Quick Reference Guide For Partner Plus R3.0 – System Programming

System Programming – From extension 10 or 11 (Any MLS display phone) 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 Time (0000)

Dial #103

Dial time (HHMM) in 24-hour format

Transfer Return Rings (4)

Dial #105

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

Rotary Dial Timeout (2)

Dial #108

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

Each increment of 1 = 25msec

Dial Mode (1)

Dial #201

Dial line number (01-12)

1=Touchtone, 2=Rotary

Line Assignment

Dial #301

Dial extension (10-33)

Dial line number (01-12)

1=Assigned, 2=Not assigned

3=Select button

Language (1)

Dial #303

1=English, 2=Spanish, 3=French

System Day (1)

Dial #102

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

Number of Outside Lines

Dial #104

Dial number of lines (01-12)

Recall Timer (18=450msec)

Dial #107

Dial recall interval (01-80)

Each increment of 1 = 25msec

Outside Conference Denial (1)

Dial #109

1=Allowed, 2=Disallowed

Hold Disconnect Timer (1)

Dial #203

Dial line number (01-12)

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

Line Access Restriction

Dial #302

Dial extension (10-33)

Dial line number (01-12)

1=No restriction, 2=Out only,

3=In only, 4=No access

Automatic Extension Privacy (2)

Dial #304

Dial extension (10-33)

1=Assigned, 2=Not assigned

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Abbreviated Ring (1)

Dial #305

Dial extension (10-33)

1=Active, 2=Not active

Forced Account Code Entry (2)

Dial #307

Dial extension (10-33)

1=Assigned, 2=Not assigned

Intercom Dial Tone (1)

Dial #309

1=Regular, 2=Machine

Outgoing Call Restriction (1)

Dial #401

Dial extension (10-33)

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 (10-33)

Dial list number (1-4)

1=Assigned, 2=Not assigned

Transfer Return Extension(*)

Dial #306

Dial extension (10-33)

Dial extension to which a transferred call will be returned (10-33)

* = Extension transferring call

Distinctive Ring (1)

Dial #308

Dial extension (10-33)

1=Active, 2=Not active

Copy Settings

Dial #399

Dial source extension (10-33)

Dial target extension (10-33)

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

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Allowed Phone Number List

Dial #407

Dial list number (1-4)

Dial list entry (01-10) M U n i G a t

Dial phone number (12 digits max.)

Press Enter

Pickup Group Extensions (2)

Dial #501

Dial group number (1-4)

Dial extension (10-33)

1=Assigned, 2=Not assigned

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

Fax Extension (2)

Dial #601

Dial extension (10-33)

1=Assigned, 2=Not assigned

Hotline

Dial #603

Dial hotline extension (11-33)

Dial alerted extension (10-33)

Doorphone 2 Extension

Dial #605

Dial extension (12-15, 18-21, 24-27

or 30-33 only)

Attendant/VMS Extensions (2)

Dial #607

Dial extension (10-33)

1=Assigned, 2=Not assigned

Allowed List Assignment (2)

Dial #408

Dial extension (10-33)

Dial list number (1-4)

1=Assigned, 2=Not assigned

Calling Group Extensions (2)

Dial #502

Dial group number (1-4)

Dial extension (10-33)

1=Assigned, 2=Not assigned

Night Service Group (2)

Dial #504

Dial extension (10-33)

1=Assigned, 2=Not assigned

Music-On-Hold (1)

Dial #602

1=Active, 2=Not active

Doorphone 1 Extension

Dial #604

Dial extension (12-15, 18-21, 24-27,

or 30-33 only)

Doorphone Alert Extensions (1)

Dial #606

Dial extension (10-33)

1=No Alert, 2=Door 1 Alert,

3=Door 2 Alert, 4=Door 1&2 Alert

SMDR Record Type (1)

Dial #608

1=All calls, 2=Outgoing calls only

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Dial #609

System Reset

Dial #728

All calls disconnected, all programming saved

System Initialization

Dial #989
Display "Restart – Defaults"
Dial 25327 (CLEAR)
System is returned to factory default

Communicat

Quick Reference Guide For Partner Plus R3.0 – Centralized Programming

<u>Centralized Programming</u> – From extension 10 or 11(Any MLS display phone) 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 <u>only</u> be changed in Centralized Programming. To program another extension, press the Right Intercom button. Dial Feature 00 to end the programming session.

<u>Automatic Line Selection</u> (Do this procedure first before programming other features) Dial extension (10-33)

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 (10-33)

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 Plus R3.0 – 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 or 11 only)

Dial extension (10-33) 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
- **Account Code Entry = 12
- *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 (10-33)

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 = Press Left Intercom, dial 7, dial group (1-4)

Group Calling – Voice = 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)

Loudspeaker Paging = Press Left Intercom, dial 70

Quick Reference Guide For Partner Plus R3.0 – 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 (10-33)

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

<u>Auto Dial – Outside</u>

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 or 11, 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

J & J Communications 770-795-5462 or 888-552-6665 www.jandjcommunications.com