



VALLEY COMMUNICATIONS SYSTEMS, INC.

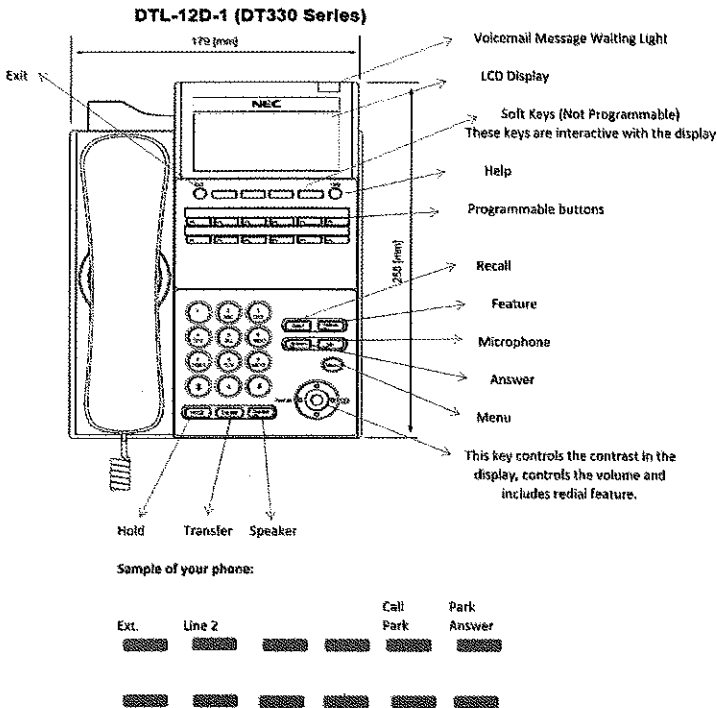
20 1st Ave. Chicopee, MA 01020-4619 | An Equal Opportunity Employer | MA Lic.# 1350-C | CT Lic.# CT-C5-192407

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ASHBURNHAM – OAKMONT REG. H.S.

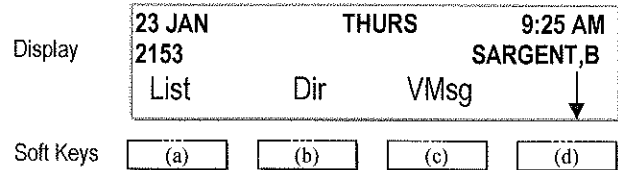
NEC Univerge SV8100 TELEPHONE SYSTEM with DTL 12D-1 Telephones

1) YOUR PHONE

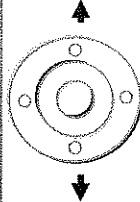


2) CURSOR FEATURE ACCESS

1. Press the Soft Key Button to access Features
See UP (↑) or Down (↓) for Scrolling in LCD
Lift handset for Caller ID Return / SYS, STA Speed Dialing



- (a) LIST MENU – REDIAL (LAST 5); CID (LAST 50)
- (b) DIRECTORY DIALING – SPD; EXT; STA; TELBK
- (c) TALKING TO Voice Mail
- (d) Check List – ICM (Paging); Prog (CFWD, DND)



UP and DOWN Cursor control the following features –

- When Phone is IDLE – controls CONTRAST in the display
- While on Handset- controls HANDSET volume
- While using Speaker Phone – SPEAKER volume
- While Phone is ringing –Adjusts RINGING volume or use Code: 729 and adjust volume

3) TO USE TELEPHONE HANDS FREE

1. Press **SPEAKER** (make sure MIC is lit)

4) VOICE ANNOUNCE (You hear talking through SPEAKER)

1. Ensure MIC is lit
2. **Respond** Hands Free

5) TO PLACE A CALL

- Outside**
1. Lift handset or press **SPEAKER**
 2. Press Line key or Dial 8 + 9 + number

6) ANSWERING A RINGING CALL

- Outside** (Look in display - 2nd ring shows caller I.D. if provided by carrier)
1. Lift the handset or press **SPEAKER**, You are connected to caller
- Internal** (Look in display, you will see callers Ext. number)
1. Lift handset or press **SPEAKER**, You are connected to caller

- Internal**
1. Lift handset or press **SPEAKER**
 2. Dial Extension or press preprogrammed button

- NOTE: TO ANSWER OFF-HOOK SIGNALING (2ND CALL)**
1. Press **ANSWER** key (puts 1st call on hold and answers 2nd call)
 - A. The 2nd call can be put on HOLD
 - B. Press flashing LINE key to return to 1st call

7) TO PLACE A CALL ON HOLD

1. Press **HOLD** button
Call placed on hold will be blinking (green)

8) TO RETRIEVE THE HELD CALL

1. Press **Flashing** Line key or **TRANSFER** button

9) TRANSFER A CALL**

1. Press **TRANSFER** Button
2. Dial **Extension** Number
3. Announce Call
4. **Hang up**

****Note:** To return to caller before voicemail answers, press Flashing line key

10) TRANSFER DIRECTLY INTO A MAILBOX**

1. Press **TRANSFER**
2. Dial **Extension Number** (or Press Programmed Button)
3. Dial **8**
4. **Hang up**

11) CONFERENCE CALLING (6) Button Phones

With initial call in progress

1. Press **CONF** button (In Your Display)
 2. Dial second party (Internal ext. or 8 + 9 + Outside number)
 3. Press **ADD** (In Your Display)
 4. Press **BEGIN** (In Your Display)
- You are connected to both parties

12) TO PAGE

1. Press programmed **PAGE** button, make announcement
Or Lift handset & Dial _____

13) CALL PARK

1. Press **TRANSFER**.
2. **CALL PARK** Button or (Code: # 6)
3. Dial a Call Park Location: **01~64**
4. **Hang Up**

14) PARK ANSWER

1. From any phone press **PARK ANSWER** button or (Code: * 6)
2. Dial Call Park Location: **01~64**

15) LAST NUMBER REDIAL

1. Press **Redial** key
2. Press **#** (Will redial last number called)

16) TO SEARCH FOR A SPECIFIC NUMBER

1. Press the **LIST** Function Key (In Display)
2. Press **Redial** or **CID** and arrow up (↑) or down (↓) (In Display)
3. Lift **HANDSET** or Press **SPEAKER** to place the call

17) AUTOMATIC CALLBACK (When dialing a Busy Extension)**To Set**


1. Lift Handset, Dial **Ext.** or Press **button**
2. Dial **"#"** over busy signal
3. Replace handset

To Answer

1. When both phones are idle, originating phone will ring
2. Lift handset and call is placed automatically

NOTE: Pressing **MW** after calling a busy ext. will light the message waiting lamp.

To Cancel Flashing Lamp: Press **SPEAKER** & Dial **773**.

The **HANDSET** icon in your screen  indicates a missed call—Press **LIST** in display, Press **CID**, **LIFT HANDSET** to return the call or Press **DELETE** (one or all) then small **EXIT** button

18) TO PROGRAM FEATURE KEYS: (One Touch Keys)**DO NOT LIFT HANDSET**

1. Press **SPEAKER**
2. Dial **751 (feature code)**
3. Press the **Button (Line Key)** to be programmed
4. Dial **CODE: 01 + Ext. number OR (Outside = 01 + 8 + 9 + Telephone No)**
5. Press **HOLD**
6. Press **SPEAKER**

**** To Clear a Button: SPEAKER / 751 / the Button / 00 / HOLD / SPEAKER**

23) RING TONES**To Change Ring Pitch :**

- Press **SPEAKER**
Dial **720**
Press **1** (internal ring) or Press **2** (external ring)
Select 1 – 8 (different ring patterns)
TO SET: Press **Transfer**, then **Speaker**

To Adjust Ring Volume –

Press **Speaker**, Dial **729** Use Up and Down Arrows for volume , Press **Speaker**

20) TO PROGRAM STATION SPEED DIAL NUMBERS

1. Press **SPEAKER**
2. Dial **755-(Station feature code)**
3. Dial the Buffer Location: **0~9**
4. Dial **8 + 9 + the Telephone number (MIC = pause, RECALL = flash)**
5. Press **HOLD**
6. Spell name via dial pad
7. Press **HOLD**
8. Press **SPEAKER** to exit

**** When spelling name Press FEATURE/CONF to Backspace / Press # # to leave space / Press # to use same key again**

21) TO USE STATION SPEED DIAL NUMBERS

1. Press **SPEAKER** button
 2. Dial **# 7**
 3. Dial Buffer Location: **0~9**
- Stored number is dialed**

22) TO USE SYSTEM SPEED DIAL NUMBER

1. Press **SPEAKER** button
2. Press **REDIAL** and dial the **BUFFER LOCATION: 000~999**