

# Quick Reference Guide For Partner II R2 – System Programming

**System Programming** – From extension 10 (MLS-12D or MLS-34D) dial **Feature 00**, then press the **Left Intercom** button 2 times to enter **System Programming**. The numbers in parentheses after the program item heading are the factory default values. To end the **System Programming** session dial **Feature 00**.

## **System Date (010100)**

Dial #101

Dial date (MMDDYY)

## **System Day (1)**

Dial #102

Dial day (1-7, 1=Sun, 7=Sat)

## **System Time (0000)**

Dial #103

Dial time (HHMM) in 24-hour format

## **Number of Outside Lines**

Dial #104

Dial number of lines (01-24)

## **Transfer Return Rings (4)**

Dial #105

Dial return rings (0-9), 0=No return

## **PBX Dial-Out Code (9)**

Dial #106

Dial dial-out code (0-9)

## **Recall Timer (18=450msec)**

Dial #107

Dial recall interval (01-80)

Each increment of 1 = 25msec

## **Rotary Dial Timeout (2)**

Dial #108

1=4 sec, 2=8 sec, 3=12 sec

## **Outside Conference Denial (1)**

Dial #109

1=Allowed, 2=Disallowed

## **Dial Mode (1)**

Dial #201

Dial line number (01-24)

1=Touchtone, 2=Rotary

## **Hold Disconnect Timer (1)**

Dial #203

Dial line number (01-24)

1=Long (450msec), 2=Short (50ms)

## **Line Assignment**

Dial #301

Dial extension (10-57)

Dial line number (01-24)

1=Assigned, 2=Not assigned

3=Select button

## **Line Access Restriction**

Dial #302

Dial extension (10-57)

Dial line number (01-24)

1=No restriction, 2=Out only,

3=In only, 4=No access

## **Language (1)**

Dial #303

1=English, 2=Spanish, 3=French

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## **Automatic Extension Privacy (2)**

Dial #304  
Dial extension (10-57)  
1=Assigned, 2=Not assigned

## **Transfer Return Extension(\*)**

Dial #306  
Dial extension (10-57)  
Dial extension to which a transferred  
call will be returned (10-57)  
\* = Extension transferring call

## **Outgoing Call Restriction (1)**

Dial #401  
Dial extension (10-57)  
1=No restriction, 2=Inside only, 3=Local only

## **System Password**

Dial #403  
Dial 4 digits to set password

## **Disallowed List Assignment (2)**

Dial #405  
Dial extension (10-57)  
Dial list number (1-4)  
1=Assigned, 2=Not assigned

## **Allowed Phone Number List**

Dial #407  
Dial list number (1-4)  
Dial list entry (01-10)  
Dial phone number (12 digits max.)  
Press **Enter**

## **Pickup Group Extensions (2)**

Dial #501  
Dial extension (10-57)  
1=Assigned, 2=Not assigned

## **Abbreviated Ring (1)**

Dial #305  
Dial extension (10-57)  
1=Active, 2=Not active

## **Copy Settings**

Dial #399  
Dial source extension (10-57)  
Dial target extension (10-57)

## **Toll Call Prefix (1)**

Dial #402  
1= 0/1 + Area Code,  
2=Area Code only

## **Disallowed Phone Number List**

Dial #404  
Dial list number (1-4)  
Dial list entry (01-10)  
Dial phone number (12 digits max.)  
Press **Enter**

## **Emergency Phone Number List**

Dial #406  
Dial list entry (01-10)  
Dial phone number (12 digits max.)  
Press **Enter**

## **Allowed List Assignment (2)**

Dial #408  
Dial extension (10-57)  
Dial list number (1-4)  
1=Assigned, 2=assigned

## **Calling Group Extensions (2)**

Dial #502  
Dial extension (10-57)  
1=Assigned, 2=Not assigned

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## **Night Service Button (Extension 10 Only) (2)**

Dial #503

1=Assigned to next available button w/lights  
2=Not assigned  
3=Press a button with lights to custom assign

## **Night Service Group (2)**

Dial #504

Dial extension (10-57)  
1=Assigned, 2=Not assigned

## **Fax Extension (2)**

Dial #601

Dial extension (10-57)

1=Assigned, 2=Not assigned

## **Music-On-Hold (1)**

Dial #602

1=Active, 2=Not active

## **Hotline**

Dial #603

Dial hotline extension (11-57)

Dial alerted extension (10-57, or 70 for page)

## **Doorphone 1 Extension**

Dial #604

Dial extension (12-15, 18-21, 24-27,  
30-33, 36-39, 42-45, 48-51, 54-57)

## **Doorphone 2 Extension**

Dial #605

Dial extension (12-15, 18-21, 24-27,  
30-33, 36-39, 42-45, 48-51, 54-57)

## **Doorphone Alert Extensions (1)**

Dial #606

Dial extension (10-57)

1=No Alert, 2=Door 1 Alert,  
3=Door 2 Alert, 4=Door 1&2 Alert

## **Attendant/VMS Extensions (2)**

Dial #607

Dial extension (10-57)

1=Assigned, 2=Not assigned

## **SMDR Record Type (1)**

Dial #608

1=All calls, 2= Outgoing calls only

## **SMDR Top Of Page**

Dial #609

## **System Reset**

Dial #728

All calls disconnected,  
All programming saved

## **System Initialization**

Dial #989

Display “Restart – Defaults”

Dial 25327 (CLEAR)

System returned to factory default

## Quick Reference Guide For Partner II R2 – Centralized Programming

**Centralized Programming** – From extension 10 (MLS-12D or MLS-34D) dial **Feature 00**, press the **Left Intercom** button 2 times, then press the **Right Intercom** button 1 time to enter **Centralized Programming**. The following station features can **only** be changed in **Centralized Programming**. To program another extension, press the **Right Intercom** button. Dial **Feature 00** to end the programming session.

**Automatic Line Selection** (Do this procedure first before programming other features)

Dial extension (10-57)

Dial \*\*

Touch line buttons in the order of desired selection. (To select intercom dial tone, touch the **Left Intercom** button first, then touch line buttons in the order of desired selection.)

Dial \*\* to end

### **Line Ringing**

Dial extension (10-57)

Observe the green lights for each line assigned to the extension.

**Immediate Ring** = Steady light

**Delayed Ring** = Slow flashing light

**No Ring** = Fast fluttering light

Press each line button until the desired ring option is set.

## Quick Reference Guide For Partner II R2 – Station Features

To program a feature to a station button follow one of the following procedures:

### Station Programming (At the station being programmed)

#### Dial Feature 00

Press the button to be programmed

Press the **Feature** button, then dial a feature code listed below

Program another button, or Dial **Feature** 00 to end

### Centralized Programming (At extension 10 only)

Dial extension (10-57) to be programmed

Press the button to be programmed

Press the **Feature** button, then dial a feature code listed below

Program another button, or dial **Feature** 00 to end

### Feature Codes

\***Do Not Disturb** = 01

**Exclusive Hold** = 02

**Recall (Flash)** = 03

**Saved Number Redial** = 04

**Last Number Redial** = 05

**Conference Drop** = 06

\***Privacy** = 07

**Touchtone Enable** = 08

**Message Light On** = 09

**Message Light Off** = 10

\*\***Call Forwarding/Call Follow Me** = 11

\* = Requires a button with lights

\*\* = Button with lights recommended

### Additional Features

Enter **Station Programming**, or **Centralized Programming**

Press button to be programmed

**Call Pickup Individual** = Press **Left Intercom**, dial 6, dial extension (10-57)

**Call Pickup Group** = Press **Left Intercom**, dial 66, dial group (1-4)

**Direct Line Pickup – Active Line** = Press **Left Intercom**, dial 68

**Direct Line Pickup – Idle Line** = Press **Left Intercom**, dial 8

**Group Calling - Ring (Internal)** = Press **Left Intercom**, dial 7, dial group (1-4)

**Group Hunting – Ring** = Press **Left Intercom**, dial 77, dial hunt group (1-6)

**Group Hunting – Voice** = Press **Left Intercom**, dial \*77, dial hunt group (1-6)

**Group Paging – Voice (Internal)** = Press **Left Intercom**, dial \*7, dial group (1-4)

**Loudspeaker Paging** = Press **Left Intercom**, dial 70

## Quick Reference Guide For Partner II R2 – Auto/Speed Dialing

### Auto Dial – Inside (Station DSS/BLF)

Enter **Station Programming**, or **Centralized Programming**

Press the button to be programmed

Press the **Left Intercom** button

Dial an extension (10-57)

Note: Dial \* before the extension to make this a voice call instead of a ringing call

### Auto Dial – Outside

Enter **Station Programming**, or **Centralized Programming**

Press the button to be programmed

Dial outside phone number (Up to 20 digits including special dialing characters)

### Personal Speed Dial

Enter **Station Programming**, or **Centralized Programming**

Press the **Feature** button

Dial a 2-Digit Code (80-99)

Dial outside phone number (Up to 20 digits including special dialing characters.)

### System Speed Dial (Note: NOT Done In System Programming)

At extension 10, Dial **Feature** 00

Press **Feature** followed by a 2-digit speed dial code (20-79)

Dial phone number (Up to 20 digits including special dialing characters.)

#### Special Dialing Characters

**Touchtone Enable** = Press **Transfer** button

**Stop Dialing** = Press **Mic** button

**Pause** (1.5 seconds) = Press **Hold** button

**Recall** (Flash) = Press **Spkr** button

**Restriction Override** = Dial \* before the phone number

Dial **Feature** 00 to end

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