

SL1100 Handset

User Guide



Accessing the Voicemail

- If you have a new message, your voicemail (VM) key will flash. If you do not have a digital phone, you will hear a broken dial tone instead to alert you
- To access your messages, press your pre-programmed VM key or dial the voicemail pilot number (eg **555, 600**) followed by your extension number.
- If you have a digital display handset, not only will you hear voice prompts for voicemail instructions but you will also be able to access the prompts via the display. You may choose whether to follow the voice prompts, display prompts, or a mixture of the two.

Listening to Messages

- Press your voicemail key followed by a password (if applicable).
- To listen to messages, press **5**. Depending on the configuration of your voicemail, it will either automatically delete or save your received messages
- If you wish to save a message, press **72**.
- To delete a message, press **3**.
- To forward a message to a colleague, press **63**.
- To listen to the time and date the message was sent, press **84**.

To change Personal Settings

- To record your greeting, enter the Main Menu by pressing **0**.
- Then press **4** followed by **7**. End your recording by pressing the **#** key
- To record a mailbox name, press **76** from the Main Menu.
- To set up a security code, press **67** from the Main Menu, followed by **7**.

Leaving Messages

There are two ways of leaving messages for your colleagues:

- Either dial their extension number and press your voicemail key, which will take you into their mailbox, in which you may leave a message.
- Or; press your VM key and from the Main Menu, dial **77**. Record your greeting and finish recording by pressing the **#** key. Enter the extension number of the person you wish to send a message to and press **#**

Transferring a call to a Mailbox

- To transfer a caller into a colleague's mailbox for them to leave a message, put the caller on **Hold**, dial the relevant extension number and then hit your VM key followed by **Transfer**.

To adjust handset volume

- On the Navigation wheel - press the **Volume (up)** or **(down)** key during a call.

To adjust speaker volume

- On the Navigation wheel - press the **Volume Up** or **Volume Down** key during a hands-free call.

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To adjust ring tone volume

- On the Navigation wheel - press the **Volume Up** or **Volume Down** while the phone is ringing

Making an internal call

- Lift the handset or press the **Speaker key** to receive a dial tone
- Dial the extension number of the required person

Making an external call

- press the **line** key or **lift the handset** or press the **speaker** key
- Then press **9** for a line and follow with the required telephone number

Answering a call

Your phone will ring and the Call Indicator lamp will flash either:

- Lift the handset
- Or Press the **speaker** key to answer hands-free

Placing a call on hold

- Press the **hold** key during a call
- Outside calls will flash at the **line** key
- Internal calls will flash at the **Hold** Key
- Press the **flashing** key to retrieve the held call

Transferring a call

- Pressing the **Transfer** key during a call
- Dial the **ext.** number of the required party and press **transfer**
- Or wait for an answer, announce the call and press the **transfer** key

Redialling a previous number

- Press the **redial** key - your last dialed call will be displayed
- Press the **up/down** keys on the navigation wheel to scroll through your call list
- Press the **speaker** key to make the call