

Quick Reference Guide For Partner Plus R4.0 – 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 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 (01-12)

Transfer Return Rings (4)

Dial #105

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

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

Each increment of 1 = 25msec

Outside Conference Denial (1)

Dial #109

1=Allowed, 2=Disallowed

Outgoing Call Restriction Button (2)

Dial #114

1=Assigned, 2=Not assigned,

3=Select button

Wake Up Service Button (2)

Dial #115

1=Assigned, 2=Not assigned,

3=Select button

VMS Cover Rings (3)

Dial #117

Dial number of rings (1-9)

Ring On Transfer (1)

Dial #119

1=Active, 2=Not active

Dial Mode (1)

Dial #201

Dial line number (01-12)

1=Touchtone, 2=Rotary

Hold Disconnect Timer (1)

Dial #203

Dial line number (01-12)

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

Group Call Distribution (2)

Dial #206

Dial group number (1-6, 7 = VMS group)

Dial line number (01-12)

1=Assigned, 2=Not assigned, 3=VMS Cover

Line Coverage Extension

Dial #208

Dial line number (01-12)

Dial extension (10-33)

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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

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

Emergency Telephone (2)

Dial #311
Dial extension (10-33)
1=Assigned, 2=Not assigned

Call Waiting (2)

Dial #316
Dial extension (10-33)
1=Assigned, 2= Not assigned

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

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

Automatic VMS Cover (2)

Dial #310
Dial extension (10-33)
1=Assigned, 2=Not assigned

Voice Interrupt On Busy (2)

Dial #312
Dial extension (10-33)
1=Assigned, 2=Not assigned

Copy Settings

Dial #399
Dial source extension (10-33)
Dial target extension (10-33)

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Outgoing Call Restrictions (1)

Dial #401

Dial extension (10-33)

1=No restriction, 2=Inside only,

3=Local only

Toll Call Prefix (1)

Dial #402

1=0/1 + Area Code,

2=Area Code only

System Password

Dial #403

Dial 4 digits to set password

Disallowed Phone Number List

Dial #404

Dial list number (1-4)

Dial list entry (01-10)

Dial phone number (12 digits max.)

Press **Enter**

Disallowed List Assignment (2)

Dial #405

Dial extension (10-33)

Dial list number (1-4)

1=Assigned, 2=Not assigned

Emergency Phone Number List

Dial #406

Dial list entry (01-10)

Dial phone number (12 digits max.)

Press **Enter**

Allowed Phone Number List

Dial #407

Dial list number (1-4)

Dial list entry (01-10)

Dial phone number (12 digits max.)

Press **Enter**

Allowed List Assignments (2)

Dial #408

Dial extension (10-33)

Dial list number (1-4)

1=Assigned, 2=Not assigned

Pickup Group Extensions (2)

Dial #501

Dial group number (1-4)

Dial extension (10-33)

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 Button (Ext. 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 (10-33)

1=Assigned, 2=Not assigned

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Hunt Group Extensions (2)

Dial #505
Dial group number (1-6, 7 =VMS group)
Dial extension (10-33)
1=Assigned, 2=Not assigned

VMS Hunt Delay (1)

Dial #506
1=Immediate, 2=Delayed

VMS Hunt Schedule (1)

Dial #507
1=Always, 2=Day only, 3=Night only

Fax Extension (2)

Dial #601
Dial extension (10-33)
1=Assigned, 2=Not assigned

Music-On-Hold (1)

Dial #602
1=Active, 2=Not active

Hotline

Dial #603
Dial hotline extension (**NOT** 10, 16, 22 or 28)
Dial alerted extension (10-33, or 70 for page)

Doorphone 1 Extension

Dial #604
Dial extension (12-15, 18-21, 24-27,
or 30-33 only)

Doorphone 2 Extension

Dial #605
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

AA Extensions (2)

Dial #607
Dial extension (10-33)
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 is returned to factory default

Quick Reference Guide For Partner Plus R4.0 – Centralized Programming

Centralized Programming – 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 **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 (10-33)

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 R4.0 – 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

Manual Signaling = 13 + Extension (10-33) (Dial * before extension for voice call)

Voice Mailbox Transfer = 14

VMS Cover = 15

Voice Interrupt Talk-Back = 18

Background Music = 19

*Requires a button with lights

**Button with lights recommended

Quick Reference Guide For Partner Plus R4.0 – Station Features

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

Extension Name Display

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

Press **Left Intercom**

Dial 2-digit code for each character

(MLS display = 12 characters limit, Partner display = 20 characters limit)

A = 21	N = 62	BLANK = 11
B = 22	O = 63	0 = 00
C = 23	P = 71	1 = 10
D = 31	Q = 72	2 = 20
E = 32	R = 73	3 = 30
F = 33	S = 74	4 = 40
G = 41	T = 81	5 = 50
H = 42	U = 82	6 = 60
I = 43	V = 83	7 = 70
J = 51	W = 91	8 = 80
K = 52	X = 92	9 = 90
L = 53	Y = 93	
M = 61	Z = 94	

Quick Reference Guide For Partner Plus R4.0 – 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

Auto Dial – Outside

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

Press the button to be programmed

Dial outside phone number (Up to 28 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 28 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 3-digit speed dial code (600-699)

Dial phone number (Up to 28 digits including special dialing characters)

Special Dialing Characters

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

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

Stop Dialing = Press **Mic** button

Touchtone Enable = Press **Transfer** button

Restriction Override = Dial * before the phone number

Dial **Feature 00** to end

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