The order number for these cards is 518-455-119. They are also available in order languages. To order, call the GBCS Publications Fulfillment Center at 1 800 457-1235 or 1 317 361-5353.

**Note:** Some features mentioned on these cards may not be supported on your system. To find out, check your *Installation and Use* quide.

## Contents

Contents		
Tab 1	System Extensions Ringing Patterns	
Tab 2	System Speed Dial	
Tab 3	Hold, Transfer, and Conference	
Tab 4	Calling Features Auto Dial Numbers	
Tab 5	Telephone Buttons	

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### \*\*\*\*\*\* System Extensions \*\*\*\*\*\*\*\*\*\*

► To use: Press [ Intercom ] then Ext.

Name	Ext.	Name	Ext.

### 

You can tell the type of call coming in by the way the phone rings: Ring...Ring...Ring...Ring...Ring... Outside Call Ring-BEEP...Ring-BEEP.... Inside Call Ring-BEEP-BEEP.... Transferred Call If Unique Line Ringing is active, all incoming outside calls ring as follows:

- Line 1—pattern descibed above.
- Line 2—ascending tone with dip.
- Line 3—descending tone.
- Line 4—mixed tone.

Outside calls transferred to your extension ring with the appropriate Unique Line Ringing pattern followed by two beeps.

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# System Speed Dial

► To use: Press [Feature] then code (20-79).

Name	Code	Name	Code
			_

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### \*\*\*\*\*\* Hold. Transfer. and Conference \*\*\*\*\*\*\*

- ► To put a call on hold: Press [Hold]. Anyone with the line can pick it up.
- ► To pick up a held call: Press the button next to the winking green light.
- To transfer an outside call:
- 1. Press [ Transfr].
- 2. Dial the extension number.
- Announce the call.
- 4. Hang up.

- ► To initiate a conference call:
- While on a call, press [<u>Conf</u>].
- Press an idle intercom or line button.
- Call another person.
- After the person answers, press <u>Conf</u> again.
- 5. Hang up to end the conference call
- You can add 2 people (3 total) to a conference call
- To drop the last person added to the call, press
   [Feature] [a] [á] or the Drop button if you have one.

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## 

	PARTNER-18D/ PARTNER-18	PARTNER-6
Conference Drop	Drop Button	[ Feature ] [ 0 ] [ 6 ]
Group Paging	[ Intercom ] [ ★ ] [ 7]	$[\underline{\text{Intercom}}][\underline{\star}][\underline{7}]$
Last Number Redial	Last Number Redial	[ Feature ] [ 0 ] [ 5 ]
	Button	
Music Access	[Intercom] [1] [5]	[ Intercom ] [ 1 ] [ 5 ]
Privacy	Privacy Button	Not Available
Recall	Recall Button	[ Feature ][ 0][ 3]

## 

- ► To store a number for one-touch dialing:
- 1. Press [Feature] [0] [0].
- 2. Press a programmable Auto Dial button.\*
- 3. For:
- Intercom Auto Dial, press left [<u>Intercom</u>] and dial the extension number.
- Outside Auto Dial, dial the

- telephone number up to 20 digits.
- Group Paging, press left [Intercom] [★] [7].
- Music Access, press left [Intercom] [1] [5].
- To store additional Auto
   Dial numbers, repeat Steps
   and 3.
- 5. Press [<u>Feature</u>] [<u>o</u>] [<u>o</u>] when you are done.

<sup>\*</sup> On PARTNER systems, the four Auto Dial buttons without lights on PARTNER-18D phones are not operational.

The order number for these cards is 518-455-119. They are also available in other languages. To order, call the GBCS Publications Fulfillment Center at 1 800 457-1235 or 1 317 361-5353.

******	Telephone	Buttons
--------	-----------	---------

Press: To:

Auto Dial Button Store a number: then dial it with one touch.

[ Conf Add another person to your call. Drop Button\* Drop the last person added to your

conference call.

[ Feature ] Use System Speed Dial or store an Auto

Dial number.

Put the current call on hold. Hold

Intercom 1 Answer or make a call to another extension. Last Number Redial the last manually dialed outside

Redial Button\* number.

Line Button Answer or make an outside call.

Turn the microphone on and off. Leave on [ Mic/HFA/]

for Hards-Free Answer on Intercom.

Privacy Button\* Turn Privacy on (prevent joining) and off. Recall Button\* Get dial tone or use a phone company feature.

Dial and talk without lifting the handset. [ Snkr ] Transfr 1 Pass the current call to another extension.

✐₽Ť Increase the ringer, speaker, handset, or Music Access volume.

Decrease the ringer, speaker, handset, or

Music Access volume.

⊝⁺

<sup>\*</sup> PARTNER-18D and PARTNER-18 phones only.

† Press [±], then → or ← to adjust display contrast.