



PLEXUS COMMUNICATIONS NEC SL2100 Multi-Line Terminal User Guide

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PLEXUS COMMUNICATIONS NEC SL2100 Multi-Line Terminal



INTRODUCTIONS

MAKING A CALL

Lift the Handset or press Speaker (For the remainder of this guide we will refer to lifting the handset but pressing the Speaker key is also valid)

- Dial the required internal number
- For external calls, dial 0 first for an outside line

HOLD

Ask the caller to please hold:

- Press Hold – hold key flashes.
- You may replace handset if you wish.

To retrieve a call:

- Lift the handset.
- Press the Flashing Line Key

TRANSFER

With a call in progress:

- Press Transfer
- Dial an extension, external number or programmed one-touch key and announce the call when they answer (optional)
- Replace the handset

Note: If the called extension is busy or does not answer, press the Green Flashing Key to return to your caller. If the extension answers and indicates that they do not wish to take the call, ask them to hang up and you will be put directly back to the original caller.

REDIAL

Last dialed number

- Lift the handset and press #5 to initiate the call

Recently dialed numbers

- Without lifting handset press Redial (Right Cursor key).
- Press the Cursor button up or down to search for the required number
- Lift the handset to initiate the call

CONFERENCE

With a call in progress (internal or external)

- Press the More soft key and then the Cone soft key
- Dial an internal or external number
- When the third party answers, press the Add soft key

Repeat the above 3 steps until all parties are in the conference. Then press the Begin soft key to begin the conference

Note: Any party may exit the conference by hanging up. As long as at least one of the parties is an extension on the phone system the conference will remain active.

CALL PICK UP

To answer a ringing extension in your group:

- Lift the handset and dial * #

To answer a call ringing at a specific extension:

- Lift the handset and dial * *
plus the other extensions number

CALL PARK

To park a call in the system and retrieve from any other extension

- Ask the caller to hold then press Transfer
- Dial the Call Park access code #6
- Enter a park position (01-64)

Call or Page the desired staff member to retrieve the call from the allocated park position.

Note: If the park position you select is in use you will receive busy tone.

To retrieve a parked call

- Dial the Answer Park access code *6
- Enter a park position (01-64)

Note: If the parked call is not picked up it will recall to the original extension.

PAGING

Allows a user to page all digital handsets.

- Lift the handset and dial *10

VOICE CALL ANNOUNCE

Allows the caller to make the receiver's digital phone automatically answer the internal call and go directly to speaker/hands free.

- Lift the handset and dial the extension number
- Press Voice soft key or dial 1 while the other phone is still ringing and speak over the intercom

AUTO HANDSFREE ANSWER

Incoming internal calls to the digital extension are automatically answered and put on hands free/speaker.

To Activate:

- Press the Speaker key and dial 721

To Cancel:

- Press the Speaker key and dial 723

VOICEMAIL

To access your mailbox and retrieve messages:

- Push the VM soft key, or
- Lift the handset and dial *8

To record a greeting for your mailbox:

Access your mailbox, then using the soft keys below the display select:

- Greet,
- Gr1, Gr2 or Gr3,
- Rec
- Speak into the handset after the tone.
- Once you are done recording press #

Use the Lstn soft key to playback the greeting

To forwards calls to your mailbox:

when your extension is busy or after the no answer timer expires

- Press the Speaker key and dial 744
- Dial 1 to set
- Dial the destination number 199
- Press Speaker to store

To Cancel:

- Press the Speaker key and dial 744

Dial 0 to cancel.

SPEED DIALING

To dial a system speed dial:

- Lift the handset
- Dial #2
- Dial the 3 digit speed dial location (000 ~ 899)

– Or – Without lifting the handset,

- Press Directory (Down Cursor key)
- Press the Cursor button up or down to search for the required number
- Press the lift the handset to initiate the call

To add a system speed dial:

- Press the Speaker key and dial 753
- Dial the speed dial location (000 ~ 899)
- Dial telephone number you want to store (up to 24 digits)
- Press Hold to store
- If desired, enter name using dial pad
- Press Hold to store

Note: To move the cursor right press # , to move the cursor left press Clear/Back

EXTENSION NAME

To edit the displayed extension name of any extension

- Press the Speaker key and dial 700
- Enter the number of the extension to change
- Enter the name using the dial pad
- Press Hold to store

Note: To move the cursor right press # , to move the cursor left press Clear/Back

PROGRAMMING ONE-TOUCH KEYS

To program an extension or an external number into a vacant function key

- Press the Speaker key and dial 751
- Press an available Function key
- Dial the One-Touch service code 01
- Enter either an extension number or external number, including 0 for an outside line
- Press Hold to store

Service Code 00 will erase data from function key

LCD

To adjust the display contrast

- Press Menu (Center Cursor Key)
- Dial 21 and press the Select soft key
- Use the cursor button up or down to adjust the display contrast

SPEAKER/RECEIVER VOLUME

To adjust the speaker/receiver volume

- Press the Cursor key up or down during a phone conversation

RINGER VOLUME

To adjust the ringer volume

- Press the Cursor key up or down while the phone is ringing

KEY PAD TONES

To activate key pad tones

- Press the Speaker key and dial 724 to turn On/Off

CLOCK

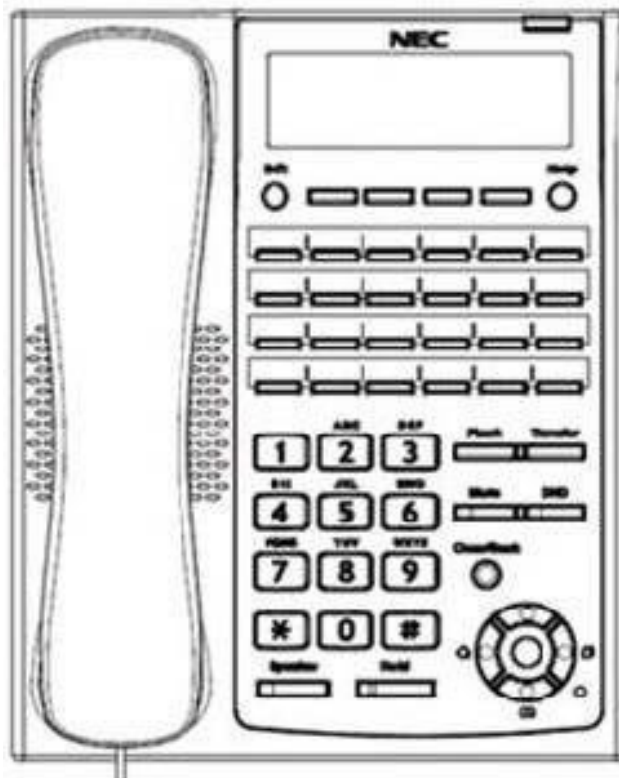
To change the time displayed on all handsets

- Lift the handset and dial 728
- Enter the time in 24hr format (e.g. 9am –0900)
- Confirmation tone will be heard after entering the digits, then replace the handset

BACKGROUND MUSIC

To listen to the background music source through the loud speaker of a digital handset

- Press the Speaker key and dial 725 to turn On/Off



HANDSET CONTROLS

Call Indicator Lamp

This lamp flashes fast when a call is ringing, or flashes slower when a message has been left.

Alphanumeric Display

The LCD has 3 lines, 24 characters with backlight.

Exit

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

Help Key

Explanations of Programmable Keys can be called up on the LCD by pressing and holding the Help key plus Programmable key

Soft Keys

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

Programmable Function Keys

Flexible Line keys or Feature keys are assigned by function code 751 see previous page

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

Mute (Microphone) Key

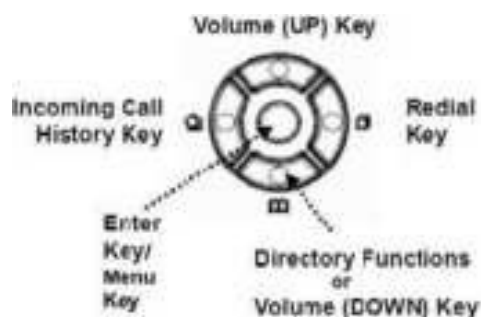
Mute handset or handsfree microphone. LED lights when microphone is muted

DND (Do Not Disturb) Key

Set up a Do Not Disturb if pressed during a call

Clear/Back Key

Press this key to cancel the current action or delete a character



Cursor Key

Access various features with simple operation

Speaker

Controls built-in speaker, which can be used for Hands Free Dialing/Monitoring. LED on key lights when key is active

Hold

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

Thank you for downloading this user guide from Plexus Communications.

For more resources visit <https://www.plexuscomms.com.au/help-centre>.

If you are our customer, please feel free to call us on 1300 302 276 for assistance.

UPGRADE YOUR PHONE SYSTEM



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1300 302 276

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www.plexuscomms.com.au

Documents / Resources

 NEC SL2100 Multi-Line Terminal Quick User Guide 	<p>PLEXUS COMMUNICATIONS NEC SL2100 Multi-Line Terminal [pdf] User Guide NEC SL2100 Multi-Line Terminal, NEC SL2100, Multi-Line Terminal, Line Terminal</p>
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References

- [P Plexus Communications | Business Phone Systems Melbourne](#)
- [P Business Communications Help Centre by Plexus Communications](#)