


ALLEY COMMUNICATIONS SYSTEMS, INC.

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HADDAM KILLINGWORTH REGIONAL SCHOOL DISTRICT # 17
UM 4730 VOICEMAIL – OFFICE EDITION
TO CHECK YOUR MESSAGES:
AT YOUR Phone:

1. Dial **1300**
2. Enter your security code

From Another Phone:

1. Dial **1300**
2. Dial **#** (Listen for Main Greeting)
3. Dial your Personal ID (9 + Ext. number)

From Outside:

1. Dial **860-345-8541** (Hear Main Greeting)
2. Dial Personal ID (9 + Ext. number)
3. Enter your Security Code
Press **4** to Listen to 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 **1300**
- Hang up**

TO OPEN YOUR MAILBOX:
At Your Own Telephone Dial 1300

 >>>> From another phone: Dial 1300 #, 9 + Ext (Personal ID)

Enter the Default Security Code: 0 0 0 0

1. **Record Your Name (First & Last)**
 - > Press * to end recording, system will playback your name
 - > Press 1 to re-record or Press 2 to go to the next step.
 - > If asked, spell your **FIRST** name (to be entered in 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!)

Your Greeting: