



VALLEY COMMUNICATIONS SYSTEMS, INC.

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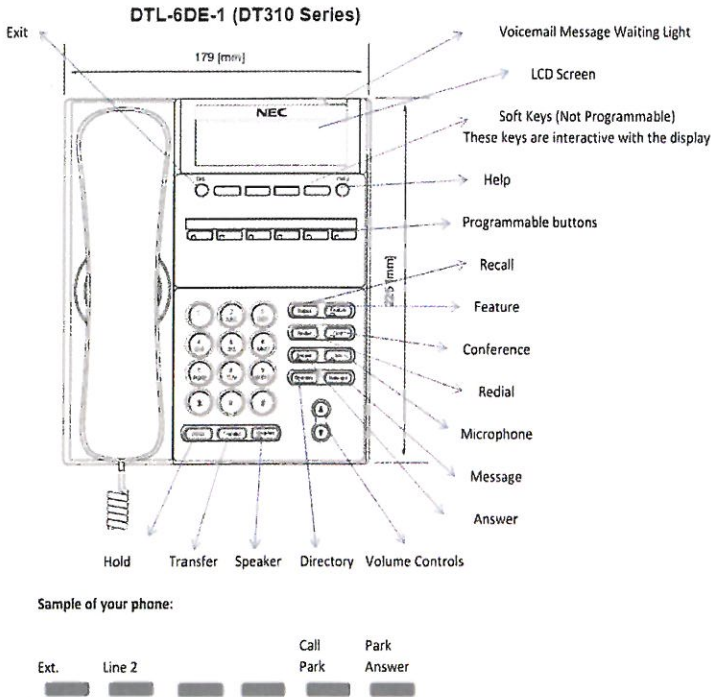
Folder

ASHBURNHAM – BRIGGS ELEMENTARY

CLASSROOM PHONES

NEC Univerge SV8100 TELEPHONE SYSTEM with DTL 6DE-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

1 AUG	THURS	9:25 AM
1104		RM 104
LIST	DIR	ICM
		PROG

- (a) LIST MENU – Redial (Last 5); CID (Last 50)
- (b) DIRECTORY DIALING – SPD; EXT; STA; TELBK
- (c) ICM – Paging
- (d) PROG – CFWD, DND



UP and DOWN Arrows/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)
2. Dial internal ext. or **8**+outside number

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. Dial Trunk Access Code "8"
 3. Dial telephone 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

1. Lift handset or press **SPEAKER**
2. Dial **Extension** number or press programmed button

Internal (Look in display, you will see callers Ext. number)

1. Lift handset or press **SPEAKER**, You are connected to caller

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**

10) TRANSFER DIRECTLY INTO A MAILBOX**

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

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

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 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. Lift handset & Dial _____

13) CALL PARK

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

14) PARK ANSWER

1. From any phone Dial * 6 (PARK ANSWER button)
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

- To adjust **Ringer** Volume: While Phone is Ringing - ARROW UP or DOWN
- To adjust **Speaker** Volume: ARROW - UP or DOWN while using Speaker
- To adjust **Handset** Volume: ARROW - UP or DOWN while using Handset

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**

YOUR NOTES:

ASHBURNHAM-BRIGGS ELEMENTARY SCHOOL- **Teacher Edition**

SV8100 WITH UM8000 VOICEMAIL

TO CHECK YOUR MESSAGES:

From Any Phone

1. Dial **1190**
2. **Ignore prompt** for Sec. Code and Press **#** (Listen for Main School Greeting)
3. Dial **9 + Ext. number** (Personal ID)
4. Enter your **Security Code**

From Outside

1. Dial **978-827-5750** (Hear Main School Greeting)
2. Dial **Personal ID (9 + Ext. number)**
3. Enter your Security Code
4. Press **4** to Hear your messages

To Transfer your personnel into Voicemail

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

1. Press **TRANSFER**
2. Dial **1190**
3. **Hang up**

To Open Your Box

1. Dial **1190** from any phone (or Press VMsg button in display)
2. **Ignore prompt** for Sec. Code and **Press #** (Listen for Main School Greeting)
3. Dial **9 + Ext. number** (Personal ID)
4. Enter the DEFAULT **Security Code : 0 0 0 0**
5. **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 the first three letters of your LAST name, via dial pad (for the names directory)
6. **Directory Listing Status**
 - **1 for Yes** or **2 for No**
7. **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.
8. **Set Your Security Code**
 - Enter Security Code (4 to 10 digits)
 - Press * to complete
 - Re-enter Security Code
 - Press * to confirm
9. Press **1** to Confirm your personalized settings and open your mailbox. (Listen for GREAT!)

Your Greeting:

TEACHER SAMPLE GREETINGS

Hello, this is _____. Please leave your child's name and grade level, with your name and number after the tone and I will return your call. If you require further assistance, you may press zero to return to the office. Thank you.

Hi, this is _____. Today is _____. I check my messages at the end (beginning) of each day. Please leave your name, the name of your child and their grade level with your telephone number after the tone and I'll return your call promptly. If you would like to return to the office, please press zero.
Thank you.

Hi, this is _____. I return messages daily between _____ and _____. Please leave your information after the tone and I'll return your call. Thank you.

Your Message:

1 *22M8000*

To access your Voicemail Box. . . .

CALL THE VOICE MESSAGING SYSTEM
OUTSIDE: Dial 978-827-5750

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
***	To hear menu options
3	

3 While Listening to Message

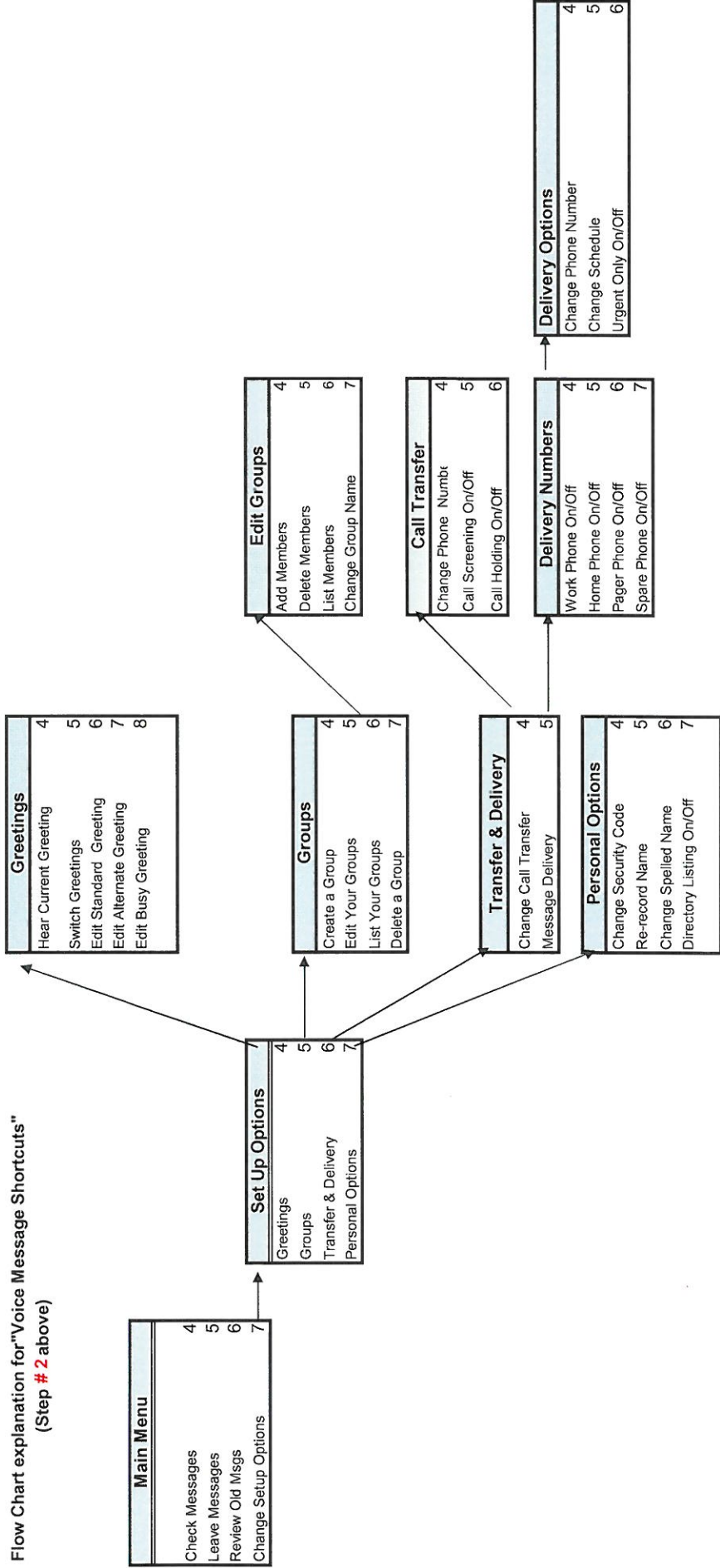
3	MENU OPTIONS
4	SLOWER
5	SOFTER/LOUDER
6	FASTER
7	BACKWARDS (rewind)
8	PAUSE
9	FORWARD (3 SEC.)

4 After Message has Completed

3#	Playing
3 0	REPEAT THE MESSAGE
3 4	SAVE AS NEW (New msgs. only)
3 5	REPLY
3 6	SKIP TO NEXT MESSAGE
3 7	DELETE
3 8	ARCHIVE
3 9	HEAR TIME/DATE
	REDIRECT

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

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