



**12 Button Digital Telephone**



**24 Button Digital Telephone**

## FUNCTION KEYS

### 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

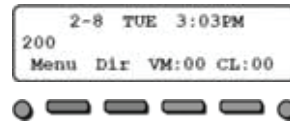
Exit any screen and return the display to "Time and Date".

### Help Key

Explanations of Programmable Keys can be called up on the LCD by pressing and holding the **Help** key plus a 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 assigned by the System Administrator.

### 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

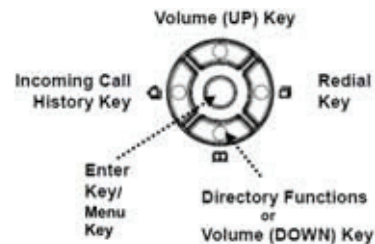
Set up a Do Not Disturb if pressed during a call.

### 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.

## SL2100 Reference Guide

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Visit our Training site @  
[www.midwesttel.com/additional-training](http://www.midwesttel.com/additional-training)

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### MAKE A CALL

- Lift the Handset or press **Speaker**.
  - Dial the required number.
- (For external calls, dial 9 first)

#### NOTE:

The access codes are default only, and may have been changed for your system.

### LAST NUMBER REDIAL

- Without lifting handset, press the **REDIAL** button.
- Press the Cursor key left/right to search the required number.
- Press the **Speaker** key or lift the handset to initiate the call.

### HOLD

Ask the caller to please hold:

- Press the **Hold** key – held key flashes.
  - You may replace handset if you wish.
- To retrieve a call:
- Lift the handset.
  - Press the flashing line.

#### NOTE:

For exclusive hold – press a function key that is programmed as Type 45 exclusive hold.

### VOICECALL

Allows a user to intercom other digital handsets.

- Lift the handset and dial extension number.
- Press **Voice** soft key and speak over the intercom.

### TRANSFER

With a call in progress:

- Press the **Transfer** key.
- Dial an extension or external number and announce the call (optional).
- Replace the handset.

#### NOTE:

If the called extension is busy or does not answer, press the **Flashing key** to return to your caller. If the extension does not accept the call, ask them to hang up and your call is returned.

### CONFERENCE

With a call in progress (internal or external)

- Press the **Conf** soft key.
- Dial an internal or external number.
- When the third party answers, press the **Add** soft key.
- Press the **Begin** soft key to begin the Conference.
- A three way conference is now established.

#### NOTE:

Any party may exit the conference by hanging up. The two parties will remain connected, as long as one of the remaining parties is internal.

### ANSWER A SECOND CALL

To answer a second call while speaking to the first caller:

- Receive a CO/DID/DIL incoming ring, the line key or Loop Key will flash,
- Place your current caller on hold,
- Press the flashing **CO Line Key** or flashing **Loop Key** to answer the second call.

### CALLBACK

If you dial a busy extension:

- Dial # and hang up.
- Replace the handset.

During this time you may make and receive calls.

- When both extensions are free, your phone will ring.
- Lift the handset and the other extension will ring.

**To Cancel:**

- Lift the handset and dial access code **770**.

**NOTE:**

The access codes are default only, and may have been changed for your system.

### CALL FORWARD – ALL

Forwards all calls immediately.

**To Set:**

- Lift the handset and dial the Call Forward All Access code **741**.
- Dial **1** to set.
- Dial the destination number.
- Replace the handset.

**To Cancel:**

- Lift the handset and dial **741**.
- Dial **0** to cancel.
- Replace the handset

**NOTE:**

The access codes are default only, and may have been changed for your system.

### CALL FORWARD NO ANSWER

Forwards calls only after the call forward no answer timer expires.

**To Set:**

- Lift the handset and dial the Call Forward No Access code **743**.
- Dial **1** to set.
- Dial the destination number.
- Replace the handset.

**To Cancel:**

- Lift the handset and dial **743**.
- Dial **0** to cancel.
- Replace the handset.

**NOTE:**

The access codes are default only, and may have been changed for your system.

### CALL FORWARD BUSY

Forwards calls when your extension is busy.

**To Set:**

- Lift the handset dial **742**.
- Dial **1** to set.
- Dial the destination number.
- Replace the handset.

**To Cancel:**

- Lift the handset and dial **742**.
- Dial **0** to cancel.
- Replace the handset.

**NOTE:**

The access codes are default only, and may have been changed for your system.

### CALL PICK UP

**To answer a ringing extension in your group:**

- Lift the handset and dial **\*#**.

**OR**

**For answering ringing extensions not in your group:**

- Lift the handset, dial **\*\***plus ringing extension number.

**NOTE:**

The access codes are default only, and may have been changed for your system.

### PROGRAMMING SPEED NUMBERS

**To store a Speed Dial number (display telephones only):**

- Press **Speaker**.
- Dial **753** (for system).
- Dial the speed dial bin (000 ~ 899).

**NOTE:**

Bins 000 ~ 899 are assigned by default and these values can be changed via system programming.

- Dial telephone number you want to store (up to 24 digits).
- Press **Hold**.
- If desired, enter name using dial pad.
- Press **Hold**.
- Press **Speaker** to hang up.

**To dial a System Speed Dial number:**

- Without lifting the handset, press the **Directory** key (Bottom Cursor key).
- Press the **Cursor** button up or down to search for the required number.
- Go Off-hook to dial.

**NOTE:**

The access codes are default only, and may have been changed for your system.

### DISPLAY

**To adjust the display:**

- Press the **Menu** key (Center Cursor Key).
- Dial **21** on the dial pad
- Press the **Select** soft key
- Use the cursor bottom up or down to adjust the display contrast.
- When finished press the **Speaker** key.

### SPEAKER/RECEIVER VOLUME

**To adjust the Speaker/Receiver volume:**

Press the **Cursor** button up or down during conversation.

### RINGER VOLUME

**To adjust the ringer volume:**

Press the **Cursor** button up or down during ringing.

### SHORTCUT MENU

The user can access the shortcut menu by pressing the **Enter** key (center cursor button).