auto Play) 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.

Press “More” to switch Soft Key Indication

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

<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>Directory Dialing</td>
<td>Refer to Page 6 for Directory 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>Pkup</td>
<td>Call Pickup</td>
<td>Press “Pers” for Extension Call Pickup.</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>Voice (Signal)</td>
<td>Intercom Call Mode Switching</td>
<td>Signal -&gt; Voice : Start to talk after beep tone. Voice -&gt; Signal : Wait for called party answer. Press “Voice” (or “Signal”) again to switch Call Mode, if necessary.</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>
<tr>
<td>Camp</td>
<td>Camp On / Callback</td>
<td>Camp On&lt;br&gt;Wait for the system to call you back without hanging up. Callback&lt;br&gt;Hang up and wait for the system to call you back.</td>
</tr>
</tbody>
</table>
Soft Keys Operation

■ Soft Key Operations after establishing an Intercom Call

After establishing an Intercom call, access following feature using 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>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 “Conf” to invite the other party, or press “Add” and “Begin” to start a conference. Press “AnHd” 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

**2-8 TUE 3:03PM**

Talking To 216 Conf

Press "More" to switch

**LINE 03**

Lnd Save Rls Acct

**LINE 03**

Park Trf More

**LINE 03**

Conf Save Time More

**LINE 03**

Rpt More

**Soft Key Indication**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Next Operation after pressing Soft Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lnd</td>
<td>Last dialed number is dialed automatically. Wait for answer.</td>
</tr>
<tr>
<td>Park</td>
<td>Press “Sys” (System Park) or “StaP” (Extension Park) to select type of Park Hold.</td>
</tr>
<tr>
<td>Trf</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>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.</td>
</tr>
<tr>
<td>Save</td>
<td>- - -</td>
</tr>
<tr>
<td>Time</td>
<td>Press “Time” again to turn off the Call Duration Time indication.</td>
</tr>
<tr>
<td>Rpt</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

120 : Received Call

130 : Dialed Number

200 : Contacts

210 : Search Contact

220 : New Contact

230 : Edit Contact

400 : User Features

410 : Call Voice Mail

420 : Call Forward

430 : Paging

440 : Dept.Grp login/out

Enter Key

Clear/Back
Back to the previous menu.

Exit
Exit from this menu mode.

4

00 : User Features

410 : Call Voice Mail

420 : Call Forward

430 : Paging

440 : Dept.Grp login/out

110 - 11x : Missed Call Data

121 - 12x : Received Call Data

131 - 13x : Dialed Call Data

211 - 21x : Name Started from

221 : Save Private Phone Book

222 : Save Common Phone Book

223 : Save Group Phone Book

231 - 23x : Name Started from

411 - 41x : Missed Call Data

421 : All Calls

422 : Both Ring

423 : Busy

424 : No Answer

425 : Busy/ No Answer

426 : Follow-Me

430 : Paging

431 : Internal Zone

432 : External Zone

440 : Dept.Grp login/out

441 : Join

442 : Withdraw
Built-In Automated Attendant

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

- Record / Listen / Erase Answering Messages

- Up to 100 types of messages can be recorded.
- The Message length can not exceed 4 minutes.
In-Mail (Voice Mail)

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

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

In-Mail will play your mailbox name in the voice prompts instead of your mailbox number.
In-Mail (Voice Mail)

■ Call Forward to Voice Mail

Convenient Operation by Function Key

On-Hook Condition

Auto-Attendant Key

(SC751+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

On-Hook Condition

Call Forward Immediate Key

(SC751+10)

Set

Voice Mail Pilot Number

Speaker

Cancel

0

Set

Voice Mail Pilot Number

Speaker

Cancel

0

Forward Incoming Call when Busy

Speaker

On-Hook Condition

Call Forward when Busy Key

(SC751+11)

Set

Voice Mail Pilot Number

Speaker

Cancel

0

Set

Voice Mail Pilot Number

Speaker

Cancel

0

Forward Incoming Call when No Answer

Speaker

On-Hook Condition

Call Forward when No Answer Key

(SC751+12)

Set

Voice Mail Pilot Number

Speaker

Cancel

0

Set

Voice Mail Pilot Number

Speaker

Cancel

0

Forward Incoming Call when Busy / No Answer

Speaker

On-Hook Condition

Call Forward when Busy / No Ans Key

(SC751+13)

Set

Voice Mail Pilot Number

Speaker

Cancel

0

Set

Voice Mail Pilot Number

Speaker

Cancel

0
In-Mail (Voice Mail)

- Mailbox Greeting

- Mailbox Security Code

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

※ 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.
**In-Mail (Voice Mail)**

- **Listen to Left Messages in your Mailbox**

  **Convenient Operation by Function Key**

  On-Hook Condition → Mailbox Key → Security Code (if it is set) → Listen → Listening

  (SC751+77 + Ext No.)

  **Convenient Operation by Soft Key**

  On-Hook Condition → 2-8 TUE 3:03PM → 200 Menu Dir VM:03 CL:00 → Security Code (if it is set) → Vmail - Mailbox:200 Msgs New: 3 Arch: 1 Latn Greet LvMsg More> → Listening

  **Basic Operation without Function Key**

  (Unique Dial Tone) → Voice Mail Pilot Number → Mailbox Number → ? ? ? → Mailbox Number → Security Code (if it is set) → Listen → Listening
**Instruction Menu Message** are used as the Automated Attendant Main Greetings (e.g. Day Mode greeting, Night Mode greeting, etc)

- To record an instruction Menu from the System Administrator Menu, dial the digit 4 (Instruction Menu Messages).
  - Dial the mailbox number (001 – 032).
  - Press the digit 5 to Listen to the message.
  - Press the digit 7 to Record the message.
  - Press the digit 3 to Delete the message.
  - Press # to return to the System Administrator Menu.

**Announcement Message** are used to announce general information to callers such as directions, hours of operation, etc.

- To record an Announcement Message from the System Administrator Menu, dial the digit 2 (Announcement Messages).
  - Dial the mailbox number (001 – 032).
  - Press the digit 5 to Listen to the message.
  - Press the digit 7 to Record the message.
  - Press the digit 3 to Delete the message.
  - Press # to return to the System Administrator Menu.

**Distribution List** is a list of extensions set to receive a single voice mail message. Any message left in the distribution mailbox will be sent to all extensions in the list.

- To review or modify the Distribution List from the System Administrator Menu, dial the digit 5 (Distribution List).
  - Dial the mailbox number (001 – 032) to be modified.
  - Press the digit 6 to Review or Modify the list.
  - Press the digit 2 to Add an extension to the distribution list.
  - Press the digit 3 to Delete the current extension from the list.
  - Press the digit 6 to step to the Next entry.
  - Press # to return to the System Administrator Menu.
- Press the digit 76 to record a Name for the distribution list.
  - Press the digit 5 to Listen to the name.
  - Press the digit 7 to Record a new name.
  - Press the digit 3 to Delete the name.
  - Press # to exit this feature.
- Press # to return to the System Administrator Menu.
**In-Mail (Voice Mail System Administrator)**

**Subscriber Maintenance** is used to modify the subscriber mailboxes.

- To modify a Subscriber Mailbox from the System Administrator Menu, dial the digit 7 (Subscriber Maintenance). Dial the **extension number** of the mailbox you wish to modify.
  - Press the digit 32 to **Delete** all messages.
  - Press the digit 34 to **Delete** the mailbox greeting.
  - Press the digit 36 to **Delete** the mailbox name.
  - Press the digit 7 to **Delete** the security code.
  - Press the digit 6 to **Record** a new name.
  - Press # to return to the System Administrator Menu.

**Answer Schedule Override** provides alternate answering for the Automated Attendant by sending calls to a specified Override mailbox, when enabled. As an example you can use the Answering Schedule Override to provide Holiday and Bad Weather closing announcements.

- To modify the Answer Schedule Override from the System Administrator Menu dial 6 (Answer Schedule override). Dial the answer table number (01-16) you wish to override.
  - Press the digit 6 to toggle **On/Off** the answer schedule table.
  - Press the digit 2 to enter a **New** answer schedule override mailbox. Enter the override mailbox number (001-032 or a valid subscriber extension). The override mailbox can be an announcement, call routing box, or a subscriber box.
  - Press # to return to the System Administrator Menu.

**Mailbox Announcement Message** is a message recorded by the system administrator that plays to each subscriber when they log into their mailbox. This message will play each time the subscriber logs into their box until it expires, is deleted, or is made inactive by the system administrator.

- To record and modify the Mailbox Announcement Message from the System Administrator Menu, dial the digit 3 (Mailbox Announcement Message).
  - Press the digit 5 to **Listen** to the mailbox announcement message.
  - Press the digit 7 to **Record** a new mailbox announcement message.
  - Press the digit 3 to **Delete** the mailbox announcement message.
  - Press the digit 2 to **Specify** the amount of days the message is active. Enter * for an indefinite amount of days or enter 01-99 for 1-99 days.
  - Press # to return to the System Administrator Menu.

**Voice Mail Version** will play a message indicating the software level of the voice mail.

- To hear the current Voice Mail Version from the System Administrator Menu, dial the digit 8 (Voice mail Version).