

SL1100 Telephone Quick Reference

Phone Outline



- **Exit Key** Exit's out of various programming
- **Message Indicator** Flashes when you have a voicemail (or an incoming call)
- **Soft Keys** Shows the available features for your current activity
- **Help** Tells how a one touch key is programmed
- **Programmable Function Keys** Programmable buttons for features, lines, int/ext numbers
- **Flash Key** Disconnects first call and answers second or gives dial tone
- **Transfer Key** Allows you to transfer a call to another extension
- **DND Key** Do not disturb – sends calls immediately to voicemail
- **Mute Key** Mutes the microphone while on speakerphone
- **Clear/Back Key** Cancels current action or deletes a character
- **Redial** Reviews the last numbers you have dialed
- **Directory** Accesses Speed Dials
- **Call History** Reviews the last numbers that have called you
- **Hold** Places the current call on hold
- **Speaker** Speakerphone

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Dial Out

- **Lift handset** or press **Speaker** key
- **Choose Line** or Dial **9** (system will automatically choose an available line for you)

Note: To **Mute** yourself, press the Mute key, key will be lit **Red** when muted

Transfer a Call

- *With an active call*, Press **Transfer** key
- **Dial extension** number or **9 + phone number**, announce call (optional)
- **Hang up** for call to be transferred

Note: Press **8** after the extension to transfer call directly to voicemail

Intercom Calls

- **Lift handset** or press **Speaker** key
- **Dial extension** number (if employee is on the other line you will get a busy and ring tone together)

Note: Press **8** after the extension to transfer call directly to voicemail

Conference call

1. **Make or receive first call** (internal or external), when the call is connected,
2. Press the **Conf** soft key (on display)
3. **MAKE or receive second call** (internal or external)
4. Press **Add** soft key, continue to follow steps 3 & 4 to add more callers OR
5. Press **Begin** soft key (on display) to join all calls

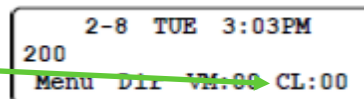
Redial

- *With the handset in the cradle...* Press **Redial** key
- Press **cursor** left/right to review last 10 numbers you have called
- **Lift Handset** or press **Speaker** to call number on display



Caller ID

- Press the **CL** soft key (on display)
- Choose All for all calls to your extension or Unan for all missed calls
- Use cursor \uparrow \downarrow to review calls
- **Lift handset** to call that number or press **Exit**



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Do Not Disturb

- Press **DND** key- system will automatically turn it on within 5 second (to DND all)

To Cancel: Press **DND** - system will automatically turn it off within 5 second.

Other options available:

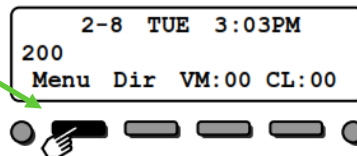
- Press **DND** key + **1** (sends **External** calls straight to vmail)
- Press **DND** key + **2** (sends **Internal** calls straight to vmail)
- Press **DND** key + **3** (sends **All** calls straight to vmail)
- Press **DND** key + **0** (cancels **DND**)

Button Programming

- Press **Speaker** Key, enter **751**
- Press **key to be programmed**, then dial **01**
- Enter **Extension number OR 9 + Phone number** (if long distance it requires a 1 in front of the number)
- Press **Hold**, press **Speaker** Key

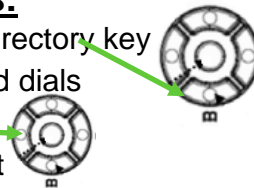
Programming Personal Speed Dials:

- Press **Menu** soft key (on display), enter **71**
- Press **Select**
- **ENTER** desired **Speed Dial Number 00 to 19**
- Press **Select**
- Enter **9** plus a telephone number, press **Next**
- **Spell out name** (press **#** to move cursor to the right, press **Clear/Back** to move to the left)
- Press **Save**, press **Speaker** Key



Accessing Personal/System Speed Dials:

- Press **Dir** soft key (on display) OR press the directory key
- Spell name **OR** Scroll Up/Down through speed dials
- Press enter to select the speed dial
- Press enter again to connect call or press Exit



Ring Tone:

- Press **Speaker** Key, enter **720**
- Press **1** to set **Internal** ring or **2** for **External** ring
- Dial from **1** to **8** to listen to the different ring tones
- Press **Speaker** key to **Save**

Ring Volume:

- Press **Speaker** Key, enter **729**
- **Use arrow keys** to adjust volume
- Press **Speaker** Key

