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 Cables

When installing the handset:
1. Make sure the handset cord is plugged into the handset jack on the telephone base.
2. The LAN cable routes through the channel on the telephone base or the telephone legs. (The LAN cable is customer provided.)
3. AC/DC Adapter cable routes through the channel on the telephone base or the telephone legs. (If Required)

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**

**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.

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

**Dial Keys**

**HOLD Key**
Press this key to place an internal or external call on hold.

**Speaker**

**Speaker Key**
Controls the built-in speaker, which can be used for Handsfree dialing/monitoring. LED on key lights when key is active.

**Handset**

**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 if pressed during a call.

**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.

**Volume (UP) Key**

**Redial Key**

**Directory Functions**

**Volume (DOWN) Key**

* 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

- 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.
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

- **Search** 1/90
  - ABC Ltd

On-Hook Condition

![](image)

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**
  - Dialed Number 01/10
    - 2142622000
    - DEC TUE 22 03:29PM
  - Dialed Number 03/10
    - 9725551399
    - DEC TUE 22 01:12PM

On-Hook Condition

![](image)

Press several times to search

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

#### Quick Redial

- **Speaker**
  - # 5

- **Trunk Key**
  - LINE 03
  - Lnd Save Rls

### 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

![](image)

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>**

- **Common ABB**
  - Speaker
  - # 2
  - Common ABB Key
  - (SC751+27)
  - Common ABB Bin Number
  - ? ? ?
  - Phone

- **Group ABB**
  - Speaker
  - # 4
  - Group ABB Key
  - (SC751+28)
  - Group ABB Bin Number
  - ? ? ?
  - Phone

- 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 Key on the Programmable Function Key, “Press HOLD” is required after dialing the Function Code 27.

**One-Touch / DSS Call**

- On-Hook Condition
- One-Touch / DSS Key
  - (SC751+01)
  - Phone

- 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

### 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.**
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 Green.

Answer a Message Waiting *(Your terminal’s Indicator is flashing Green.*

- 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)
- All Cancel (at any extension)
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 cannot 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.
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 is changed. (Call Forward / Follow Me can be set using a Soft Key).

**Call Forward Immediate**

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 1</th>
<th>Set</th>
<th>Extension Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward Immediate Key</td>
<td>1</td>
<td>? ? ?</td>
<td></td>
</tr>
</tbody>
</table>

(SC751+10)

**Call Forward when Busy**

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 2</th>
<th>Set</th>
<th>Extension Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when Busy Key</td>
<td>1</td>
<td>? ? ?</td>
<td></td>
</tr>
</tbody>
</table>

(SC751+11)

**Call Forward when No Answer**

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 3</th>
<th>Set</th>
<th>Extension Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when No Answer Key</td>
<td>1</td>
<td>? ? ?</td>
<td></td>
</tr>
</tbody>
</table>

(SC751+12)

**Call Forward when Busy / No Answer**

<table>
<thead>
<tr>
<th>Speaker</th>
<th>7 4 4</th>
<th>Set</th>
<th>Extension Number</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Hook Condition</td>
<td>Call Forward when Busy / No Ans Key</td>
<td>1</td>
<td>? ? ?</td>
<td></td>
</tr>
</tbody>
</table>

(SC751+13)
## Call Forwarding / Follow Me (Cont’d)

### Call Forward Both Ring

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set</td>
<td>Extension Number</td>
</tr>
<tr>
<td>Cancel</td>
<td>Extension Number</td>
</tr>
</tbody>
</table>

1. **Speaker**
2. **On-Hook Condition**
3. **Call Forward Both Ring Key**

### Call Forward Follow Me

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set</td>
<td>Extension Number</td>
</tr>
<tr>
<td>Cancel</td>
<td>Extension Number</td>
</tr>
</tbody>
</table>

1. **Speaker**
2. **On-Hook Condition**
3. **Call Forward Follow Me Key**
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 Preference</td>
<td>11 : Ring 12 : Off-Hook Ring</td>
<td>Press “Down” or “Up” to adjust the selected option.</td>
</tr>
<tr>
<td>20 : Display Preference</td>
<td>21 : Contrast 22 : Min Brightness 23 : Max Brightness</td>
<td>Press “Down” or “Up” to adjust the selected option.</td>
</tr>
<tr>
<td>50 : Key Assignment</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.

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

■ “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.

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) / “Notify” (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 “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></td>
<td></td>
<td>Press “ExPg” for External Paging pickup.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Press “InPg” for Internal Paging 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>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wait for the system to call you back without hanging up.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Callback</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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 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 “Add” 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>

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

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 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>Park</td>
<td>Park Hold</td>
<td>Press “Sys” (System Park) or “StaP” (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 “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>Save dialed Number</td>
<td>- - -</td>
</tr>
<tr>
<td>Time</td>
<td>Call Duration Time Indication</td>
<td>Press “Time” 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
- 111 : Missed Call

- 120 : Received Call
- 121 - 12x : Received Call Data
- 121 : Received Call

- 130 : Dialed Number
- 131 - 13x : Dialed Call Data
- 131 : Dialed Call

200 : Contacts

- 210 : Search Contact
- 211 - 21x : Name Started from A-Z
- 211 : Search Contact

- 220 : New Contact
- 221 : Save Private Phone Book
- 221 : Save Private Phone Book

- 230 : Edit Contact
- 231 - 23x : Name Started from A-Z
- 231 : Edit Contact

400 : User Features

- 410 : Call Voice Mail
- 411 : Call Voice Mail

- 420 : Call Forward
- 421 : All Calls
- 421 : All Calls

- 422 : Both Ring
- 423 : Busy
- 423 : Busy

- 424 : No Answer
- 425 : Busy/No Answer
- 425 : Busy/No Answer

- 426 : Follow Me
- 426 : Follow Me

- 430 : Paging
- 431 : Internal Zone
- 431 : Internal Zone

- 432 : External Zone
- 440 : Dept.Grp login/out

- 441 : Join
- 441 : Join

- 442 : Withdraw
- 442 : Withdraw

Clear/Back

Back to the previous menu.

Exit

Exit from this menu mode.
System setting is necessary to use a Built-In Answering Machine. Ask your NEC Authorized Supplier for the details.

Record / Listen / Erase Automated Attendant Messages

- Up to 8 types of messages can be recorded.
- The message length cannot 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

Log-On to the In-Mail

Main Menu

Listen to Messages

Listen to Messages

Record & Send Message

Record & Send Message

Record Mailbox Name

Record Mailbox Name

Mailbox Options

Mailbox Options

Time and Date

Time and Date

Select New Message List

Select New Message List

Select Saved Message List

Select Saved Message List

Select All Message List

Select All Message List

EXIT Mailbox

EXIT Mailbox

Voice Mail Pilot Number

Voice Mail Pilot Number

Your Mailbox Number

Your Mailbox Number

Security Code (if it is set)

Security Code (if it is set)

Main Menu

Main Menu

Log-On to the In-Mail (Voice Mail)

Log-On to the In-Mail

While listening you can:

While listening you can:

While recording you can:

While recording you can:

Enter mailbox number, then:

Enter mailbox number, then:

The mailbox options are:

The mailbox options are:

Speaker

Speaker

Log-On to the In-Mail (Voice Mail)

Log-On to the In-Mail

Log-On to the In-Mail (Voice Mail)

Log-On to the In-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

<table>
<thead>
<tr>
<th>Operation</th>
<th>Key Presses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set</td>
<td>7 4 1</td>
<td>Voice Mail Pilot Number</td>
</tr>
<tr>
<td>Cancel</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Convenient Operation by Function Key**

- **On-Hook Condition**
  - **Auto-Attendant Key**
  - **Immediate Key**
  - **Call Forward when Busy Key**
  - **Call Forward when No Answer Key**
  - **Call Forward when Busy / No Answer Key**

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

### Forward All Incoming Calls

- **Speaker**
- **Off-Hook Condition**
- **Immediate Key**
- **Call Forward when Busy Key**
- **Call Forward when No Answer Key**
- **Call Forward when Busy / No Answer Key**

### Forward Incoming Call when Busy

- **Speaker**
- **Off-Hook Condition**
- **When Busy Key**
- **When No Answer Key**

### Forward Incoming Call when No Answer

- **Speaker**
- **Off-Hook Condition**
- **When No Answer Key**

### Forward Incoming Call when Busy / No Answer

- **Speaker**
- **Off-Hook Condition**
- **When Busy / No Answer Key**
Option : In-Mail (Voice Mail)

Mailbox Greeting

- Selected Greeting (one of three) becomes 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**

On-Hook Condition

→ Mailbox Key

(Unique Dial Tone)

→ Security Code (if it is set)

→ Listen

→ Listening

**Convenient Operation by Soft Key**

On-Hook Condition

→ Menu Dir VM:03 CL:00

→ Security Code (if it is set)

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

→ Listening

**Basic Operation without Function Key**

→ Voice Mail Pilot Number

→ Mailbox Number

→ Security Code (if it is set)

→ Listen

→ Listening
Option : In-Mail (Voice Mail System Administrator)

The following administrative features are only available at the system administrator’s extension (extension 101 at default). Ask your NEC Authorized Supplier for details on how to become a system administrator.

Log-In to the In-Mail

While listening, you can perform any of the following functions:

- **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.
**Option : 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 to 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 6 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).