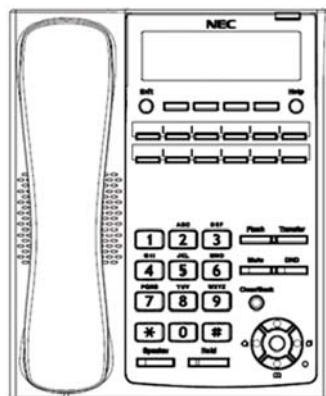


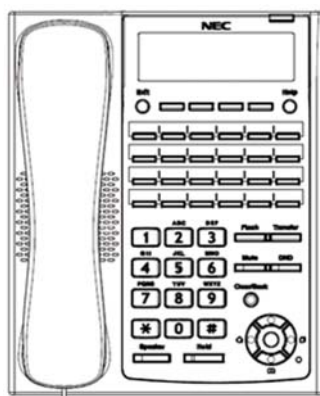


# SL1100

## IP4WW-12TXH-B TEL Digital Telephone IP4WW-24TIXH-B TEL IP Telephone Reference Sheet



12 Button Digital Tel



24 Button IP Tel

### 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

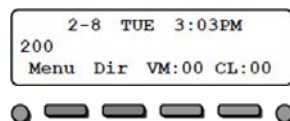
Exit any screen and return the display to "Time and Date".

#### 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

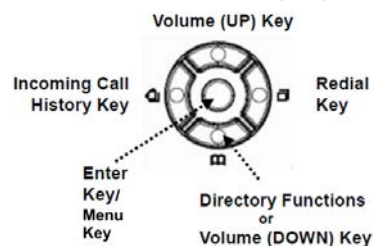
Set up a Do Not Disturb if pressed during a call.

#### 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.

### 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 **Feature + 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

Answer Hold allows a multiline terminal user to press the flashing Answer Key to answer an incoming ringing call or a Camp-On call. When the multiline terminal user is already answering a call, the first call is automatically placed on hold.

- Receive a CO/DID/DIL incoming ring, the Answer key flashes.
- Press **Answer** to access the new call, the Answer LED goes out and the original call is put on hold.
- If additional calls are received, press **Answer** to place the current call on hold and connect to the next call as long as Call Appearance Keys and/or CO line keys are available.

### 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 \* #.

For answering ringing extensions not in your group:

- Lift the handset, dial **768** 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).