

SL1100 Handset User Guide



Changing the name on a handset

- Press **SPK key**
- Dial **800** – the handset will then display ICM DIAL
- Enter your extension number
- Key in the new name as you would when writing a text. (Press **#** once to use the same letter i.e. rr = r#r, and press **##** twice for a space, to delete letters press **DND/CONF**)
- When name is correct press **HOLD** and then **SPK**

Changing the time

- Press **SPK key**
- Key in **828**
- Enter 4 digits for 24 hr. time (e.g. for 3.45 pm enter 1545)
- Press **SPK**

Do Not Disturb (DND) set

- Press the **DND** and **1** to block your outside calls
- Press the **DND** and **2** to block Paging, internal calls
- Press the **DND** and **3** to block all calls
- Press the **DND** and **4** to block transferred calls

To cancel:

- Press the **DND** and **0**

To cancel features

- Press **SPK key**
- Press **720**
- Press **SPK**

Programming Ab dials

- Press the **SPK key** – then press **853**
- Enter a 3 digit number which will be the phone number's ABB DIAL (e.g. 006)
- Key in the phone number that you want to program (no 9 needed)
- Press **Hold**
- Key in the new name as you would when writing a text. (Press **#** once to use the same letter i.e. rr = r#r, and press **##** twice for a space, to delete letters press **DND/CONF**)
- When you have finished press the **hold** key you should hear a beep.
- Press **SPK**

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