Quick Reference Guide ForPartner R4.1 – System Programming

System Programming – From extension 10 (MLS-12D, MLS-18D, or Partner-18D recommended) 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)

Recall Timer (18=450msec)

Dial #107

Dial recall interval (01-80) Each increment of 1 = 25msec

Dial Mode (1)

Dial #201

1=Touchtone, 2=Rotary

Automatic Extension Privacy (2)

Dial #304

Dial extension (10-21)

1=Assigned, 2=Not assigned

Outgoing Call Restriction (1)

Dial #401

Dial extension (10-21)

1=No restriction, 2=Inside only, 3=Local only

Music/Tones On Hold (2)

Dial #602

1=Tones on hold, 2=Not active,

3=Music on hold

Note: Extension 15 is the music jack

System Time (0000)

Dial #103

Dial time (HHMM) in 24-hour format.

Unique Line Ringing (2)

Dial #118

1=Active, 2=Not active

Hold Disconnect Time (1)

Dial #203

1=Long-450msec, 2=Short-50msec

Abbreviated Ringing (1)

Dial #305

Dial extension (10-21)

1=On/1 ring, 2=Off/repeated ringing

Outgoing Call Prefix (1)

Dial #402

1=0/1 plus area code and number,

2=Area code and number only

System Initialization

Dial #989

Dial 25327 (CLEAR)

System returned to factory default

Doorphone / Internal Hotline / External Hotline (2)

Dial #604

Dial extension (11-14,17-21, and 15 if not used for MOH)

1=Assigned, 2=Not assigned

Quick Reference Guide For Partner R4.1 – Centralized Programming

<u>Centralized Programming</u> – From extension 10 (MLS-12D, MLS-18D, or Partner-18D recommended) 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 (10-21)

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 (10-21)

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

Immediate Ring = Steady light

No Ring = Fast fluttering light

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

Alert Extension or Outside Phone Number (See #604 in system programming)

Dial doorphone or hotline extension (11-14,17-21, or 15 if not used for MOH)

Press leftmost autodial button on the top row

Assign either **Doorphone/Alert Extension**, or **External Hotline** per below instructions:

Doorphone/Alert Extension

Press **Left Intercom**

Dial alerted extension (10-21), or 7 for all extensions

External Hotline

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

Special Dialing Characters

Pause = Press **Hold**Recall (Flash) = Press **Spkr**Stop = Press **Mic**Touchtone Enable = Press **Transfer**

Partner R4.1 – Auto/Speed Dialing

Auto Dial – Inside (Station DSS/BLF)

Enter Station Programming, or Centralized Programming

Press the button to be programmed

Press Left Intercom

Dial an extension (10-21), or *7 for Group Paging

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)

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)

Dial Feature 00 to end

Special Dialing Characters

Pause = Press Hold

Recall (Flash) = Press Spkr

Stop = Press **Mic**

Touchtone Enable = Press **Transfer**

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