SL1000

Multi-Line Telephone User Guide

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

**A50-031674-001**
Issue 1.0
January 2011

Before using Your Telephone…

Thank you for purchasing NEC SL1000 system.

Due to the flexibility built into the system, your **Dialing Codes and Feature Capacities** may differ from those in this guide. Check with your NEC Authorized Supplier / System Administrator and make a note of any differences.

Installing the Handset and Line Cord

Cord can be installed either way
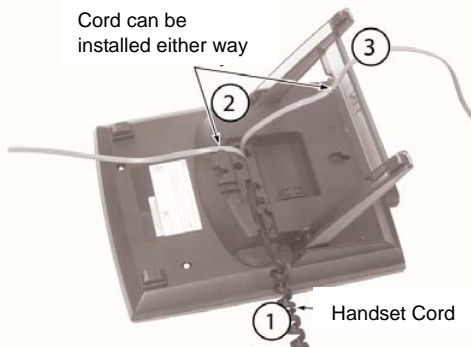
Handset Cord

When installing the handset:
1. Make sure the handset cord is plugged into the handset jack on the telephone base.

2. The line cord routes through the channel on the telephone base.

3. Alternatively the line cord can route through the channel on the telephone legs.

Adjust the Two-Position Viewing Angle

To set the low viewing angle position:
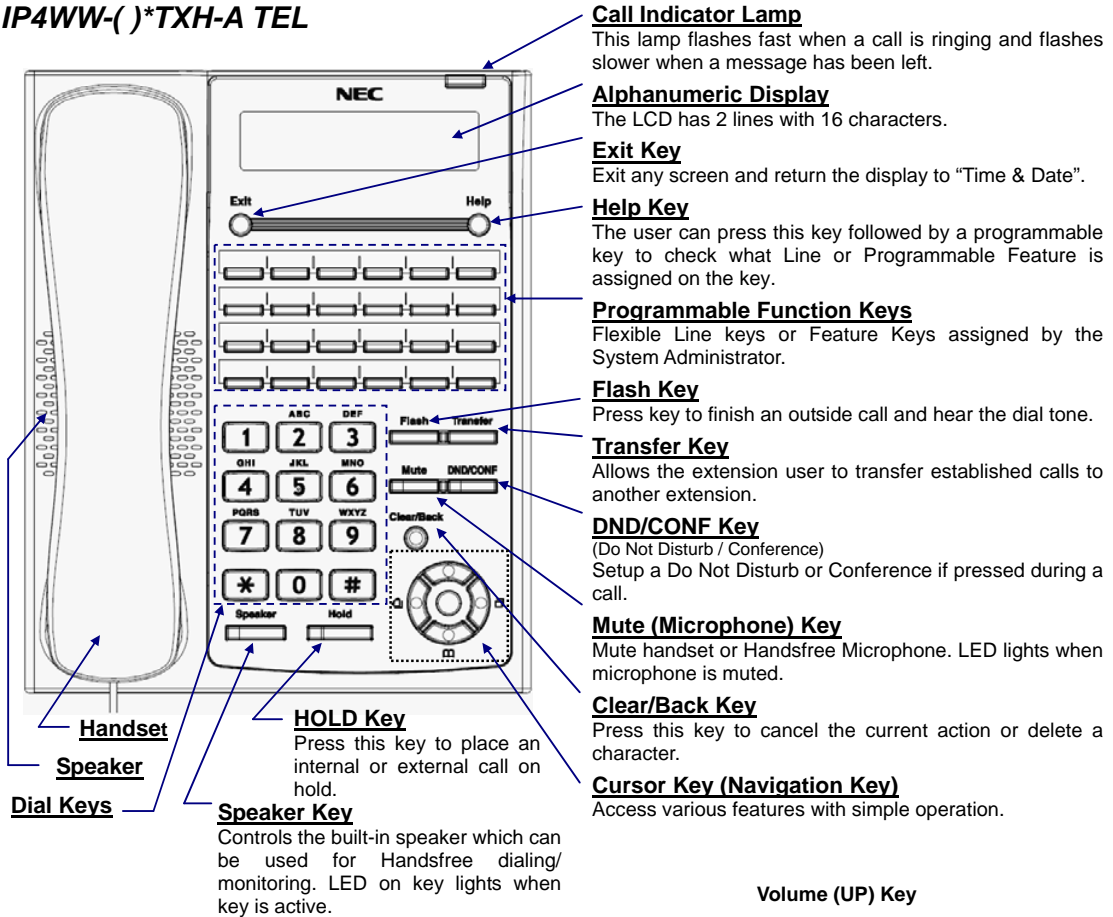**1.** Fold the legs all the way back.

To set the high viewing angle position:
1. Flip up the two leg supports.
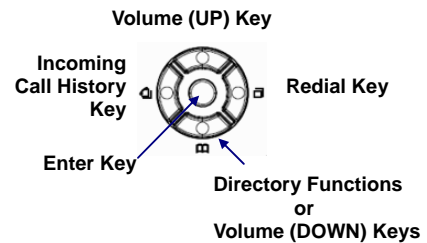**2.** Fold the legs back until the supports contact the base.

Using Your Telephone < *Multi-line Telephone*>

■ *IP4WW-( )*TXH-A TEL*

Handset

Speaker

Dial Keys

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

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

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

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

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 2 lines with 16 characters.

Exit Key
Exit any screen and return the display to "Time & Date".

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/CONF Key
(Do Not Disturb / Conference)
Setup a Do Not Disturb or Conference 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 (Navigation Key)
Access various features with simple operation.

Volume (UP) Key

Incoming Call History Key

Redial Key

Enter Key

**Directory Functions
or
Volume (DOWN) Keys**

Handsfree Options

- Handsfree lets you place and answer calls by pressing "Speaker" instead of using the handset.
- With Automatic Handsfree, you can press a Speaker Key without lifting the handset. Normally, you have Automatic Handsfree.
- Use Handsfree Answerback to answer a voice-announced Intercom call by speaking toward your phone without lifting the handset.
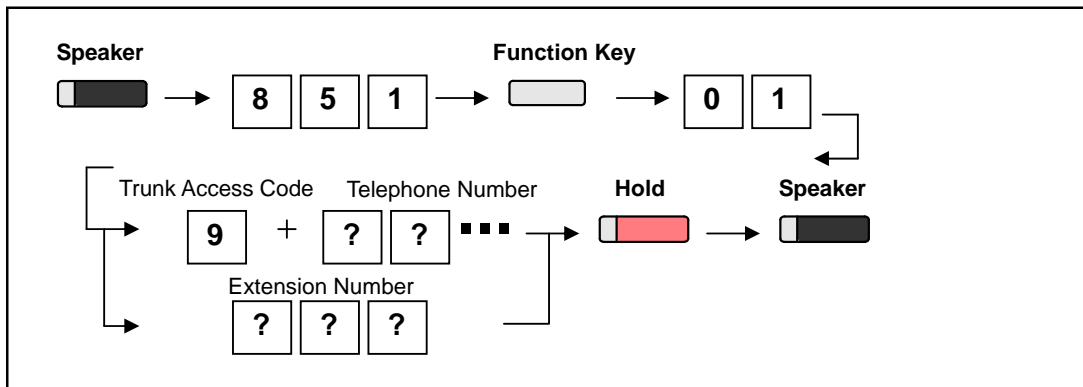
For Your Convenience

■ Program Function Keys

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

Speaker				Function Key	Code + Additional Data	Speaker
▮▮	→	8 5 1	→	▭	→	? ? + ? ▪▪▪ → ▮▮
	→	8 5 2				
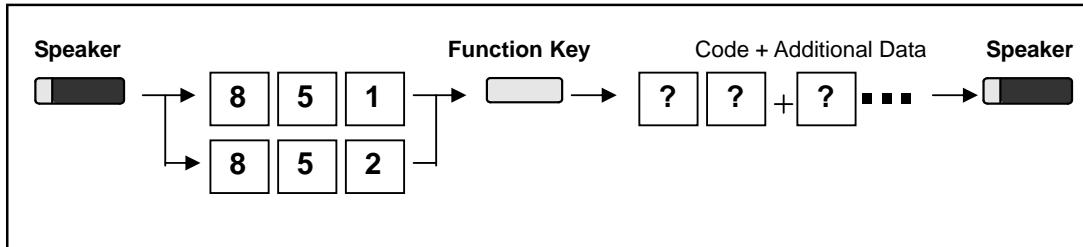
◆ *There are 2 levels of Function Keys. (General Keys : assigned by 851, Appearance Keys : assigned by 852)*

◆ *Appearance Keys have priority. You can overwrite the Appearance Key at the General Key.*

◆ *If you want to overwrite the General Key at the Appearance Key, you have to erase the Appearance Key by dialing "852 + 000" before General Key assignment.*

◆ *In the default setting, Programmable Function Key No. 1 to 12 is assigned as "Trunk" Key. If you want to assign Function Keys (General) at the unused Trunk Keys, these unused keys should be erased by "852 + 000" operation.*

◆ *Programmable Function Keys can be erased by dialing "852 + 000" or "851 + 00".*

■ Program DSS/One-Touch Keys

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

Speaker			Function Key	
▮▮	→	8 5 1	→ ▭ →	0 1

Trunk Access Code	Telephone Number	Hold	Speaker
9 +	? ? ▪▪▪	▮▮	→ ▮▮
Extension Number			
? ? ?			

◆ *To change Trunk Access Code, Ask your NEC Authorized Supplier for details.*

◆ *In the default setting, Programmable Function Key No. 1 to 12 is assigned as "Trunk" Key. If you want to assign DSS Keys at the unused Trunk Keys, these unused keys should be erased by "852 + 000" operation before the above operation.*

◆ *In case of DSS Key, the extension status can be indicated on the BLF. (idle : extinguished, Busy : lit)*

◆ *When you register a telephone number, "9" (Trunk Access Code) should be added on top of number.*

◆ *Up to 36 digits dialing can be registered, but the name can not be registered.*

◆ *If you want to continue the operation, press Programmable Function Key instead of Speaker Key to finish.*

■ Register Abbreviated Dialing (Speed Dialing)
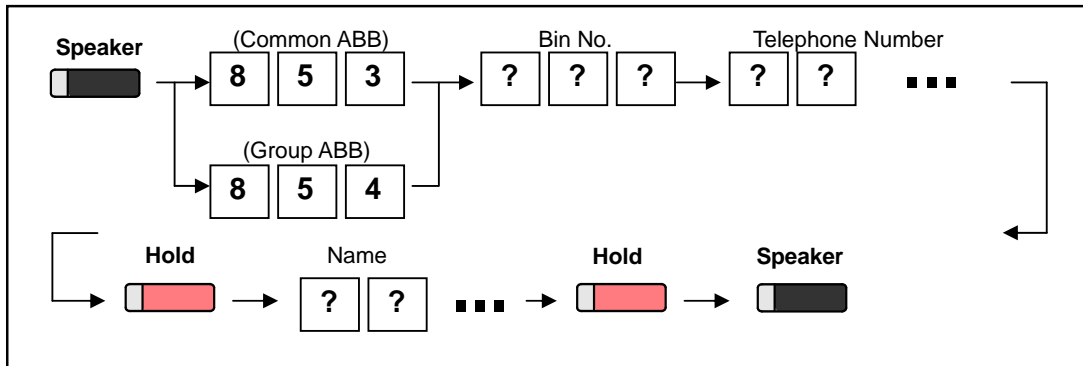
◆ *The digit of Bin No. depends on the system setting. (0-9(Group ABB) / 00-99 / 000-999)*
◆ System setting is necessary for Group ABB function. Ask your NEC Authorized Supplier for more details.
◆ *Name can be entered by Dial Pad Keys. (See below)*
◆ *Up to 36 digits dialing can be registered, and up to 12 characters can be registered as name.*
◆ *If you want to continue the operation, dial Bin No. instead of Speaker Key to finish.*
◆ *You can skip to enter the name. (No enter any character, then press "Hold" Key).*
◆ *You can erase the registered number & name by pressing "Exit" Key after dialing Bin No..*

■ Entering Alphanumeric Characters

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

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

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

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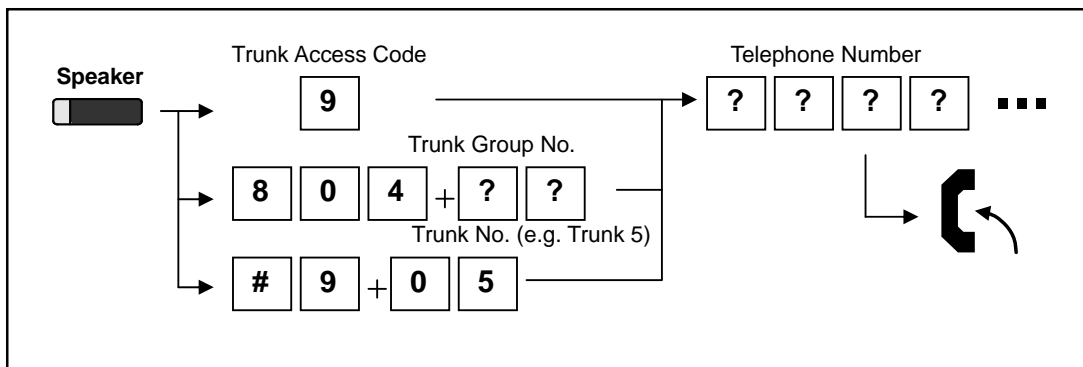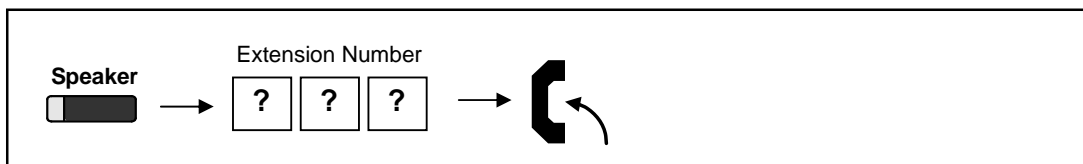
Placing Calls

■ Place an Outside Call <Quick Access>

Trunk Key → Telephone Number

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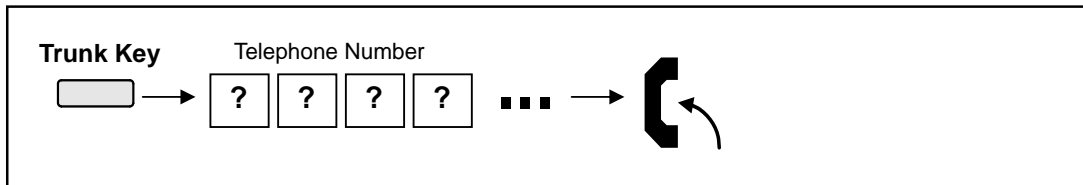
- ◆ *Listen for Dial Tone before dialing a Telephone Number.*
- ◆ *You can have function keys for Trunks or Trunk Groups. Ask your NEC Authorized Supplier.*

■ Place an Outside Call <Access by Code>

Speaker →

Trunk Access Code: **9** → Telephone Number: **?** **?** **?** **?** ...

8 **0** **4** + Trunk Group No. **?** **?** → 📞↩

**9** + Trunk No. (e.g. Trunk 5) **0** **5**

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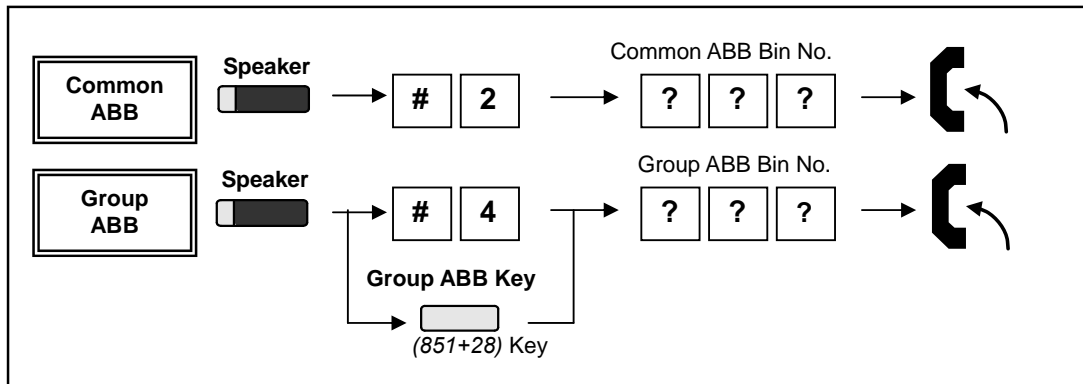
■ Place an Intercom Call <Dial Access>

Speaker → Extension Number

| ? | ? | ? | → 📞↩

- ◆ *Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialing "1" changes voice/ring mode. (in case the destination is Multi-line Telephone)*

Placing Calls Quickly
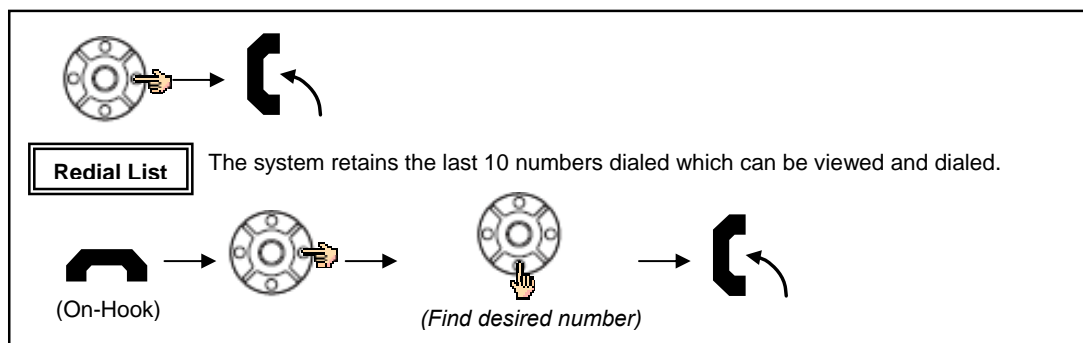
■ Abbreviated (Speed) Dialing <for Outside>

- ◆ *The digit of Bin No. depends on the system setting. (0-9 / 00-99 / 000-999)*
- ◆ *Telephone Numbers shall be pre-registered to the system.*
- ◆ *System setting is nec essary for Group AB B functi on. As k your NEC Authorized S upplier f or more details.*
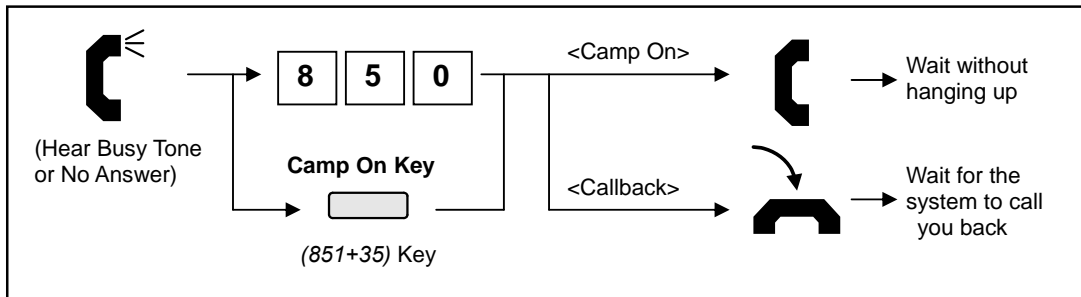
■ One-Touch Call <for Outside / Intercom>

- ◆ *The Telephone / Extension Number shall be pre-registered to a One-Touch / DSS Key.*
- ◆ *Trunk Access Code (Dial "9" or "0") should be added on top of Telephone Number.*
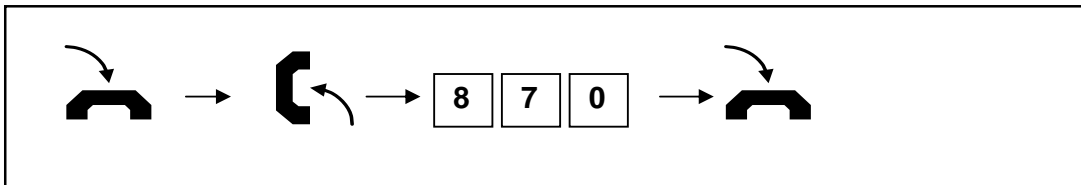
■ Last Number Dialing <for Outside / Intercom>

The system retains the last 10 numbers dialed which can be viewed and dialed.

(On-Hook) *(Find desired number)*

If your call doesn't go through…

■ Set Camp On / Callback

((Hear Busy Tone or No Answer) → 8 5 0 → <Camp On> → Wait without hanging up

Camp On Key

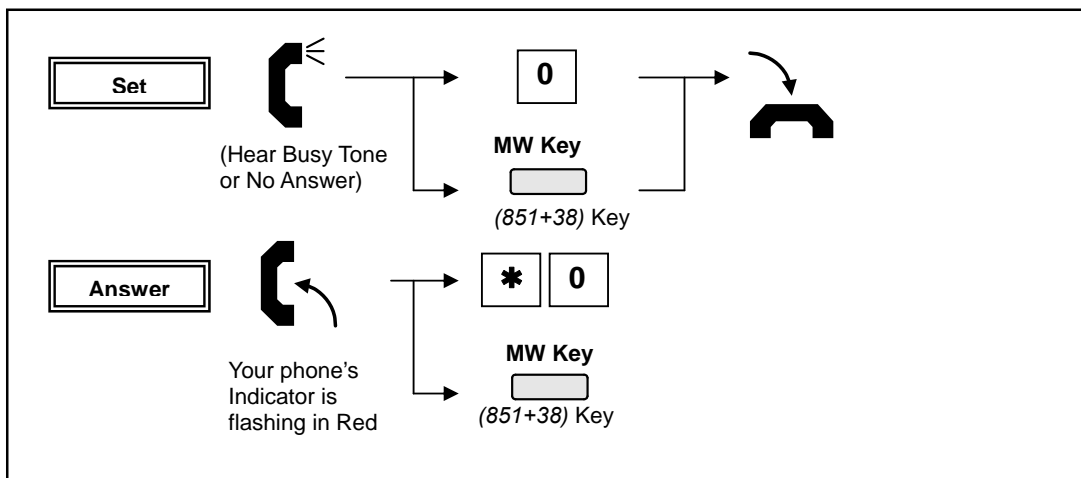*(851+35)* Key → <Callback> → Wait for the system to call you back

◆ *<Camp On> In case of Intercom Call, when you hear ringing, wait for the called party to answer.*
In case of Outside Call, when you hear Dial Tone, begin telephone number dialing.
◆ *<Callback> In case of Intercom Call, when your phone starts the ringing, lift handset and wait for the called party to answer.*
In case of Outside Call, when your phone starts the ringing, lift handset, hear Dial Tone, and begin telephone number dialing.
◆ *This function is applicable in case all trunks are busy condition. (not applicable for dialed outside party busy)*

■ Cancel Camp On / Callback

→ → 8 7 0 →

■ Set / Answer a Message Waiting

Set

(Hear Busy Tone or No Answer) → 0 →

MW Key

(851+38) Key

Answer

Your phone's Indicator is flashing in Red → ✱ 0
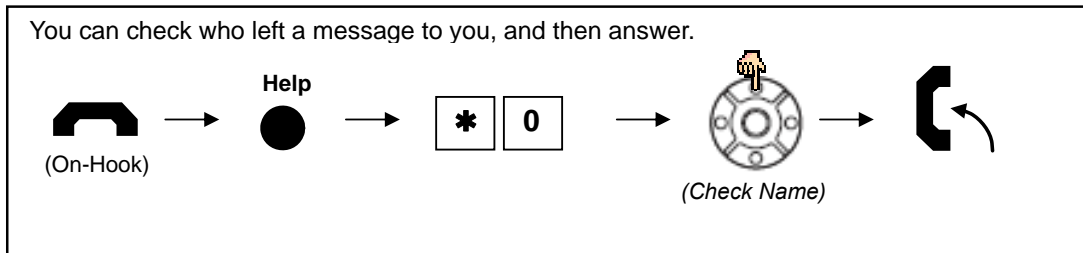
MW Key

(851+38) Key

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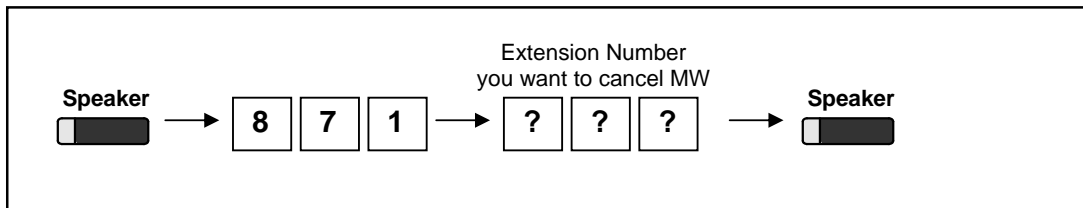◆ *When you answer a MW, the Indicator shall automatically be off when the called party answers.*

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If your call doesn't go through…

■ Check & Answer a Message Waiting

You can check who left a message to you, and then answer.

Help

(On-Hook) → ● → [*] [0] → (Check Name) → ☎

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

Speaker → [8] [7] [1] → Extension Number you want to cancel MW [?] [?] [?] → **Speaker**

■ Clear all Message Waiting (at any extension)

Speaker → [8] [7] [3] → **Speaker**
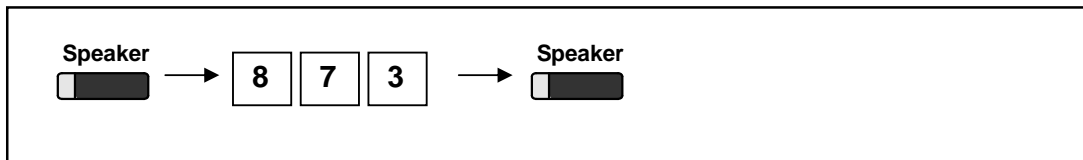
◆ *Clear all messages (you have left for other extensions and messages other extension have left for you).*

■ Repeat Dialing <Outside Call>

Repeat Dial Key

(Hear Busy Tone or No answer) → ▭ *(851+29)* Key → ☎
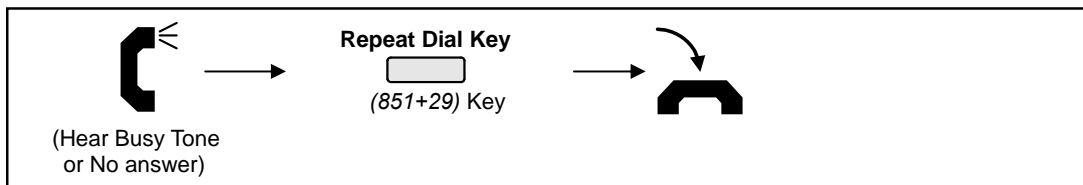
◆ *The system periodically redials the call. Repeat duration is programmable. Ask your NEC Authorized Supplier.*
◆ *You should lift the handset when the called party answered.*

Answering Calls

■ Answering an Outside Call

| Ringing Extension | (Ringing) → 📞 / Speaker | Non-Ringing Extension | Trunk Key (Flashing) → 📞 |

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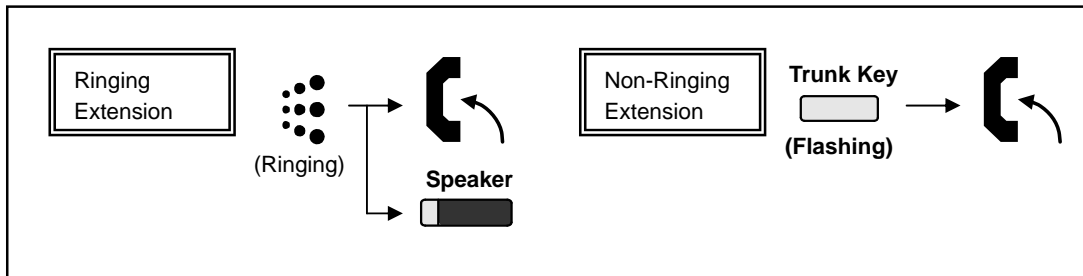
■ Answering an Intercom Call

| Voice Mode Extension | (Voice) → 📞 / Speak toward your phone | Ring Mode Extension | (Ringing) → 📞 / Speaker |
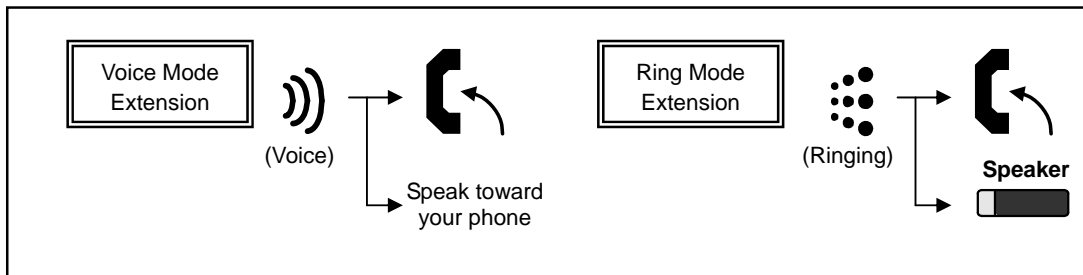
◆ *Intercom Call Mode can be set at your phone by :   "Ring" : Speaker + 823   "Voice" : Speaker + 821*
◆ *Confirm the status of Mute Key if you want to answer by Handsfree. (MIC On : Light off, MIC Off : Light On)*

■ Picking up a call for other Extensions

In same Group — Speaker → ✱ # — **Call Pickup Key** *(851+24)* Key → 📞

In Other Groups — Speaker → 8 6 9 — **Call Pickup for other Group Key** *(851+25)* Key → 📞

Pickup for Specified Extension — Speaker → ✱ ✱ → Extension Number ? ? ? → 📞
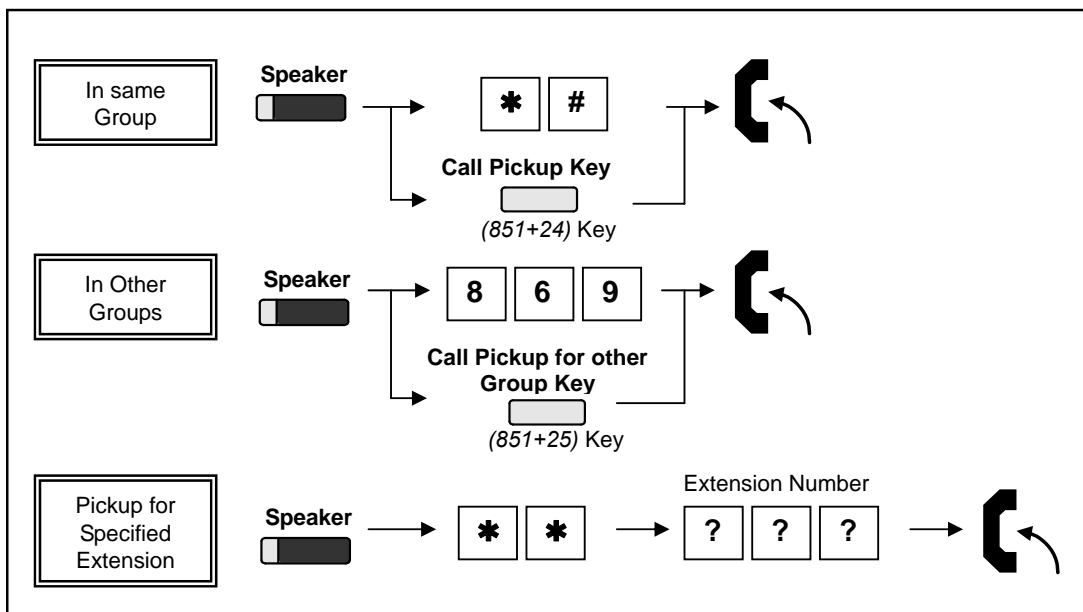
◆ *System setting is necessary to make Call Pickup Group. Ask your NEC Authorized Supplier.*

Hold / Transferring Calls

■ Holding a Call / Retrieving a Held Call

Hold			Retrieve	Trunk Key	

(Talking) → **Hold** →

Outside Call **Trunk Key** **(Flashing)**

Intercom Call **Hold** **(Flashing)**
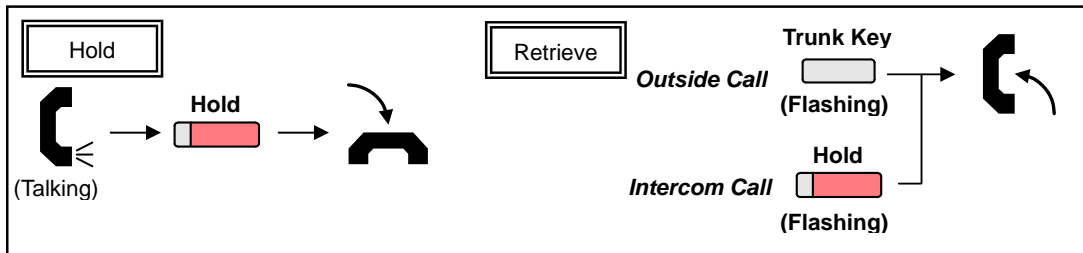
◆ *In case of Intercom, the call shall be held as "Exclusive Hold" on your phone.*
◆ *This operation puts your outside call on System Hold. Other extension user can take the call off Hold.*

■ Holding a Call Exclusively

Hold			Retrieve	Trunk Key	

(Talking) → **Exclusive Hold** *(851+45)* Key →

Outside Call **Trunk Key** **(Flashing)**

Intercom Call **Hold** **(Flashing)**
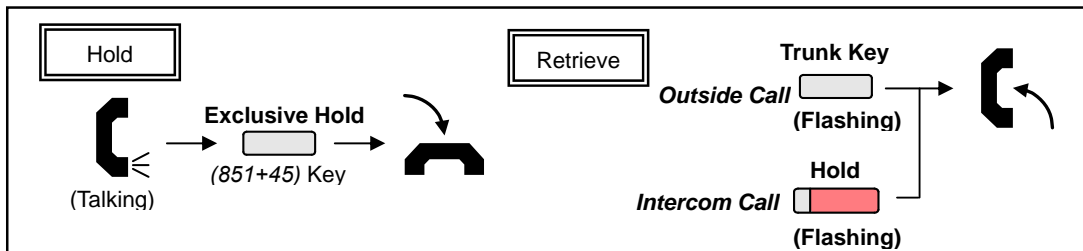
◆ *This operation puts your outside call on Exclusive Hold. Other extension user can not take the call off Hold.*

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

Speaker → **7** **7** **2** → Trunk No. you want to retrieve **?** **?** **?** →

(To answer own held Trunk) **Transfer**
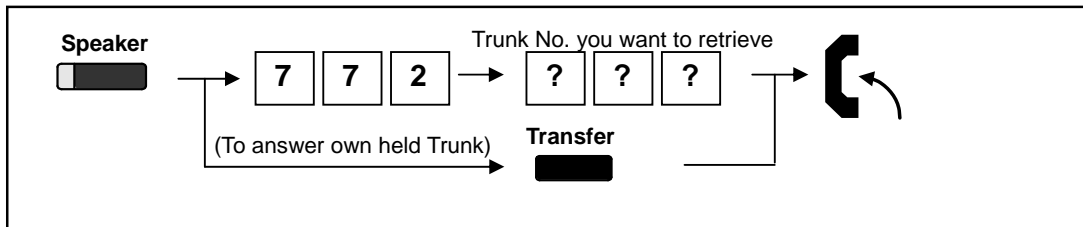
◆ *For the dial digit of Trunk Number, Ask your NEC Authorized Supplier for details.*

■ Transferring a Call to the other Extension

(Talking) → **Hold** → Extension Number **?** **?** **?** → **(Announce)** →

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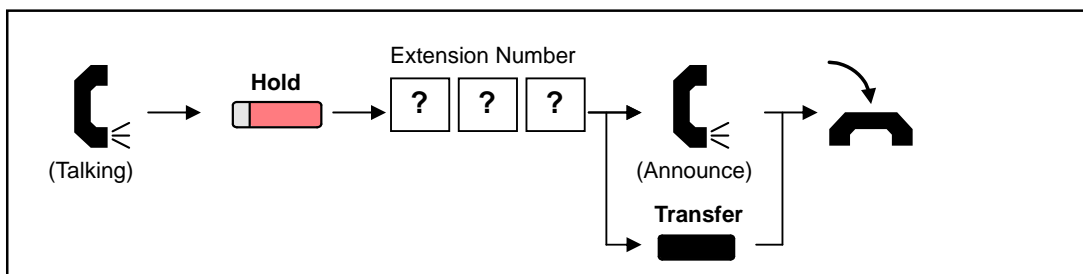
◆ *If your phone has DSS/ One-Touch key, just press it instead of "HOLD and Extension Number" operation.*

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For more convenient use…

■ Do Not Disturb (DND)

Key	Function
DND/CONF (On-Hook) →	
1	DND : Trunk Incoming Call
2	DND : Intercom Incoming Call
3	DND : Trunk & Intercom Incoming Call
4	DND : Transferred (CFW) Call
5	Room Monitor
0	DND : Cancel
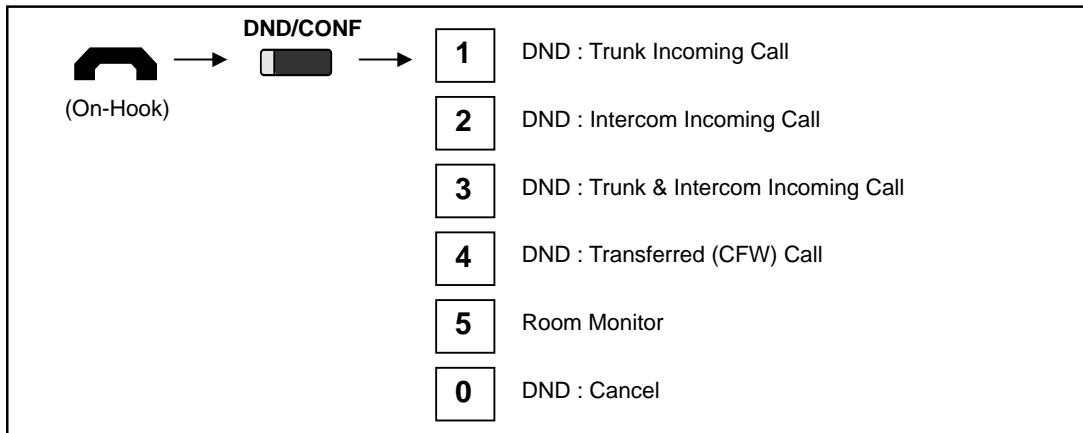
◆ *When you set DND function, DND/CONF Key's lamp is lit and the Internal Dial Tone pattern is changed.*
◆ *For the Room Monitor feature, ask your NEC Authorized supplier for details.*

■ Call Forwarding / Follow Me

To Call Forward Immediate

Speaker → **8** **4** **8** → **Set 1** → Destination Extension Number **?** **?** **?** → **Speaker**

Call Forward Immediate Key
(851+10) Key

Cancel 0

To Call Forward When Your Phone is Busy

Speaker → **#** **1** → **Set 1** → Destination Extension Number **?** **?** **?** → **Speaker**

Call Forward Busy Function Key
(851+11) Key

Cancel 0
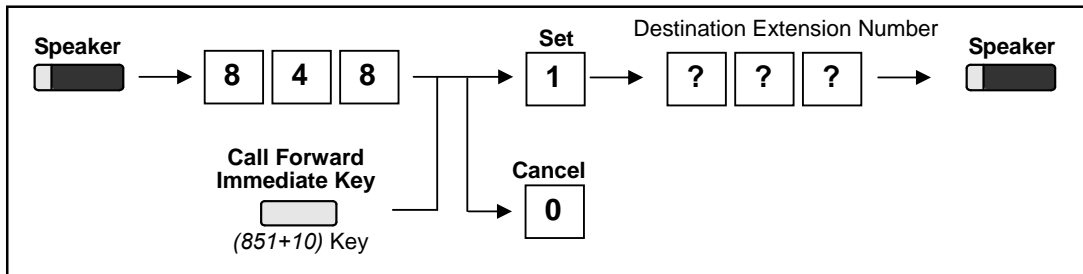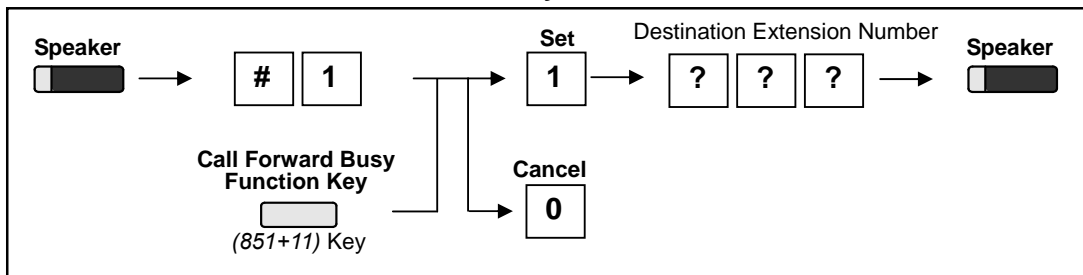
To Call Forward When You Do Not Answer

Speaker → **8** **4** **5** → **Set 1** → Destination Extension Number **?** **?** **?** → **Speaker**

Call Forward No-Answer Function Key
(851+12) Key

Cancel 0
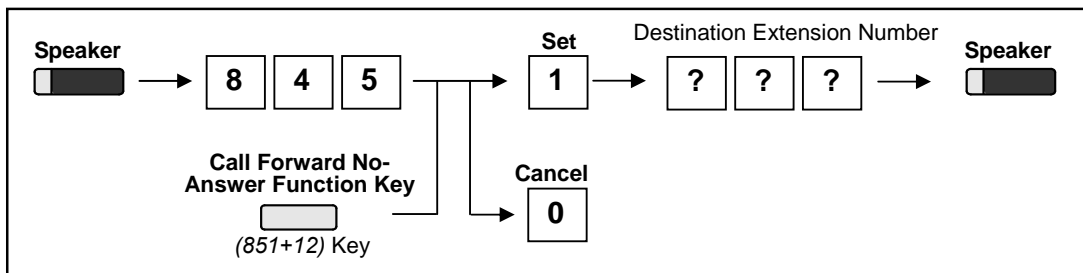
For more convenient use…

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

Speaker → **8** **4** **4** → **Set** **1** → Destination Extension Number **?** **?** **?** → **Speaker**

Call Forward Busy/No-Answer Function Key
(851+13) Key

Cancel **0**
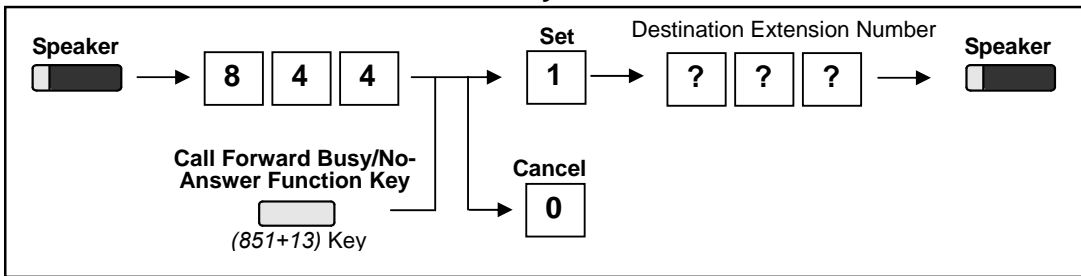
To Call Forward Both Ring

Speaker → **8** **4** **2** → **Set** **1** → Destination Extension Number **?** **?** **?** → **Speaker**

Call Forward Busy/No-Answer Function Key
(851+14) Key

Cancel **0**
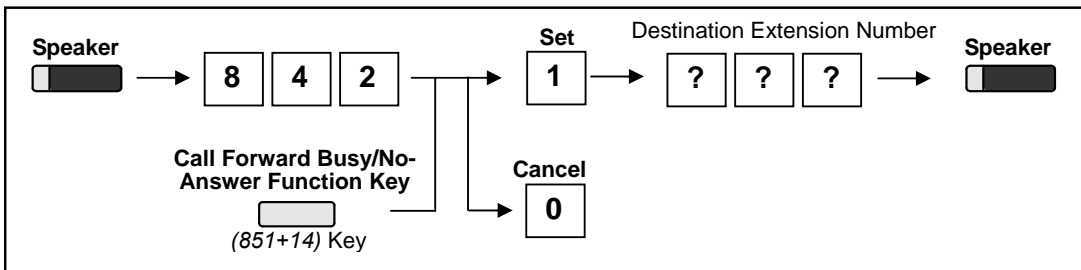
To Call Forward Follow Me

Speaker → **8** **4** **6** → **Set** **1** → Destination Extension Number **?** **?** **?** → **Speaker**

Call Forward Busy/No-Answer Function Key
(851+15) Key

Cancel **0**

■ Conference

(Talking) → **DND/CONF** → Extension Number **?** **?** **?** → (Talk) **DND/CONF** **<twice>**

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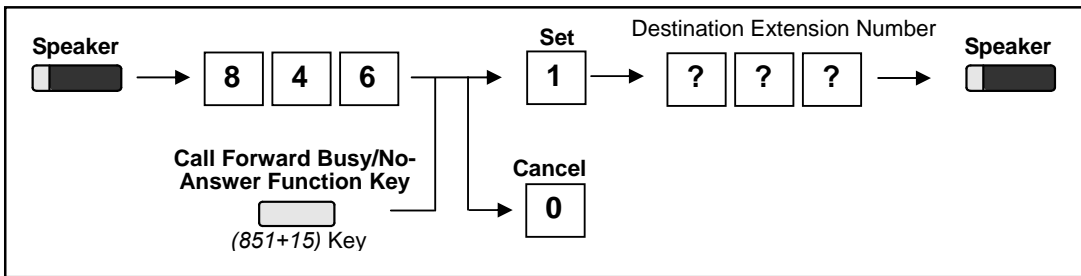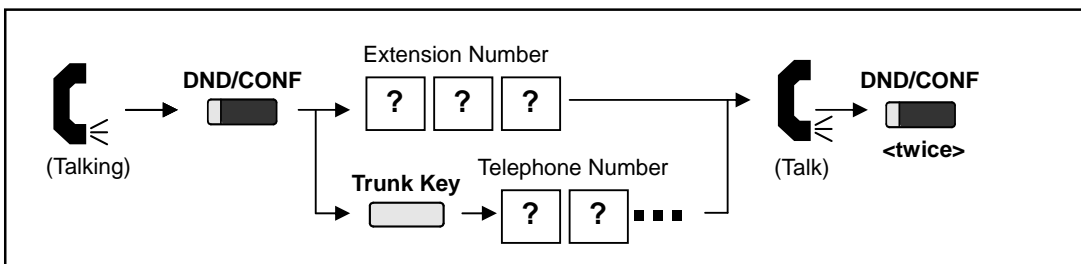
◆ *You can repeat this operation to add more parties.*
◆ *You may be able to have up to 16 parties. (include your extension)*
  May need to adjust the level due to the Environment phones are placed. Ask your NEC Authorized Supplier for the details.

■ **Menu Structure**

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

```
┌─────────────────┐
│   Main Menu     │
└─────────────────┘
         │
┌─────────────────┐     ┌─────────────────┐     ┌─────────────────────┐
│ 100: Call History│────│110: Missed Call │────│ 111 – 11x:          │
└─────────────────┘     └─────────────────┘     │ Missed Call Data    │
                                                 └─────────────────────┘
                        ┌─────────────────┐     ┌─────────────────────┐
                        │120: Received Call│────│ 121 – 12x:          │
                        └─────────────────┘     │ Received Call Data  │
                                                 └─────────────────────┘
                        ┌─────────────────┐     ┌─────────────────────┐
                        │130: Dialed Number│────│ 131 – 13x:          │
┌─────────────────┐     └─────────────────┘     │ Dialed Call Data    │
│ 200: Contacts   │                             └─────────────────────┘
└─────────────────┘     ┌─────────────────┐     ┌─────────────────────┐
                        │ 210: Search     │────│ 211 – 21x:          │
                        └─────────────────┘     │ Name Started from A-J│
                                                 └─────────────────────┘
                        ┌─────────────────┐     ┌─────────────────────┐
                        │ 220: Create     │────│ 221:                │
                        │     Contacts    │     │ Save Private Phone Book│
                        └─────────────────┘     └─────────────────────┘
                                                 ┌─────────────────────┐
                                                 │ 222:                │
                                                 │ Save Common Phone Book│
                                                 └─────────────────────┘
                                                 ┌─────────────────────┐
                                                 │ 223:                │
                                                 │ Save Group Phone Book│
                        ┌─────────────────┐     └─────────────────────┘
                        │230: Edit Contacts│───┐
┌─────────────────┐     └─────────────────┘    │┌─────────────────────┐
│500: Phone Setting│                           └│ 231 – 23x:          │
└─────────────────┘     ┌─────────────────┐     │ Name Started from A-J│
                        │ 520: Display    │───┐ └─────────────────────┘
┌─────────────────┐     └─────────────────┘   │ ┌─────────────────────┐
│ 800: Properties │                           └│ 521:                │
└─────────────────┘                             │ Contrast            │
                        ┌─────────────────┐     └─────────────────────┘
                        │ 810: Phone      │───┐
                        └─────────────────┘   │ ┌─────────────────────┐
                                              └│ Port Information     │
                        ┌─────────────────┐     └─────────────────────┘
                        │ 820: System     │───┐
                        └─────────────────┘   │ ┌─────────────────────┐
                                              └│ Main Software Version│
                                                │ MAC Address         │
                                                │ Hardware Key Code   │
                                                └─────────────────────┘
```
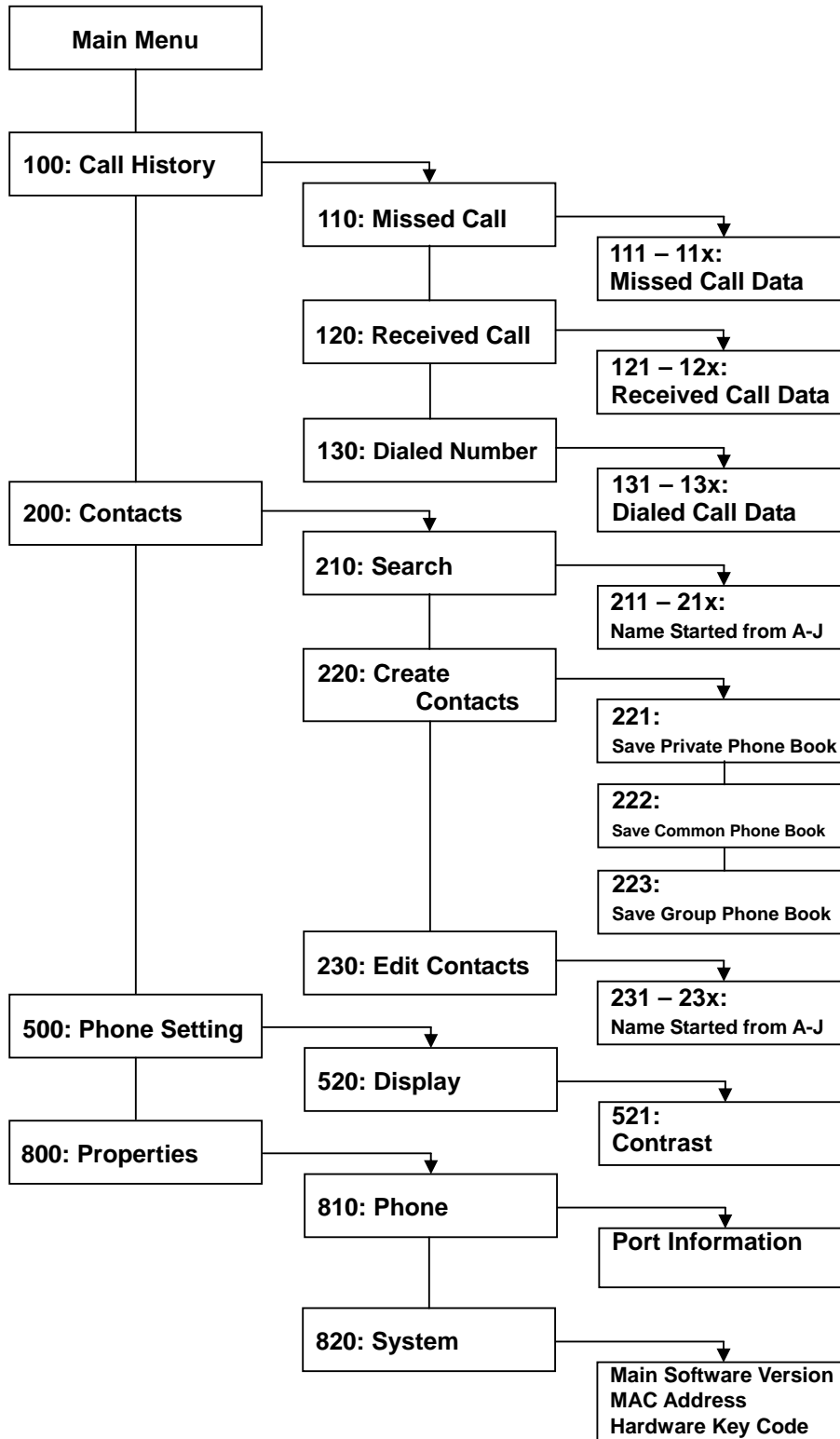
- 13 -

Using Navigation Keys…

■ Check Call History

(On-Hook)

```
100:OPRN LST 1/4
>Call History: XX
```

xx: Received Call Numbers

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

Display shows

(On-Hook)

(Twice)

```
110: Call  HTY 1/3
>Missed Call: XX
```

xx: Missed Call Numbers

(You can select by Up/Down key.)

```
ABC Ltd.      01/xx
111:OCT-22 16:52
```

xx: Total Missed Call numbers

You can confirm the Number or Name.

```
0356551234 01/05
>Calling
```

```
Line 001
0356551234
```

■ Check Received Call & Call using Received dial number

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

Display shows

(On-Hook)

(Twice)

```
120:Call  HTY 2/3
>Received Call
```

(You can select by Up/Down key.)

```
ABC Ltd.      01/xx
121:OCT-22 16:52
```

xx: Total Received Call numbers

You can confirm the Number or Name.

```
ABC Ltd.      01/05
>Calling
```

```
Line 001
0356551234
```

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
Using Navigation Keys…

■ Check Dialed Number Data & Call using Dialed number

（Example. Dialed data is 0356551234.）

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

■ Search Speed Dial bin & Place an Outside Call

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

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Built-In Answering Machine (VRS Message)

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

■ To Record a VRS Answering Message

```
                                    Message Number
                    Message Record      (001-004)
  📞 → [7][1][6] → [7] → [?][?][?] →  📞
                                              (Message Recording)

  → [#] → 📞 → ☎
  Stop Recording  (Message Listening)
```
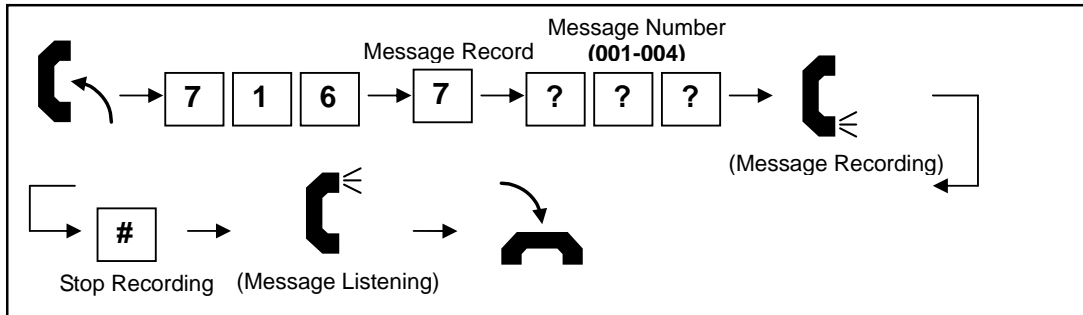
◆ *The Message can be recorded Up to 4 type of message.*
◆ *The Message can not exceed 2 minutes.*

■ To Listen to a VRS Answering Message

```
                                    Message Number
                    Message Listen      (001-004)
  📞 → [7][1][6] → [5] → [?][?][?] → 📞 → ☎
                                         (Message Listening)
```
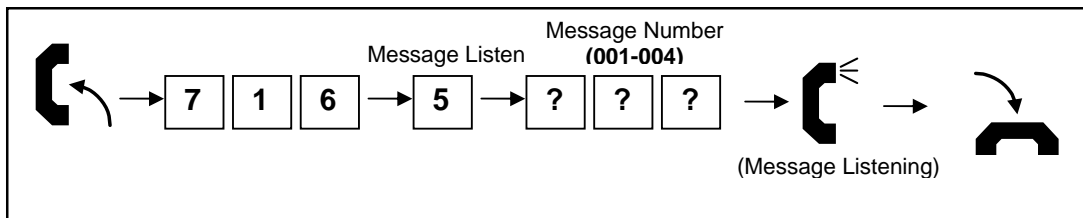
■ To Erase a VRS Answering Message

```
                                    Message Number
                    Message Erase       (001-004)        Hold
  📞 → [7][1][6] → [3] → [?][?][?] → [■■■■] → ☎
```
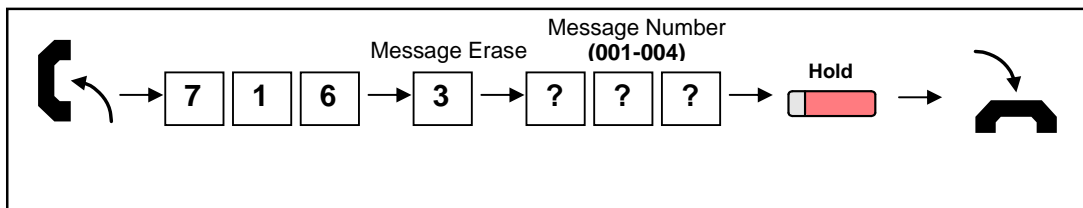
◆ *The Message can be recorded Up to 4 type of message.*
◆ *The Message can not exceed 2 minutes.*

Built-In Answering Machine (Voice Mail Message)

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

Extension 200 (Multi-line Telephone) shows…

VOICE MESSAGE
xx MESSAGES

☞ *XX shows the number of message left.*

■ **To Listen to a Voice Mail Message**

		Message Listen	Message Number **(091-100)**	

7 1 6 → 5 → ? ? ? →

(Message Listening)
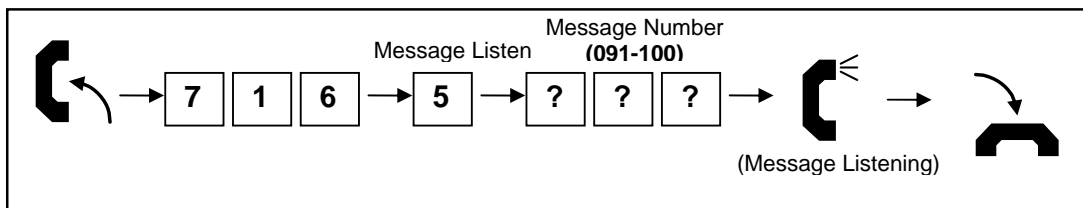
■ **To Erase a Voice Mail Message**

	Message Record	Message Number **(091-100)**	**Hold**	

7 1 6 → 3 → ? ? ? → Hold →
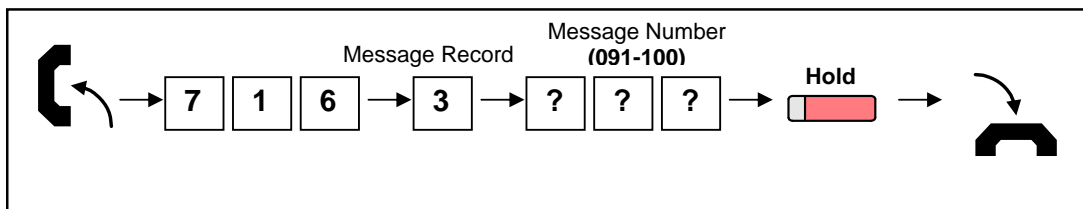
◆ *The Message can be recorded Up to 10 messages.*
◆ *The Message can not exceed 2 minutes.*

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VRS – Checking Time/Date & Station Number

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

■ To Listen to the Time/Date, Station Number

Time&Date		Station Number	
(On-Hook)	**8**	(On-Hook)	**6**
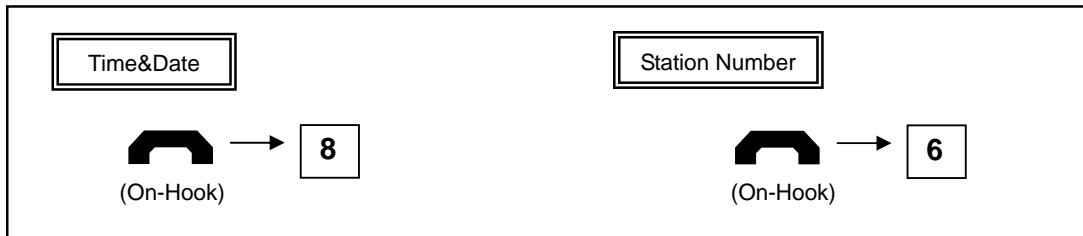
InMail – Setting the Voice Mail Control Keys

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

■ To Programming a Voice Mail Key

Speaker → **8** **5** **1** → Function Key → Function Code **?** **?** + Extension No. **?** ∎∎∎ → Speaker

- **Voice Mail (VM MSG) Key**
  7 **7** Direct access to the Mailbox
- **Automated Attendant Key**
  7 **9** Set Call Forward to Voice Mail
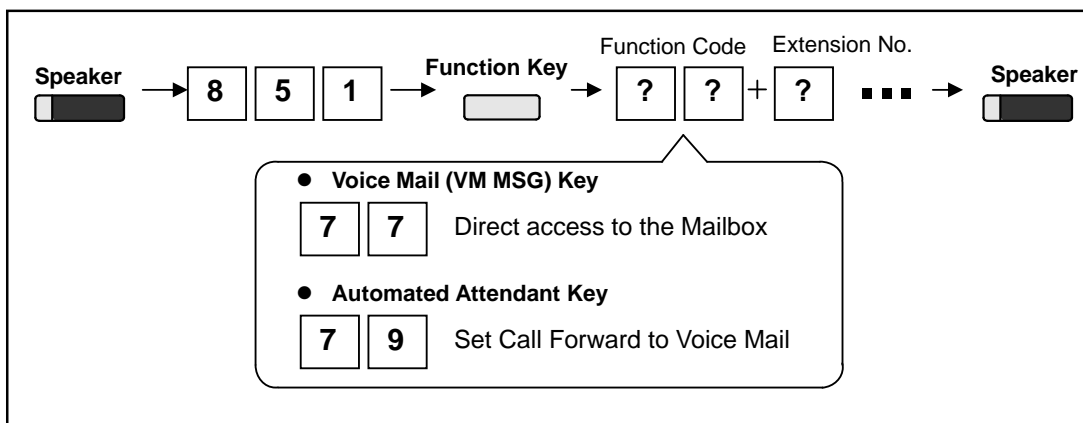
◆ *Press Autom ated Attenda nt Key to ch ange the status (All Calls ->No An swer -> Busy - >
Busy/No Answer-> Cancel).*

■ To Check the Function of a Programming Function Key

(On-Hook) → Help → Function Key *The programmed function is displayed.*

InMail – Guidance Message Flow

Main Menu

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

L **L**isten to Messages **5**

While listening you can:

RE	Record **RE**ply	73	**L**	**L**isten to Next Msg	5	**1S** **1A** **#**	Select Saved Message List	17
MF	Have **M**sg **F**orwarded	63	**B**	**B**ackup a Few Secs	2		Select All Message List	12
MC	**M**ake **C**all to Sender	62	**BB**	**B**ackup to **B**eginning	22		Exit Listen Mode	**#**
TI	Get **TI**me, Date	84	**G**	**G**o Ahead a Few Secs	4		Select the Listen Mode See also 'Select Listen Mode' on the Main Menu	
SA	**SA**ve Message	72	**∗**	Pause/Resume Listening	∗			
E	**E**rase Msg	3	**1N**	Select New Message List	16			

RS **R**ecord & **S**end Message **77**

Enter mailbox number, then: While recording you can:

∗	Renter mailbox number	**∗**	**∗**	Pause/Resume	**∗**
#	Start Recording	**#**	**E**	**E**rase Recording	**3**
	Exit to Main Menu		**#**	End Recording	**#**

G Mailbox **G**reeting

Callers hear your active greeting (1~3) only if you do not answer or are busy. If Auto Attendant DND is ON, the Auto Attendant does not ring your phone. Callers immediately hear your active greeting. If OFF, the Auto Attendant will try your extension.   **4**

Calling Your Mailbox and Accessing the Main Menu

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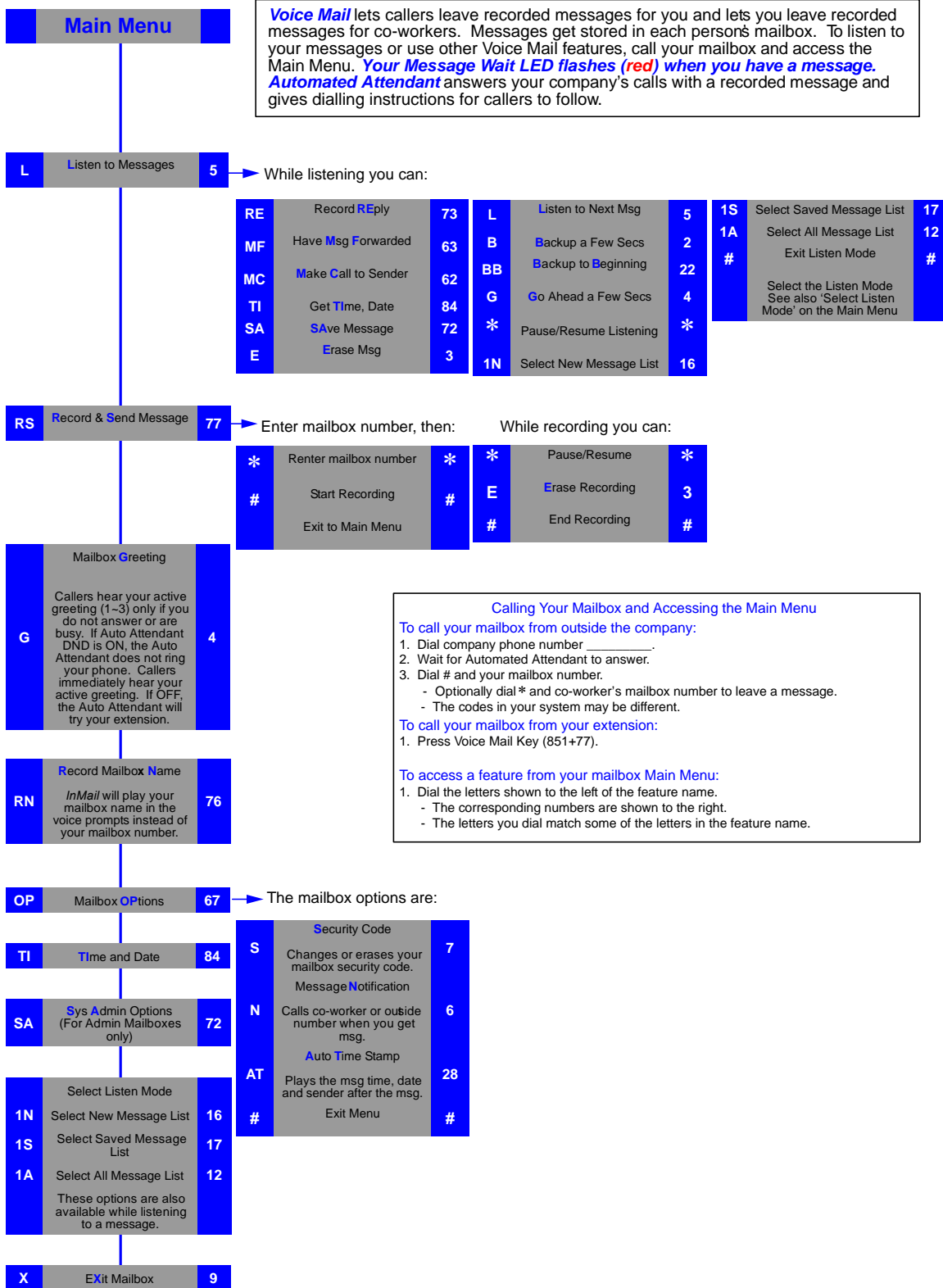2. Wait for Automated Attendant to answer.
3. Dial # and your mailbox number.
   - Optionally dial ∗ and co-worker's mailbox number to leave a message.
   - The codes in your system may be different.

To call your mailbox from your extension:
1. Press Voice Mail Key (851+77).

To access a feature from your mailbox Main Menu:
1. Dial the letters shown to the left of the feature name.
   - The corresponding numbers are shown to the right.
   - The letters you dial match some of the letters in the feature name.

RN **R**ecord Mailbo**x** **N**ame

InMail will play your mailbox name in the voice prompts instead of your mailbox number.   **76**

OP Mailbox **OP**tions **67**

The mailbox options are:

S	**S**ecurity Code — Changes or erases your mailbox security code.	7
N	Message **N**otification — Calls co-worker or outside number when you get msg.	6
AT	**A**uto **T**ime Stamp — Plays the msg time, date and sender after the msg.	28
#	Exit Menu	**#**

TI **TI**me and Date **84**

SA **S**ys **A**dmin Options (For Admin Mailboxes only) **72**

1N	Select Listen Mode — Select New Message List	16
1S	Select Saved Message List	17
1A	Select All Message List	12
	These options are also available while listening to a message.	

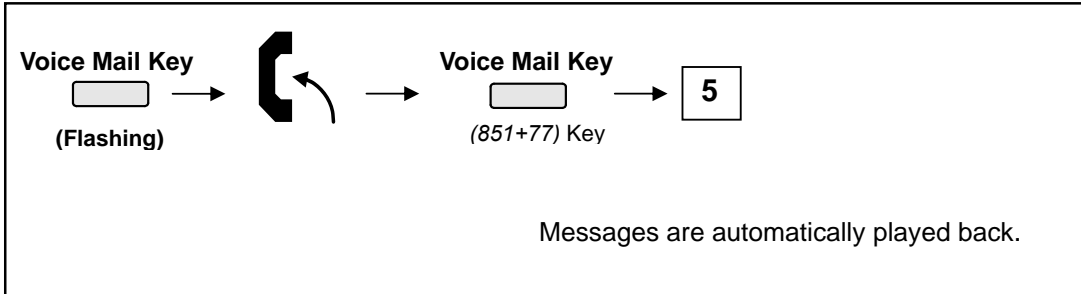**X** E**X**it Mailbox **9**

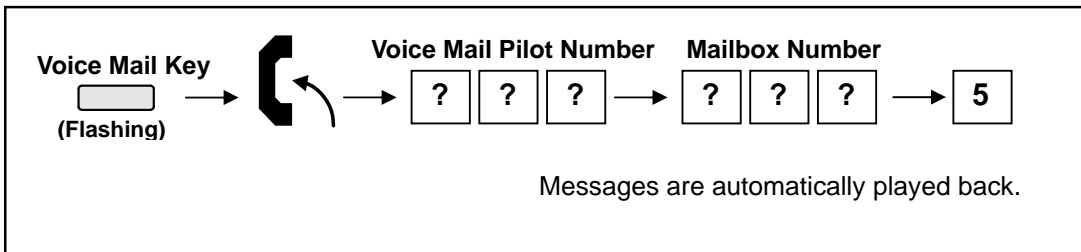# InMail – Listen to Messages Left for You

There are two ways to listen to message in your mailbox;
・Pressing the Voice Mail key to listen to messages.
・Following the voice guidance to listen to Massage.
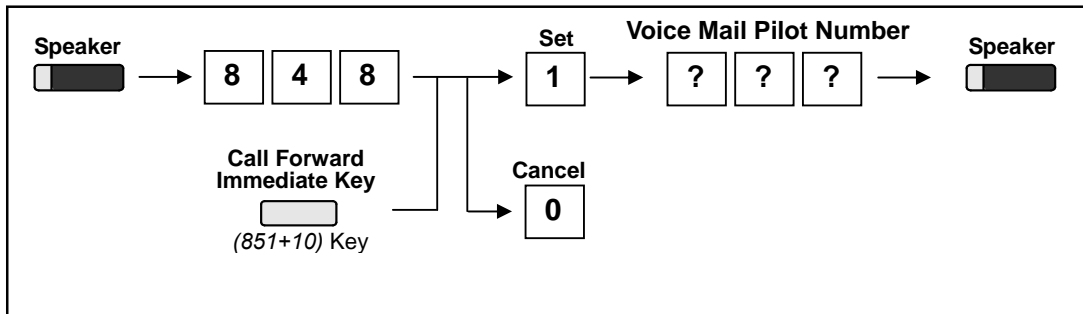
■ Pressing the Voice Mail Key to Listen to Message

Voice Mail Key
(Flashing)

⟶

Voice Mail Key
(851+77) Key

⟶

5

Messages are automatically played back.

■ Follow the Voice Guidance to Listen to Message

Voice Mail Key
(Flashing)

⟶

Voice Mail Pilot Number
? ? ?

⟶

Mailbox Number
? ? ?

⟶

5

Messages are automatically played back.

- 20 -
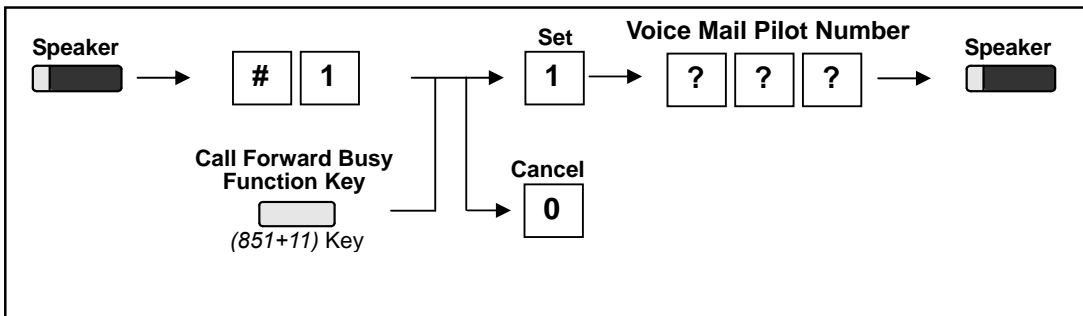
InMail – Sending Calls to a MailBox

To Forward your phone to Voice Mail

■ **To Forward All Incoming Calls to Your Mailbox**

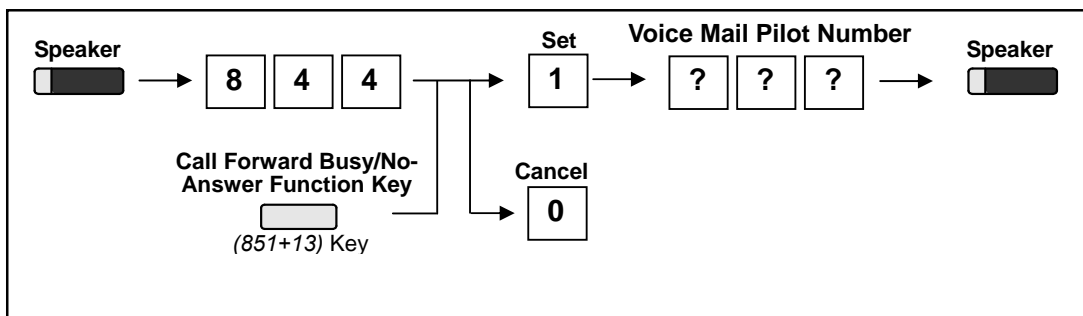| Speaker → | 8 | 4 | 8 | Set 1 | Voice Mail Pilot Number ? ? ? | → Speaker |

Call Forward Immediate Key
(851+10) Key

Cancel 0

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

| Speaker → | # | 1 | Set 1 | Voice Mail Pilot Number ? ? ? | → Speaker |

Call Forward Busy Function Key
(851+11) Key

Cancel 0

■ **To Forward Incoming Calls to Your Mailbox When You Do Not Answer**
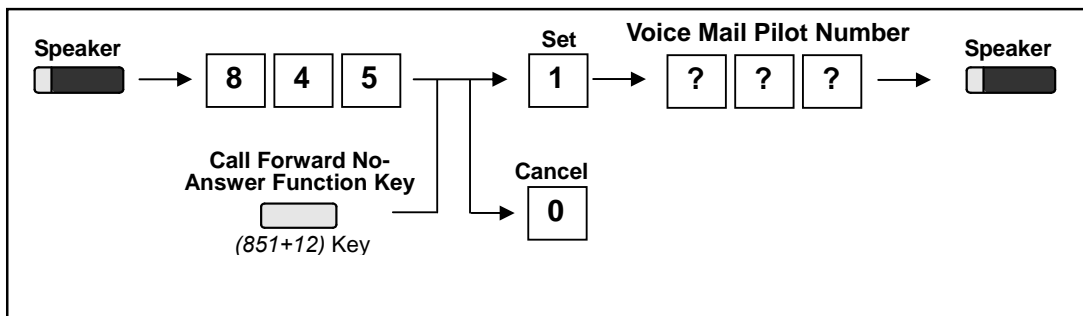
| Speaker → | 8 | 4 | 5 | Set 1 | Voice Mail Pilot Number ? ? ? | → Speaker |

Call Forward No-Answer Function Key
(851+12) Key

Cancel 0

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

| Speaker → | 8 | 4 | 4 | Set 1 | Voice Mail Pilot Number ? ? ? | → Speaker |

Call Forward Busy/No-Answer Function Key
(851+13) Key

Cancel 0

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InMail – Sending Calls to a MailBox

An Additional Way to Call Your Mailbox (From Outside)

■ To Call Your Mailbox From Outside

		Automated Attendant Number				Mailbox Number		

(Call to the system from Outside) → (Hear 1st Greeting) → **?** **?** **?** → (Hear 2nd Greeting) → **#** + **?** **?** **?**
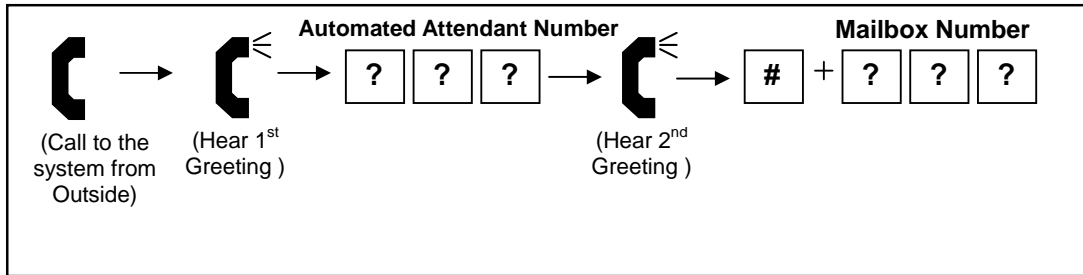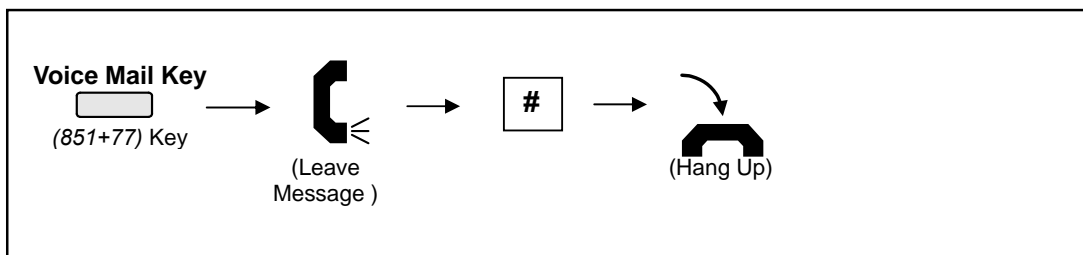
☞(Optional) Enter your Security Code if you have set one in mailbox options

Additional Ways to Record a Message

■ Quick Message From Outside

		Automated Attendant Number				Extension Number		

(Call to the system from Outside) → (Hear 1st Greeting) → **?** **?** **?** → (Hear 2nd Greeting) → ✳ + **?** **?** **?**

→ (Leave Message) → **#** → (Message Listening) → (Hang Up)
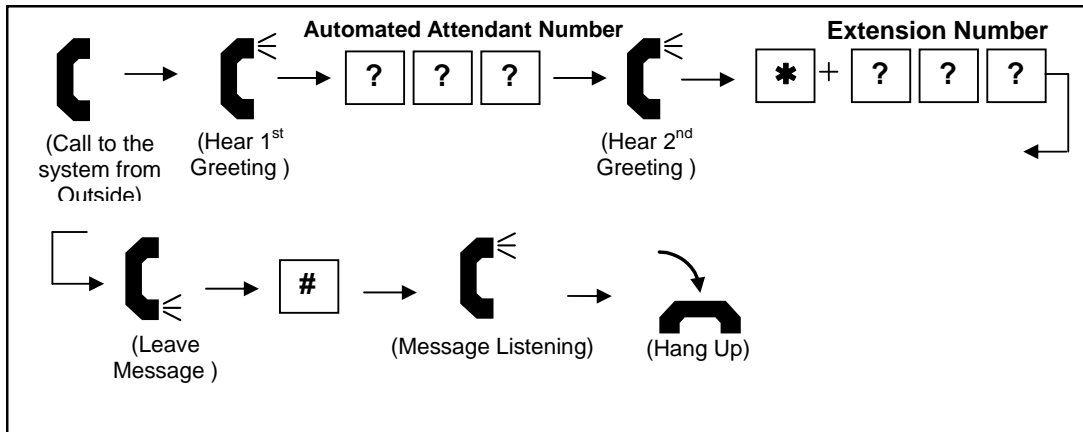
■ After You Call an Extension

Voice Mail Key
(851+77) Key → (Leave Message) → **#** → (Hang Up)

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Printed in Japan

SL1000
Multi-Line Telephone
User Guide

NEC Corporation