



# VALLEY COMMUNICATIONS SYSTEMS, INC.

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## ASHBURNHAM – OAKMONT REGIONAL H.S. OFFICE EDITION UM 8000 VOICEMAIL

**Please note:** For Display Phones-All Prompts will be in Display-  
*If you hesitate before using the "soft" keys, verbal prompts will begin*

### TO CHECK YOUR MESSAGES:

#### At YOUR Phone:

1. Press **VMsg** (in display)  
or Dial: **1190**

#### From Another Phone:

1. Dial **1190** (VMsg in display)
2. Dial **#** (Listen for Main Greeting)
3. Dial your Personal ID (**9 + Ext. number**)

#### From Outside:

1. Dial **978-827-5907** (Hear Main Greeting)
2. Dial Personal ID (**9 + Ext. number**)
3. Enter your **Security Code**  
Press **4** to Hear your new messages

#### To Transfer your personnel into Voicemail:

Tell Caller to Dial their Personal ID (**9 + Ext**)  
when they hear the Main Greeting.

1. Press **TRANSFER**
2. Dial **1190**

Hang up

### TO OPEN YOUR MAILBOX:

#### At Your Telephone:

Press **VMsg** (in display)

#### From another phone:

Dial **1190 #, 9** and your Mailbox Number

### Enter the Default Security Code: 0 0 0 0

1. **Record Your Name (First & Last)** 1 = YES      2 = NO
  - Press \* to end recording, system will playback your name
  - Press 1 to re-record or Press 2 to go to the next step.
  - When prompted, enter first 3 digits of your **LAST** name via dial pad (for the names directory)
2. **Directory Listing Status**
  - 1 for Yes or 2 for No
3. **Record Your Personal Greeting** (Include your Name. . . . Optional: Title/ Dept.)
  - At the tone, record your personal greeting, press \* to end recording and review greeting.
  - Press 1 to re-record or Press 2 to go to the next step.
4. **Set Your Security Code**
  - Enter Security Code (4 to 10 digits)
  - Press \* to complete
  - Re-enter Security Code
  - Press \* to confirm
5. Press **1** to Confirm your personalized settings and open your mailbox. (Listen for GREAT!)

### TO CALL FORWARD YOUR TELEPHONE TO THE VOICE MAIL SYSTEM

**Note:** This feature must be activated for unanswered calls to go into your voice mailbox.  
You only have to set this feature once and leave it activated.

#### TO SET:

Lift Handset or Press **SPEAKER**  
Dial **744 + 1** (Busy / No Answer Code)  
Dial **1190** (Voice Mail Code)  
Hang Up or Press **SPEAKER**

#### To Cancel:

Lift Handset or Press **SPEAKER**  
Dial **744 + 0**  
Hang Up or Press **SPEAKER**

**# 1 20M8000**

To access your Voicemail Box. . .

**CALL THE VOICE MESSAGING SYSTEM OUTSIDE:** Dial 978-827-6907

**AT ANOTHER PHONE:** Dial 1190

Press #, Dial 9 + Ext

**WHEN THE SYSTEM GREETES YOU:**  
 (Not required when at your own telephone)  
 > ENTER PERSONAL I.D. ( 9 + Ext )  
 > ENTER YOUR SECURITY CODE

**# 2 Main Menu Voice Msg. SHORTCUTS**

Personal I.D. + Security Code + Shortcut	
4	Check new messages
5	Leave a message
6	Review old messages
7	Change setup options
744	Hear current greetings
745	Switch greetings
746	Re-Record greeting
764	Change call transfer
765	Change message delivery
774	Change your security code
*	To finish a recording
***	To exit the system quickly
3	To hear menu options

**# 3 While Listening to Message**

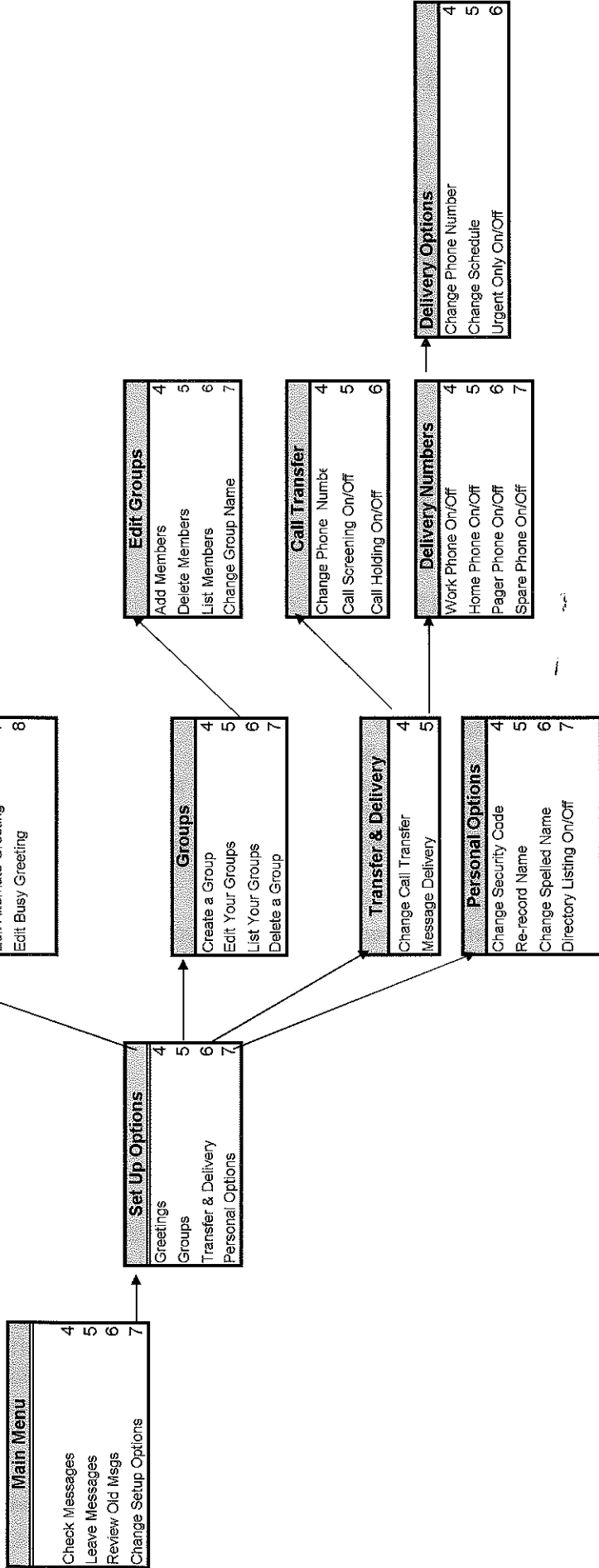
3	MENU OPTIONS
4	SLOWER
5	SOFTER/LOUDER
6	FASTER
7	BACKWARDS (rewind)
8	PAUSE
9	FORWARD (3 SEC.)

Pressing 3 in this menu brings you immediately to Menu #4

**# 4 After Message has Completed Playing**

3#	REPEAT THE MESSAGE
30	SAVE AS NEW (New msgs. only)
34	REPLY
35	SKIP TO NEXT MESSAGE
36	DELETE
37	ARCHIVE
38	HEAR TIME/DATE
39	REDIRECT

**Flow Chart explanation for "Voice Message Shortcuts"**  
 (Step # 2 above)



**PRESS: "1" for YES "2" for NO "3" for CURRENT MENU "\*" for MAIN MENU "#" for PREVIOUS MENU**