

# **SL1000**

## **Single-Line Telephone User Guide**

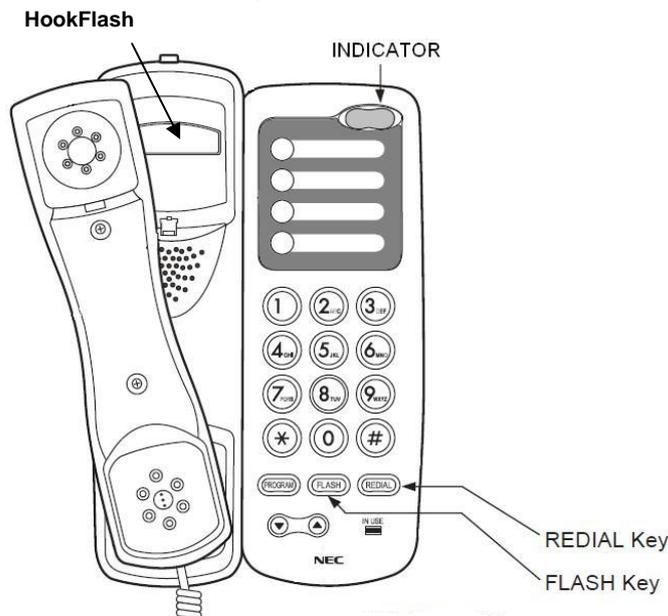
Please read this manual carefully before Operating this product and save this manual for future use.

## Before using Your Telephone...

### **Thank you for purchasing NEC SL1000 system.**

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

NEC Single Line Telephone(AT-45) is displayed here. This User Guide describes general analogue Single Line Telephone (SLT) procedures. Refer to the User Guide included with to your specific SLT for details on additional key functions.



#### **□ INDICATOR**

Flashes when you have Message Waiting or there is an incoming call.

#### **□ REDIAL Key**

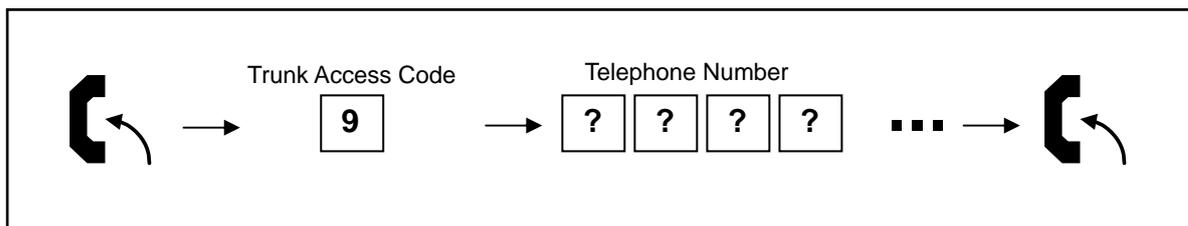
Press REDIAL Key to automatically redial the last number you dialed.

#### **□ FLASH (RECALL) Key**

While on a call, press FLASH Key to hold the line.

## Placing Calls

### ■ Place an Outside Call <Quick Access>



- ◆ To change Trunk Access Code, Ask your NEC Authorized Supplier for details.
- ◆ Listen for Dial Tone before dialing a Telephone Number.
- ◆ For the Trunk Access Code, Ask your supplier for the details.

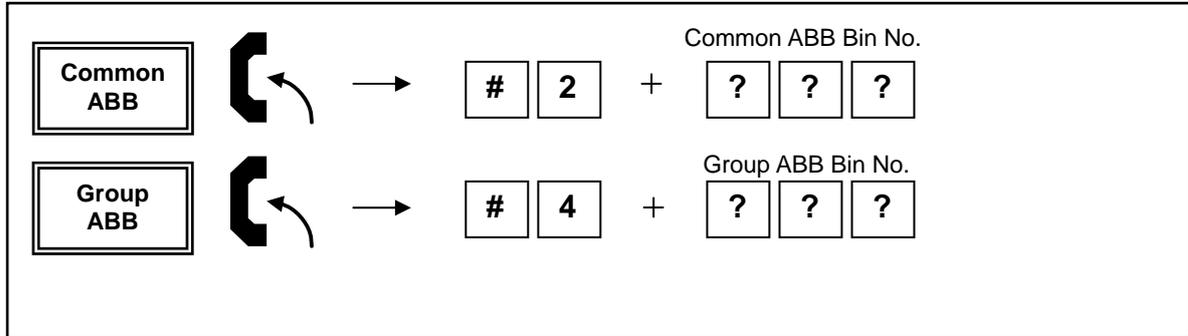
### ■ Place an Intercom Call <Dial Access>



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

# Placing Calls Quickly

## ■ Abbreviated (Speed) Dialing <for Outside>



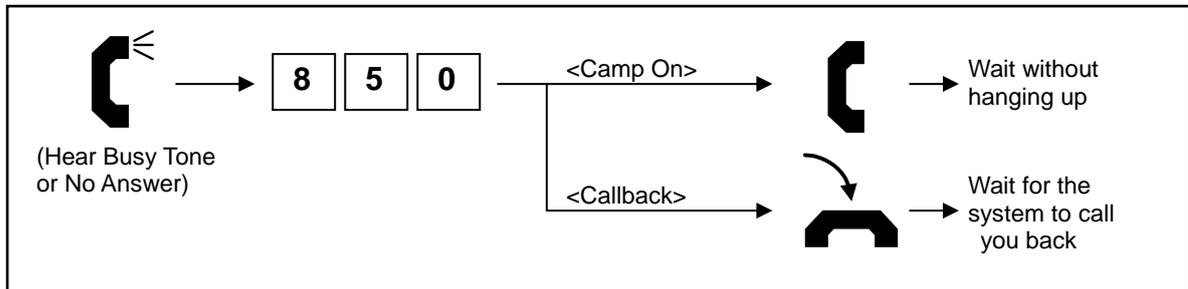
- ◆ The digit of Bin No. depends on the system setting. (0-9(Only Group ABB) / 00-99 / 000-999)
- ◆ Telephone Numbers shall be pre-registered to the system.
- ◆ System setting is necessary for Group ABB function. Ask your NEC Authorized Supplier for more details.

## ■ Last Number Dialing <for Outside / Intercom>



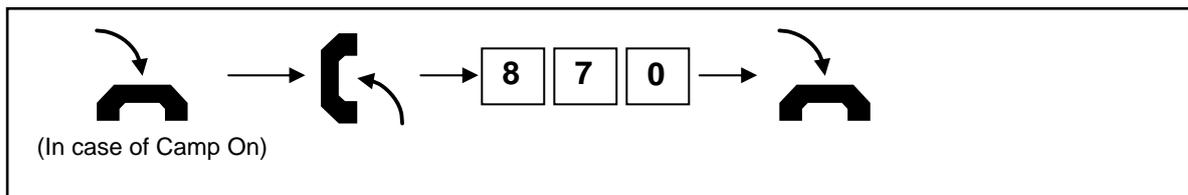
# If your call doesn't go through...

## ■ Set Camp On / Callback

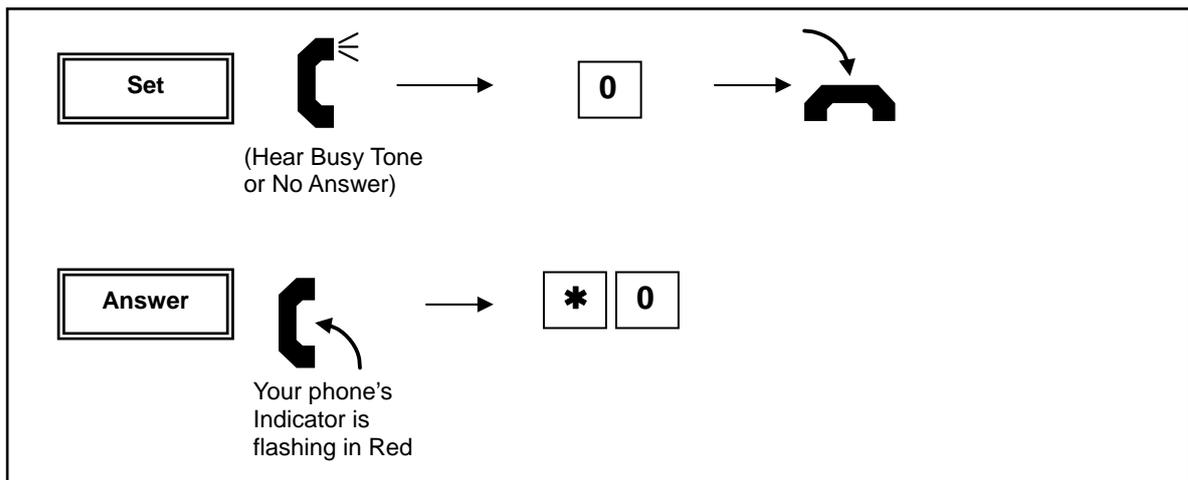


- ◆ **<Camp On>** In case of Intercom Call, when you hear ringing, wait for the called party to answer. In case of Outside Call, when you hear Dial Tone, begin telephone number dialing.
- ◆ **<Callback>** In case of Intercom Call, when your phone starts the ringing, lift handset and wait for the called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

## ■ Cancel Camp On / Callback



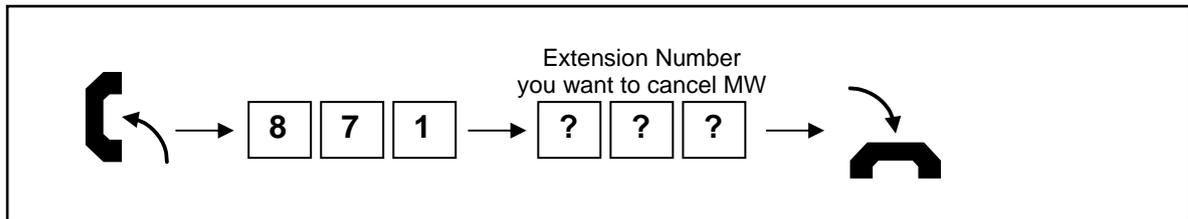
## ■ Set / Answer a Message Waiting



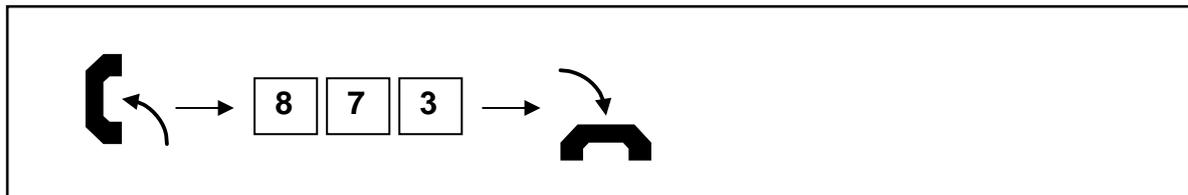
- ◆ When you set a MW, the called party's Indicator starts to flash, and your Indicator is lit in Red.
- ◆ When you answer a MW, the Indicator shall automatically be off when the called party answers.

## If your call doesn't go through...

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



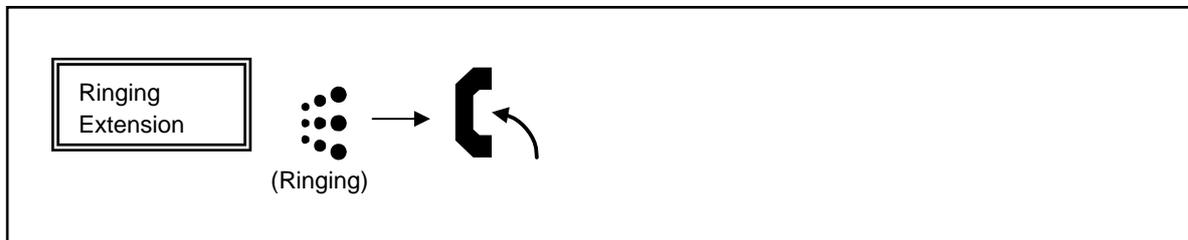
### ■ Clear all Message Waiting (at any extension)



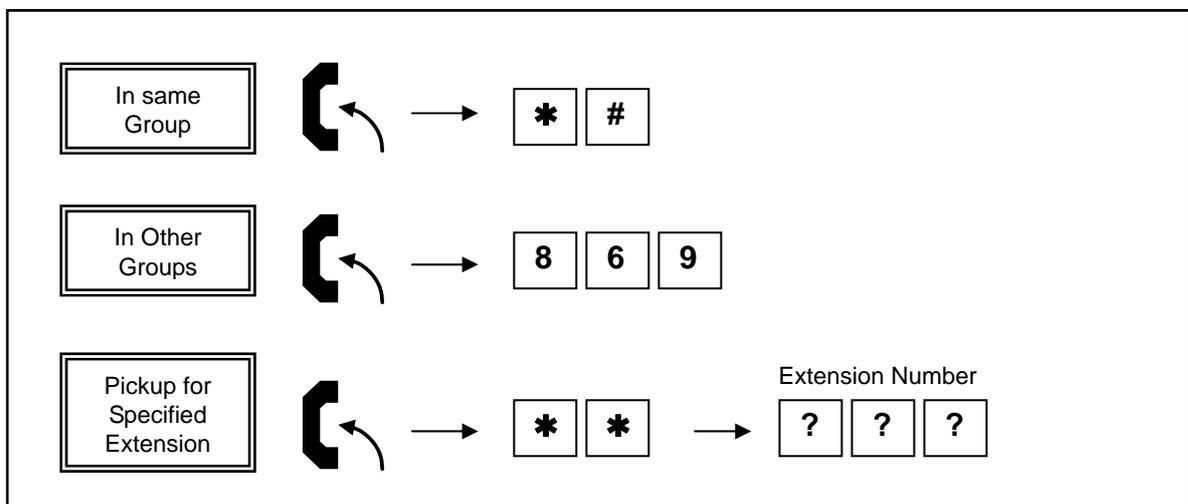
◆ Clear all messages (you have left for other extensions and messages other extension have left for you).

## Answering Calls

### ■ Answering an Outside Call/ Intercom Call



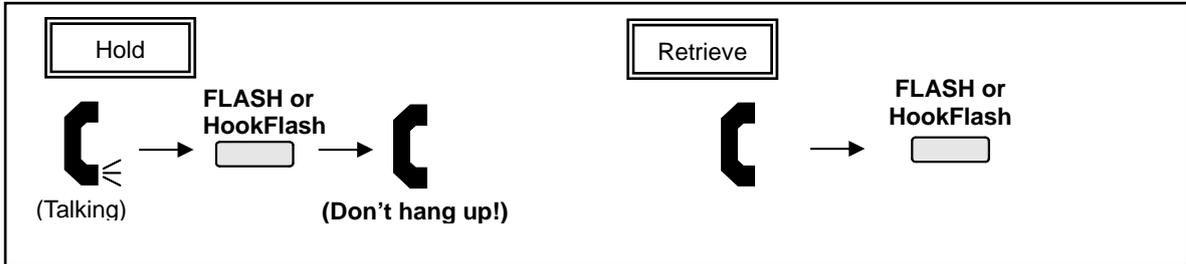
### ■ Picking up a call for other Extensions



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

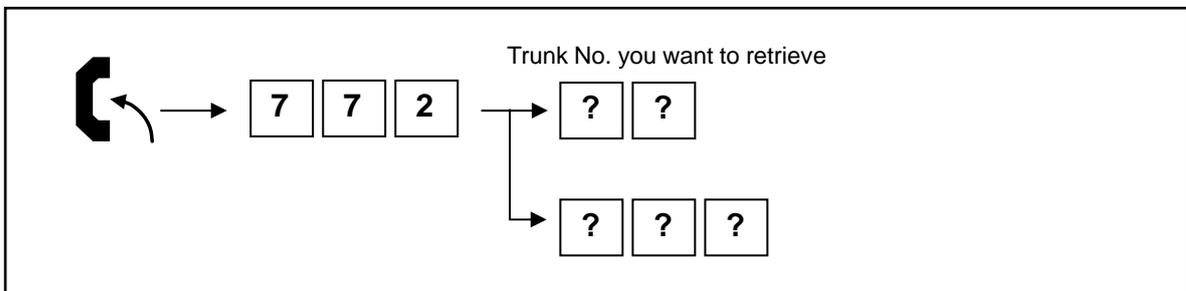
# Hold / Transferring Calls

## ■ Holding a Call / Retrieving a Held Call



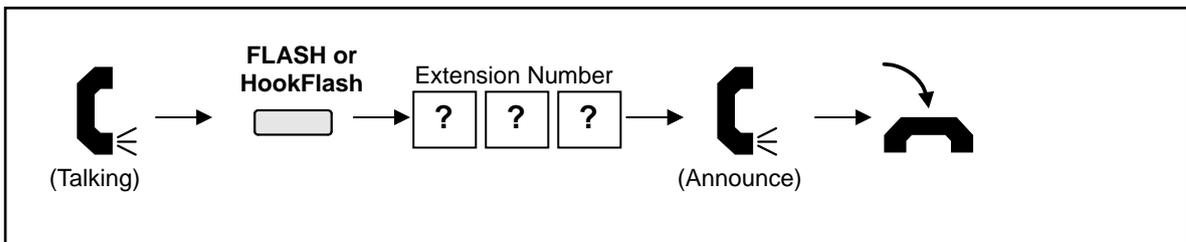
- ◆ If you go on hook, the held call will ring back.
- ◆ This operation puts your outside call on Exclusive Hold. Other extension user can not take the call off Hold.

## ■ Retrieve a held outside call



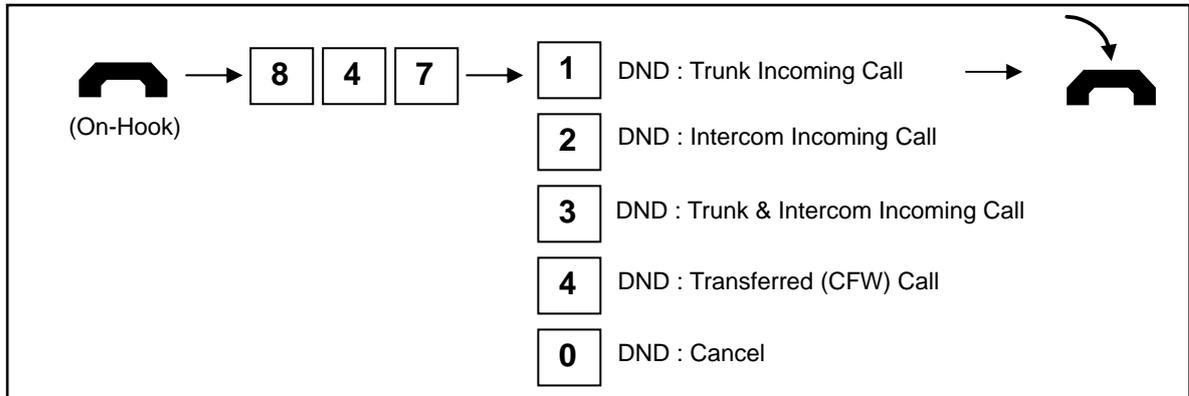
- ◆ For the dial digit of Trunk Number, ask your NEC Authorized Supplier for details..

## ■ Transferring a Call to the another Extension



# For More Convenient Use...

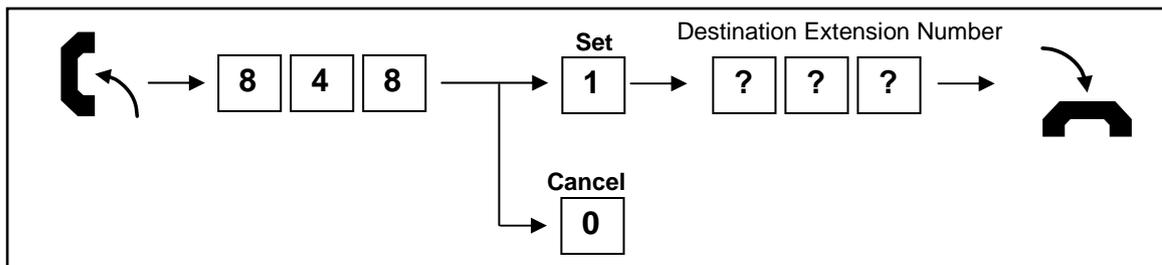
## ■ Do Not Disturb (DND)



◆ When you set DND function, the Internal Dial Tone pattern is changed.

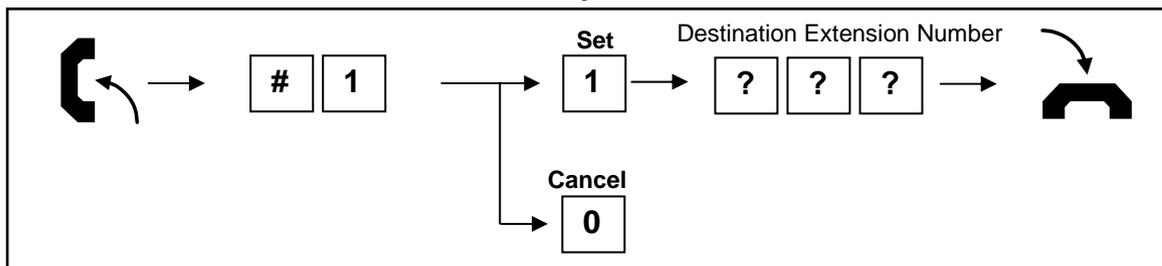
## ■ Call Forwarding / Follow Me

### To Call Forward Immediate



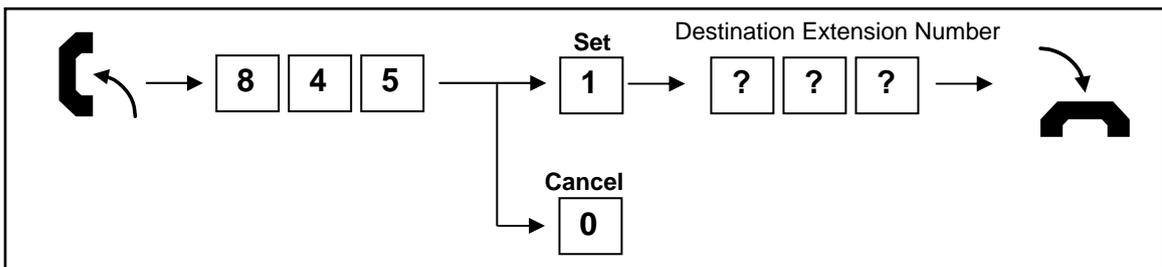
◆ When you set Call Forward function, the Internal Dial Tone pattern is changed.

### To Call Forward When Your Phone is Busy



◆ When you set Call Forward function, the Internal Dial Tone pattern is changed.

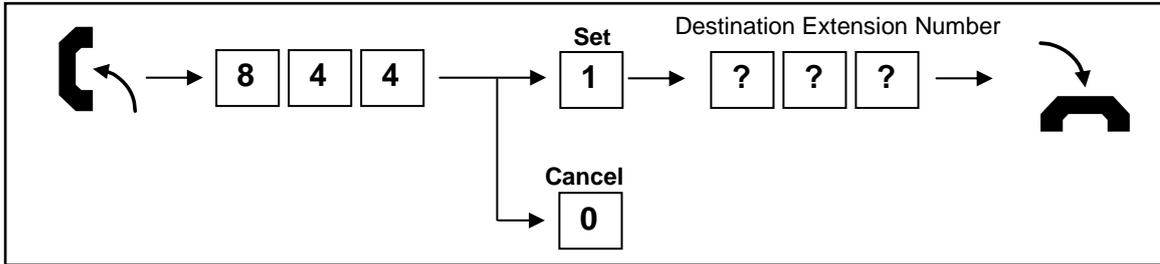
### To Call Forward When You Do Not Answer



◆ When you set Call Forward function, the Internal Dial Tone pattern is changed.

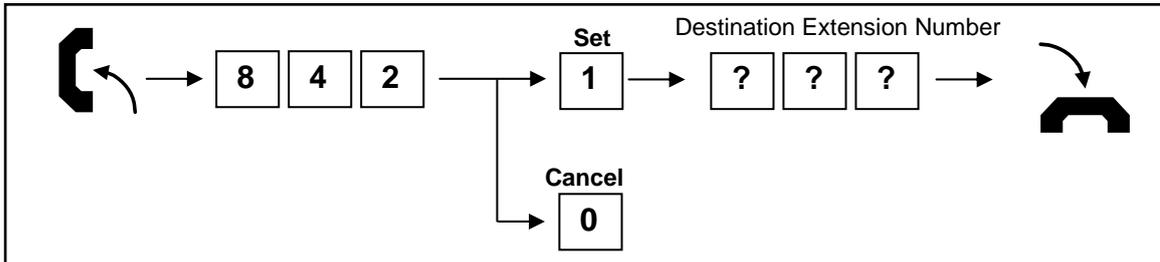
# For More Convenient Use...

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



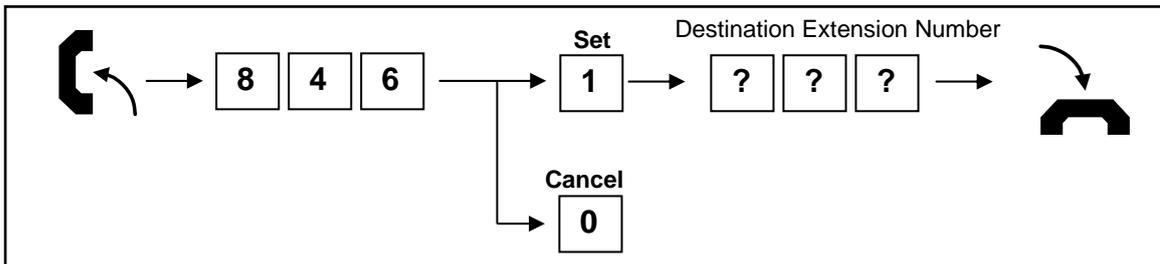
◆ When you set Call Forward function, the Internal Dial Tone pattern is changed.

## To Call Forward Both Ring



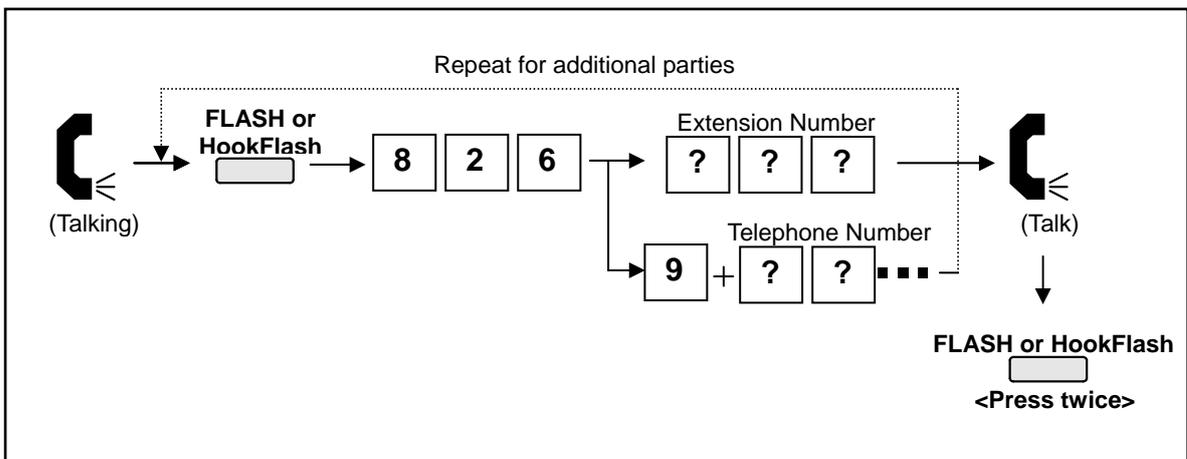
◆ When you set Call Forward function, the Internal Dial Tone pattern is changed.

## To Call Forward Follow Me



◆ When you set Call Forward function, the Internal Dial Tone pattern is changed.

## ■ Conference

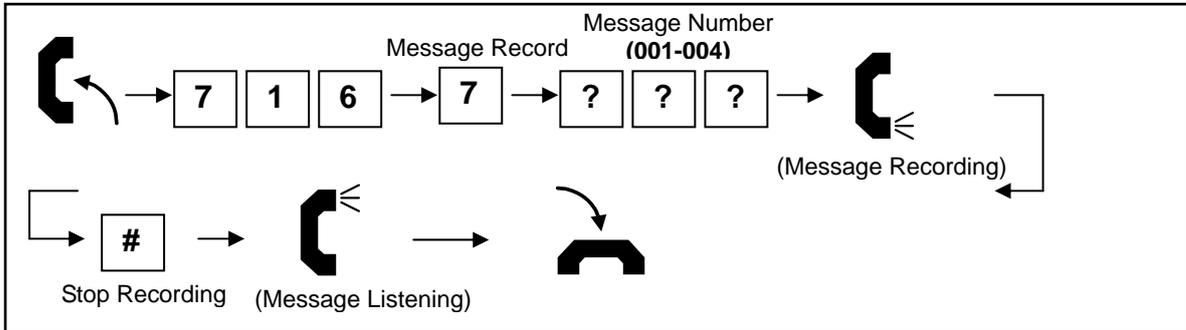


- ◆ You can repeat this operation to add more parties.
- ◆ You may be able to have up to 16 parties. (include your extension) May need to adjust the level due to the Environment phones are placed.

# Built-In Answering Machine (VRS Message)

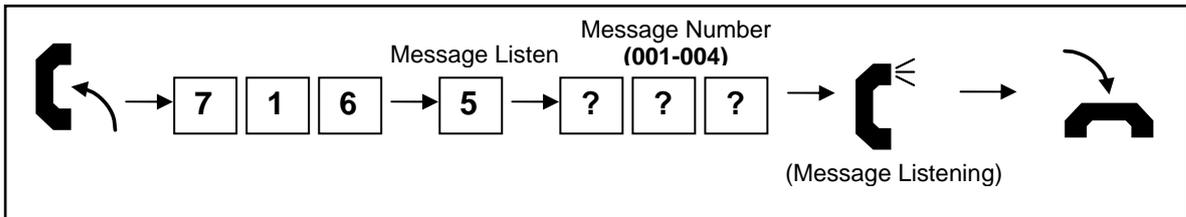
☛ System setting is necessary to use Built-In Answering Machine. Ask your NEC Authorized Supplier for details.

## ■ To Record a VRS Answering Message

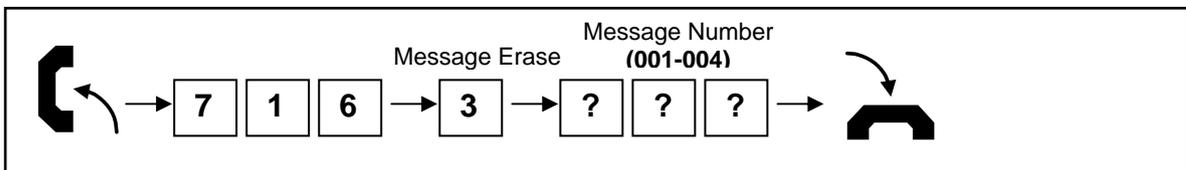


- ◆ The Message can be recorded Up to 4 type of message..
- ◆ The Message can not exceed 2 minutes.

## ■ To Listen to a VRS Answering Message



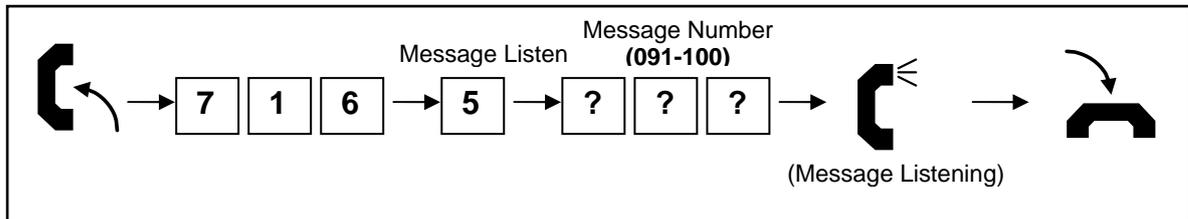
## ■ To Erase a VRS Answering Message



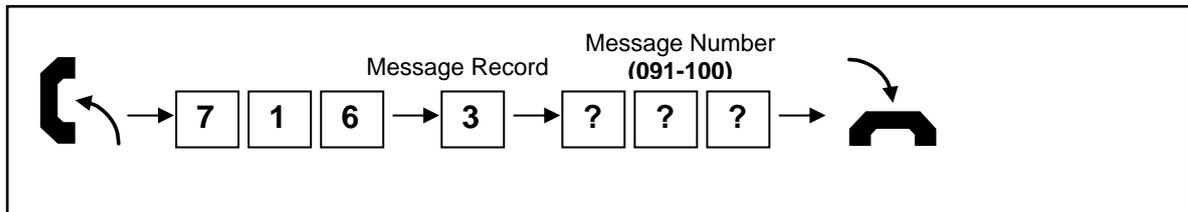
- ◆ The Message can be recorded Up to 4 type of message.
- ◆ The Message can not exceed 2 minutes.

# Built-In Answering Machine (Voice Mail Message)

## ■ To Listen to a Voice Mail Message



## ■ To Erase a Voice Mail Message



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

# 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 or hear stutter dial tone when you have a message.** **Automated Attendant** answers your company's calls with a recorded message and gives dialling instructions for callers to follow.

## L Listen to Messages 5

While listening you can:

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

## RS Record & Send Message 77

Enter mailbox number, then:

While recording you can:

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

## G Mailbox Greeting 4

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

**Calling Your Mailbox and Accessing the Main Menu**

**To call your mailbox from outside the company:**

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

**To call your mailbox from your extension:**

1. Lift handset and dial \*8.

**To access a feature from your mailbox Main Menu:**

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

## RN Record Mailbox Name 76

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

## OP Mailbox Options 67

The mailbox options are:

## TI Time and Date 84

## SA Sys Admin Options (For Admin Mailboxes only) 72

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

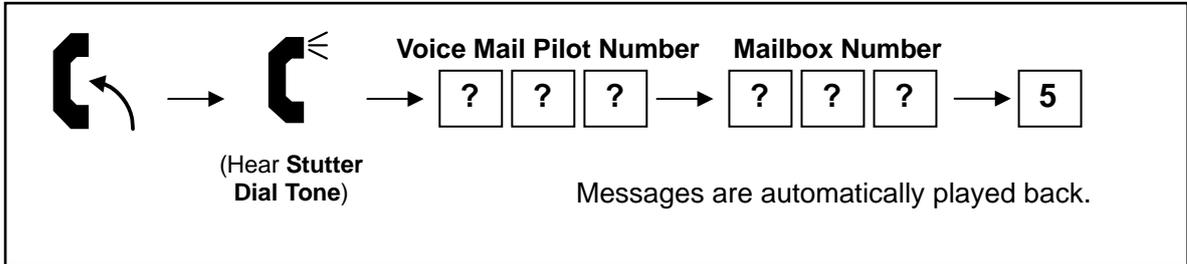
S	Security Code	7
	Changes or erases your mailbox security code.	
N	Message Notification	6
	Calls co-worker or outside number when you get msg.	
AT	Auto Time Stamp	28
	Plays the msg time, date and sender after the msg.	
#	Exit Menu	#

## X Exit Mailbox 9

# InMail – Listen to Messages Left for You

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

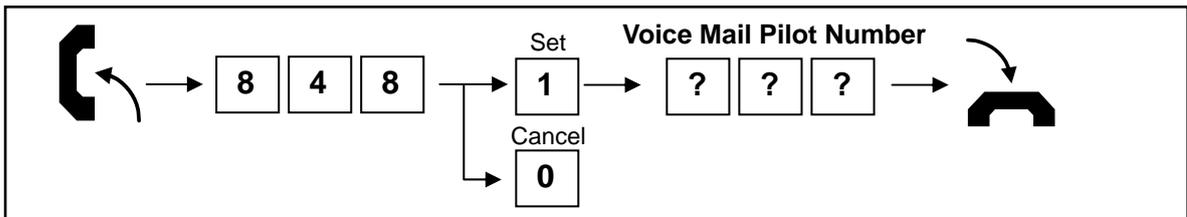
## Follow the Voice Guidance to Listen to Message



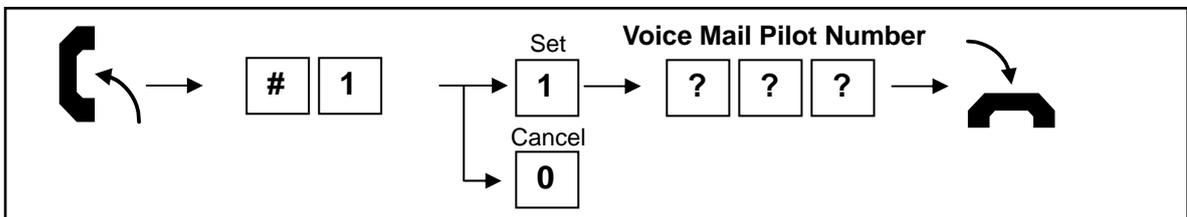
# InMail – Sending Calls to a MailBox

## To Forward your phone to Voice Mail

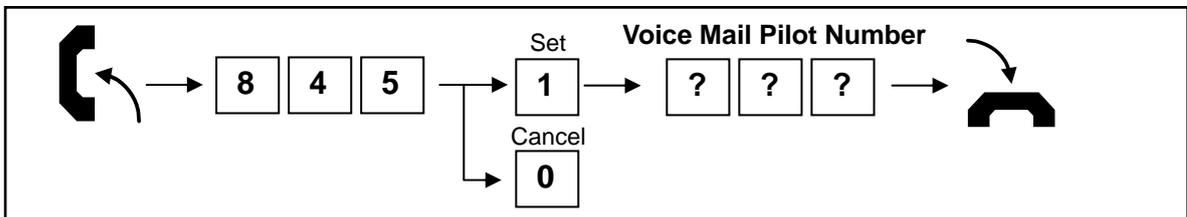
### To Forward All Incoming Calls to Your Mailbox



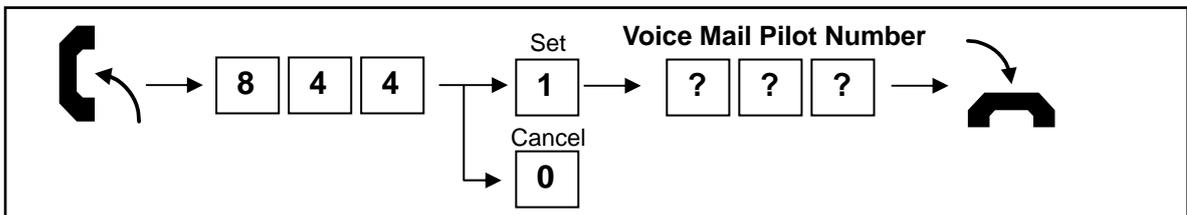
### To Forward Incoming Calls to Your Mailbox When Your Phone is Busy



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



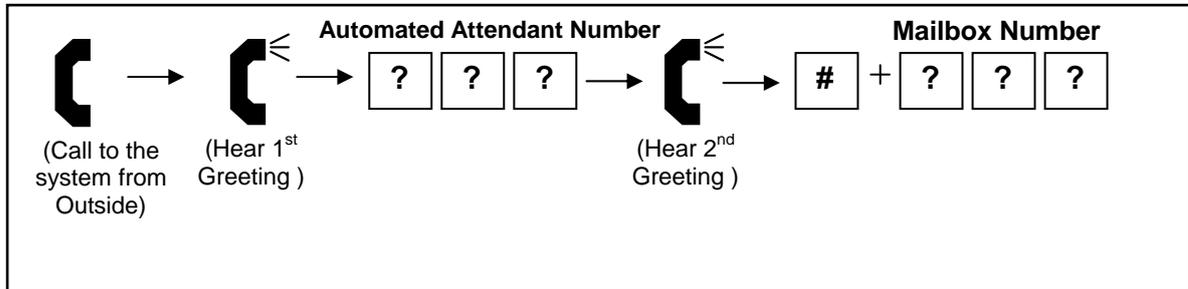
### To Forward Incoming Calls To Your Mailbox When Your Phone is Busy or You Do Not Answer



# InMail – Sending Calls to a MailBox

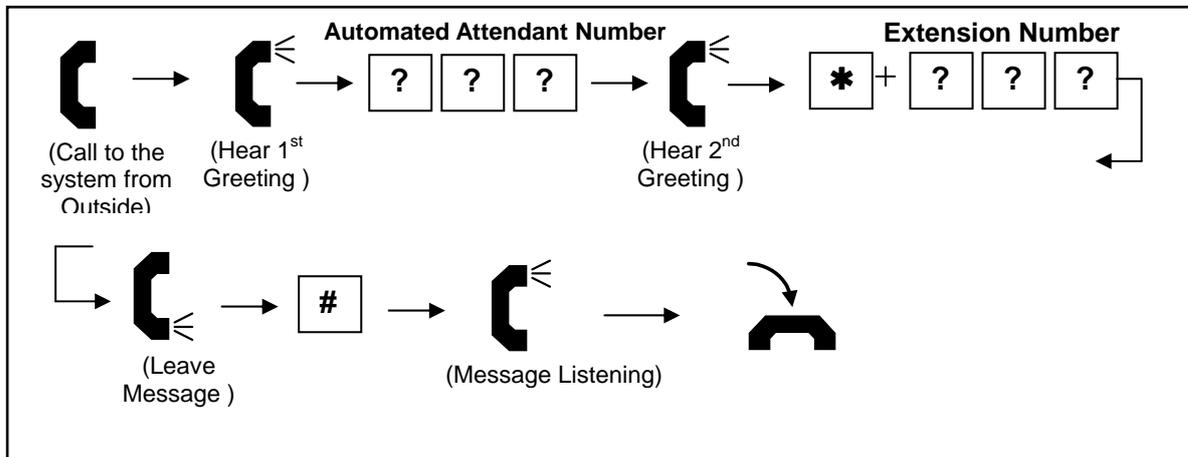
## An Additional Way to Call Your Mailbox (From Outside)

### ■ To Call Your Mailbox From Outside



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

### ■ Quick Message From Outside



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NEC Corporation