

## NEC SL2100 Administration Guide

---

### Phone System Programming

#### Changing the name of a Phone

1. Press **MENU** soft key (on your display)
2. Dial **03**
3. **ENTER** the **EXTENSION** number
4. Spell out name; press **HOLD** (NOTE: # moves cursor to right: **CLEAR/BACK** key moves cursor to left)
5. Press **SPEAKER** key

#### Changing the Time:

1. Press **MENU** soft key (on your display)
2. Dial **01**
3. Enter **2 DIGIT HOUR**(in 24hr time) and **2 DIGIT MINUTE**
4. Press **EXIT** key

## NEC SL2100 Administration Guide

---

### Voicemail Programming

#### Record Company Greetings

1. From **System Administrator Mailbox** (usually reception), press **VM** Soft Key
2. Press **72** to enter system administration
3. Press **4** to record an Instruction greeting
4. **ENTER** the **Instruction greeting #** you'd like to record:
  - a. **001** - to record the **DAY** greeting
  - b. **002** - to record the **LUNCH** greeting
  - c. **003** - to record the **NIGHT** greeting
  - d. **004** - to record the **DIRECTORY** greeting
5. Press **7** to record and follow the prompts
6. Press **5** to listen to your recording and press **#** to exit listen mode
7. Press **#** to back up one step to step 3 to record another greeting
8. Hang up when you are finished

#### Making Changes to a Mailboxes

1. From **System Administrator Mailbox** (usually reception), press **VM** Soft Key
2. Press **72** for system administration
3. Press **7** for subscriber mailbox maintenance
4. **ENTER** the **MAILBOX NUMBER** you'd like to Change
5. Choose from one of the following options:
  - a. Press **32** to **ERASE** all **MESSAGES** in a mailbox
  - b. Press **34** to **ERASE** the **GREETING** in a mailbox
  - c. Press **36** to **ERASE** the **RECORDED NAME** for the mailbox
  - d. Press **7** to **DELETE** the **SECURITY CODE** for a mailbox
  - e. Press **6** to **RECORD** the **NAME** for a mailbox