NEC SL2100

Multiline telephone basics

01 Make a call

Lift the handset. For an internal call, dial the extension. For an outside call, use your site's configured outside-line key or access method, then dial the number.

02 Answer a call

Lift the handset when your phone rings. If needed, select the flashing outside-line key for the incoming call.

03 Hold and return

Press HOLD during a conversation. To return to an outside call, select its flashing line key. For a held internal call, press the flashing HOLD key.

04 Adjust the volume

Use the up/down volume controls for the current handset or speaker audio. Change ringing volume while the telephone is ringing.

Match your phone and system before using this guide. Local programming can change button assignments and available features.

Need help? Visit cts-companies.com/service-requests/.

Original CTS reference, based on NEC SL2100 Multiline Terminal User Guide (2017), sections Using Your Terminal, Placing Calls, Answering Calls, and Hold / Transferring Calls. Not a manufacturer publication. NEC and Toshiba names identify compatible products.