

NEC SL2100 Instructions



How to change your Personal greeting

- 1) Press V-MAIL Button
- 2) Press the button under the word greet
- 3) Press the button under the word Gr1
- 4) Press the button under the word Rec to record the greeting
- 5) Press the button under the word Done
- 6) Hang up when done

To Setup Your Voicemail Password

- 1) Press VMsg Button
- 2) Press the button under the word More
- 3) Press the button under the word Setup
- 4) Press the button under the word Code
- 5) Enter security code (four digits)
- 6) Press req or noreq if you want to require or not require your password to be entered at your station.
- 7) Hangup

Check Voice Mail

- 1) Press VM:**
- 2) Press the button under Lstn on the screen
- 3) The options while listening to the messages
 - a. Next to skip message
 - b. Rply to repeat message (After the message is done playing)
 - c. Del to erase message
 - i. These option appear on the screen. Hit the button below the words to use features.

To Remotely Check Messages

- 1) Call into main Number
- 2) When voice mail greeting comes on press # and your Ext. No.
- 3) Enter access code (only If you set up your access code. Directions are further down this instruction booklet.

To Remotely Check Messages If Someone Answers Phone.

- 1) Call into main Number
- 2) If someone answers the phone have them press Transfer 3898
- 3) When voice mail greeting comes on press # and your Ext. No.
- 4) Enter access code

Transfer Messages into Another Mailbox

- 1) While listening to message dial 63
- 2) Press the button under the word Skip
- 3) Enter the mailbox number to send the message to
- 4) Press the button under the word Cont to send the message to the other mailbox

To Transfer a Caller Directly Into Voice Mail

- 1) Press the button under the word Trf
- 2) Press the button under the word More
- 3) Press the button under the word VMsg
- 4) Dial the extension of the person's

mailbox you wish to transfer the caller to.

- 5) Hang Up

To Leave a Message in a Mailbox

- 1) Press VMsg Button
- 2) Press the button under the word LvMsg
- 3) Record Message
- 4) Press done
- 5) Enter the extension number of the person you wish to leave the message for
- 6) Press the button under the word Send
- 7) Hang up when done

To Make An Internal Page

- 1) Press ICM
- 2) On Screen Press Page
- 3) Press InPg
- 4) And Press 1 for Group No.

To Change Your Main Greeting

- 1) Press VM:**
- 2) Dial 72 (Administrative Options)
- 3) Press the button under the word Instr
- 4) Dial the Instruction Mailbox Number
- 5) Press the button under the word Rec to record the greeting
- 6) Press the button under the word Done
- 7) Hang up when done

To Change Override Greeting From the Office

(to use this feature a routing mailbox needs to be setup by the installer)

- 1) Press VMsg button
- 2) Dial 72 (Admin Options)
- 3) Dial 6 (Schedule Override)
- 4) Dial 01 for Schedule 1
- 5) Press Mbox
- 6) Enter RMB number from the prompt list
- 7) Press On (to turn off press off)
- 8) Hang up

To Change Override Greeting From the Outside the Office

- 1) Dial Main Number
- 2) Dial #250
- 3) Dial 72
- 4) Dial 6
- 5) Dial 01 for Schedule 1
- 6) Press 2 to change the mailbox number
- 9) Enter Enter RMB number from the prompt list
- 7) To turn on press 6 (to turn off press 6)
- 8) Hang up