

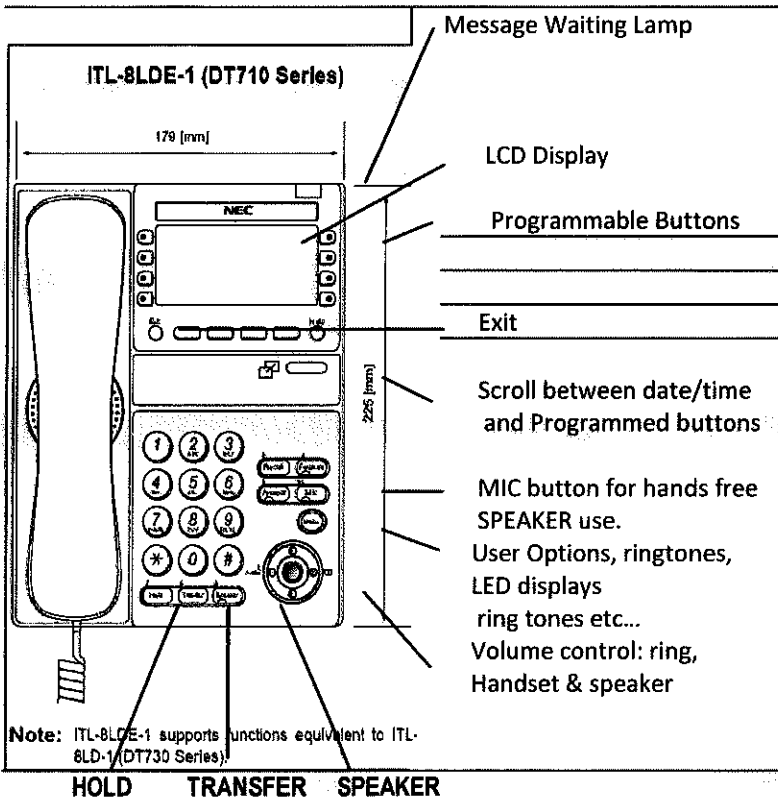


**DOUGLAS PRIMARY SCHOOL**

**CLASSROOM EDITION**

**NEC Univerge SV8100 TELEPHONE SYSTEM with ITL 8LDE -1 Telephones**

**1) YOUR PHONE**

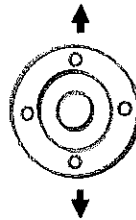


**2) CURSOR FEATURE ACCESS**

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 outgoing); CID (Last 50 incoming)
- (b) DIRECTORY DIALING – SPD; EXT; STA; TELBK
- (c) ACCESS TO - Voice Mail (Messages; Set Up Options, Greetings )
- (d) MORE – ICM (Paging); 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)

**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 **8** ( outgoing line access)
3. Dial number

**Internal**

1. Lift handset or press **SPEAKER**
2. Press button or dial **Extension 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

**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**

With initial call in progress

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

**12) TO PAGE**

1. Lift handset & Press **PAGE** (if available)

**13) PARK SET**

1. Press **TRANSFER**.
2. Press **CALL PARK** button
3. Dial a Call Park Location: **01~64**
4. **Hang Up**

Code: # 6

**14) PARK ANSWER**

From any phone

1. Lift handset and Press **PARK ANSWER** button
  2. Dial Call Park Location: **01~64**
- You are connected to call**

Code: \* 6

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

Press **SPEAKER**

Dial **720**

Press **1** (internal 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**

**Any room that places a 911 call will alert the administrative offices that a 911 call is in progress from that room.**

**Alert \* button – will ring designated phones in the building to Alert that there is an internal issue in that room. Whatever Ext. lifts the handset first will be connected to the classroom that placed the call.**


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**DOUGLAS PRIMARY SCHOOL  
UM 4730 VOICEMAIL**
**TEACHER EDITION**
**TO CHECK MESSAGES:**
**At YOUR Phone or ANY Phone in the building:**

1. Dial **1190** (at any phone) or Press **VMSg** (in Display of some phones)
2. You will hear prompt for Sec. Code: Press **#** (Pound key)
3. You will hear Douglas Public Schools Main Greeting: Dial **9** + Your mailbox number (9 + \_\_\_\_)
4. Enter the **Security Code** for YOUR mailbox
5. Press **4** to Hear new messages

**From Outside:**

1. Dial **(508) 476-2154** (Hear Main Greeting)
2. Dial **Personal ID (9 + Ext. number)**
3. Enter your Security Code
4. 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 & SET UP YOUR MAILBOX:**
**1 = Yes    2 = No**

From ANY phone: Dial 1190, Press #, Dial 9 + Your MAILBOX Number (Personal ID)

**Enter the Default Security Code: 0 0 0 0**

1. **Record Your Name (First, Last)** Leave a 2 second pause before you record name.
  - Press **\*(star)** 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 LAST** name (to be entered in the names directory)
2. **Directory Listing Status**
  - **1 for Yes**
3. **Record Your Personal Greeting** (Include your Name. . . . Optional: Title/ Dept.)
  - At the tone, record your personal greeting, press **\*(star)** to end recording and hear greeting.
  - Press 1 to re-record or **Press 2** to go to the next step.
4. **Set Your Security Code**
  - Enter Security Code (**3 to 10 digits**)
  - Press **\*(star)** to complete
  - Re-enter Security Code
  - Press **\*(star)** to confirm/accept
5. Press **1** to **Confirm** your personalized settings and open your mailbox  
You will hear "Generic Jane" say "**Great**"

**6. Hang Up**

**DOUGLAS PUBLIC SCHOOLS**  
**#1 UM4730**  
 To access your Voicemail Box. . . .

**CALL THE VOICE MESSAGING SYSTEM**  
 INSIDE: At your desk: Press VMmsg (1190)  
 OUTSIDE: Dial 508 476-2154  
 AT ANOTHER PHONE: Dial 1190

**WHEN THE SYSTEM GREET'S 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**

Check new messages	4
Leave a message	5
Review old messages	6
Change setup options	7
Hear current greetings	744
Switch greetings	745
Re-Record greeting	746
Change call transfer	764
Change message delivery	765
Change your security code	774
To finish a recording	* (star)
To exit the system quickly	*** ( 3 stars )
To hear menu options	3

**#3 While Listening to Message**

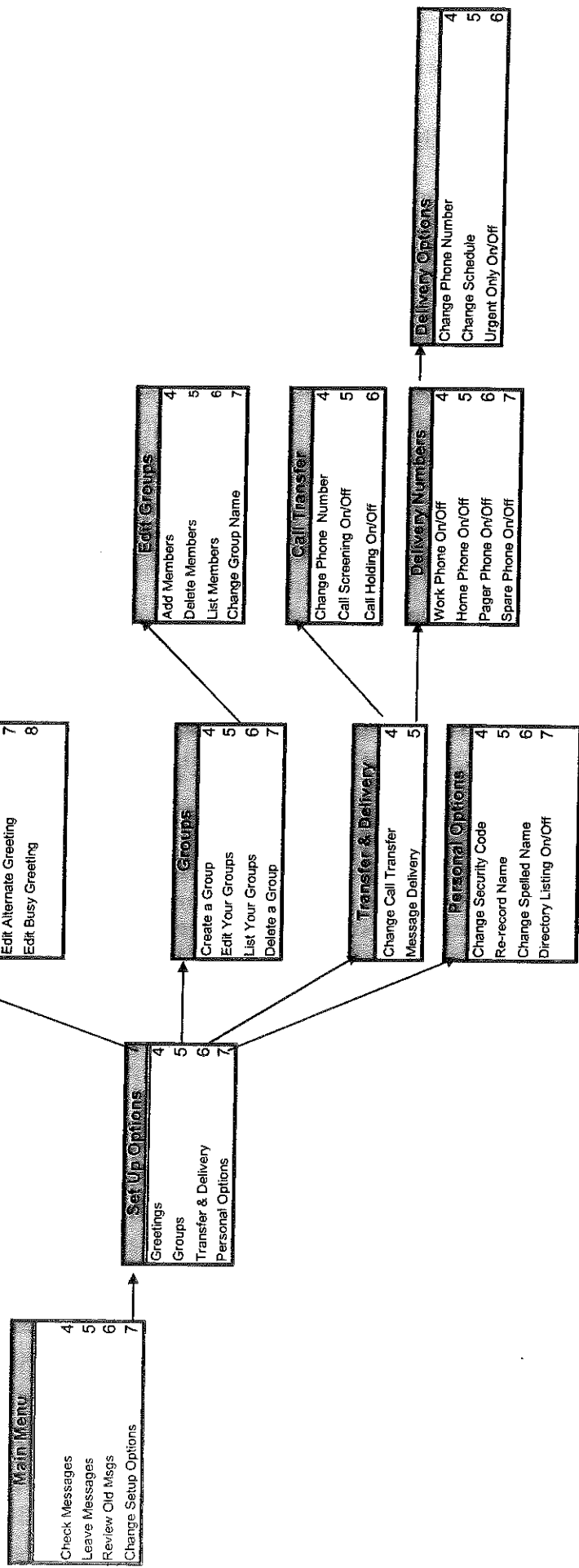
MENU OPTIONS	3
SLOWER	4
SOFTER/LOUDER	5
FASTER	6
BACKWARDS (rewind)	7
PAUSE	8
FORWARD (3 SEC.)	9

Pressing 3 jumps you into the menu in Box # 4

**#4 After Message has Completed**  
 Playing

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

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

## 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:

