

# Personal Speed Dial Numbers

**To program a frequently dialed phone number so you can dial it with only 3 button presses:**

1. Press [Feature] [0] [0] enter program mode.
2. Press [Feature] , then press the 2-digit Dial Code (80-99) you want assigned to the phone number.
3. Enter the phone number. Maximum of 20 digits-can include special functions such as Pause and Stop (see page 4).  
To add more numbers, repeat steps 2 and 3.
4. Press [Feature] [0] [0] to exit program mode.

**To dial a personal speed dial number:**

Press [Feature] followed by the Dial Code.

**To change a number, follow steps 1-4.**

Notes: You can also program a phone number onto a button for *one-touch* dialing – see "Programming" on page 4.

*Your system may be programmed with System Speed Dial numbers (Dial Codes 20-79), which are similar to Personal Speed Dial Numbers except anyone on the system can dial them. If programmed, a list is available from your System Manager.*

*Use the boxes below to record your numbers, in pencil.*

| DIAL CODE | NAME | TELEPHONE NUMBER |
|-----------|------|------------------|
| 80        |      |                  |
| 81        |      |                  |
| 82        |      |                  |
| 83        |      |                  |
| 84        |      |                  |
| 85        |      |                  |
| 86        |      |                  |
| 87        |      |                  |
| 88        |      |                  |
| 89        |      |                  |
| 90        |      |                  |
| 91        |      |                  |
| 92        |      |                  |
| 93        |      |                  |
| 94        |      |                  |
| 95        |      |                  |
| 96        |      |                  |
| 97        |      |                  |
| 98        |      |                  |
| 99        |      |                  |

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**PARTNER™ Plus Communications System**  
Quick Reference Card for MLS-Model Telephone Users

# Telephone Controls and Indicators

## Display

[MLS-12D only]

When dialing, shows the number dialed, duration of call, and feature messages. When in program mode, displays programming messages. When not using the phone, displays today's date and time.

## Dual-Purpose Line/Programmable Buttons

[MLS-6™ has 4 buttons instead of 8, for lines 1-4]

When connected to an outside line, press to make and receive calls. When not connected to an outside line, use to program features or dialing sequences, for use with one-touch.

[An MLS-6 connected to 4 outside lines has no programmable buttons, but an MLS-6 with 2 lines has 2 programmable buttons.

## Intercom Line Buttons

Press either button to place an inside (intercom) call to another extension.

## Feature Button

Press to enter program mode (page 4) or use dial code features (page 5)

## Conf (Conference) Button

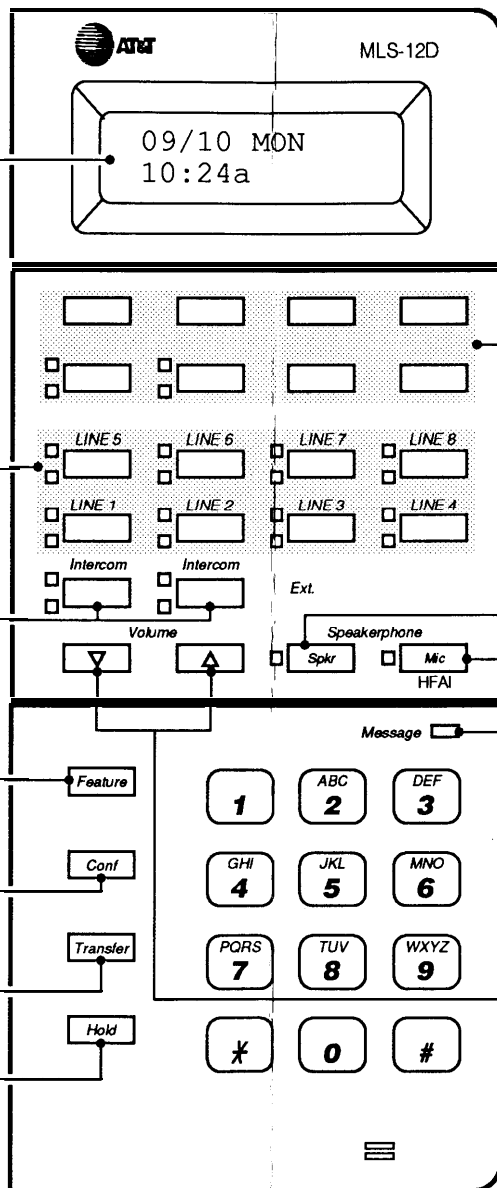
Press to conference (add) other parties to your call (page 7)

## Transfer Button

Press to transfer a call to another extension (page 7)

## Hold Button

Press to put a call on hold for later pickup (page 7)



## Hint for MLS-12™ and MLS-12D™ users:

For more convenient speakerphone operation, leave the [Mic] on all the time. Then press [Spkr] to make and receive calls.

## Programmable Buttons (2 with lights)

MLS-12D and MLS-12 only]

Stores features or dialing sequences for use with one touch—see "Programming," page 4.

## Spkr (Speaker) Button

Press to dial without lifting handset. With [Spkr] on, the green light appears and you can hear what is being transmitted from the other end. When the party answers, lift the handset to talk (or press [Mic] if you have an MLS-12 or MLS-12D).

## Mic (Microphone) Button

MLS-12 and MLS-12D only]

Press to talk without lifting the handset. With [Mic] on, the green light appears and the person on the other end can hear you.

## Message Indicator

Appears when someone else signals you using the Message Light On feature. To turn off press feature [Feature] [1] [0] and your extension number. See page 5.

## Volume Control Buttons

Press to decrease (▼) or increase (▲) the volume of the ringer, speaker, and handset

- To adjust ringer volume, while phone is idle and handset is on the phone, press ▼ or ▲ .
- To adjust speaker volume, press ▼ or ▲ while listening through the speaker.
- To adjust handset earpiece volume, while listening on a call lift the handset and press ▼ or ▲ .

## Ringling Patterns

You can tell the type of call coming in by the way the phone rings:

**Ring...Ring...Ring...Ring...Ring...Ring...** Outside Call


**Ring-BEEP...Ring-BEEP...Ring-BEEP...** Inside Call

**Ring-BEEP-BEEP...Ring-BEEP-BEEP...** Transferred Call  
*If a call you transfer is not answered, it will ring back at your phone.*


## Lights


RED (top) light shows activity at another extension.


GREEN (bottom) light shows activity at your extension.


  
Steady on: *Line is busy.*


  
Off (off continuously): *Line is idle, available for use.*

  
Flash (long on, long off): *Call is ringing on the line.*

  
Alternating Red/Green Flash: *Appears at both extensions in a conference or joined call.*

  
Wink (long on, short off) *Call is on hold (anyone with line can pickup).*

  
Flutter (short on, short off): *Call is on exclusive hold (only extension that put call on hold can pickup).*

  
Broken flutter (short on and off followed by long off): *Fax trouble.*

## Help

*If you have problems with your phone, contact your System Manager or see "Troubleshooting" in the System Manager's Guide (chapter 8). If the problem is not solved, please call our toll-free Helpline, available 24 hours a day.*

1 800 628-2888

# Programming

Use programming to store the following dialing sequences on programmable buttons (see diagram on pages 1 - 2). Then simply touch the button to dial automatically.

■ **Any feature on page 5**

Example: To use Do Not Disturb with one touch, program [Feature] [0] [1] on a button with lights.

■ **Any dialing sequence on pages 6 - 7**

Example: To make a ringing Group Call with one touch, program [Intercom] [7] [1] .

Note: You *cannot* program a *voice-signalled* Group Call (Intercom\*7 1).

■ **Another extension number**

Example: To dial Ext. 11 with one touch, program [Intercom] [1] [1] . Other benefits:

Transfer and conference with one touch

If on a button with lights, see at a glance when the extension is:

- busy (red steady light)
- calling you (green flashing light)
- transferring a call to you (green fluttering light)

**Note:** If a fax machine is connected to the extension, and if the extension was programmed as a fax extension during system programming, you can see at a glance when the fax is having trouble and not answering (broken fluttering red light).

■ **An outside telephone number**

Example: To dial 555-5678 with one touch, program [5] [5] [5] [5] [6] [7] [8] .

**How to Program:**

1. Press [Feature] [0] [0] to enter program mode.
2. Press a programmable button (see diagram, pages 1 - 2).
3. Enter the dialing sequence (the buttons you normally press to use the feature or dial the number).  
*Maximum digits for an outside number is 20, which can include special functions (see box below).*  
*When programming an outside number, program only the number (not the line button).*  
*To program more buttons, or to change the programming, repeat steps 2 and 3.*
4. Press [Feature] [0] [0] to exit program mode.

**Programming Special Functions in a Dial Sequence**



| To insert a...      | Press... | Appears on MLS-12D Display as... |
|---------------------|----------|----------------------------------|
| Pause (1,5 seconds) | Hold     | P                                |
| Stop*               | Mic      | S                                |
| Touch-Tone Enable   | Transfer | T                                |
| Recall              | Spkr     | R                                |


\* Not available on MLS-6

## Dial Code Features

You can use a Dial Code feature in either of two ways:

- Press [Feature] followed by its 2-digit Dial Code (except Do Not Disturb and Privacy).
- Press a button programmed with the feature (programming instructions on page 4).

| Feature  | Use  | Dial Code |
|--|--|-----------|
| Do Not Disturb  | Prevents any calls from ringing at your phone. Transferred calls return to sender and inside calls get a busy signal. Outside callers hear the usual ringing. Recommended only if someone else answers your outside calls.   | 01        |
| [Feature] [0] [2] Exclusive Hold   | Places a call on hold so other extensions with the line cannot pick it up.   | 02        |
| [Feature] [0] [3] Recall   | "Recalls" a dial tone. If you are not on a PBX or Centrex, use Recall to end a call without hanging up - you will get a dial tone and can then make another call. Otherwise, use Recall to get the PBX/Centrex dial tone.  | 03        |
| [Feature] [0] [4] Save Number Radial   | Saves the last number you dialed into a temporary memory. To save, before you hang up on a bus or non-answering call, press [Feature] [0] [4]. Once saved, you can redial it at any time by pressing [Feature] [0] [4] again. The number stays in the memory until a different one is saved. <i>System Speed Dial numbers cannot be saved.</i> | 04        |
| [Feature] [0] [5] Last Number Radial   | Redials the last number you dialed. (You cannot redial a System Speed Dial number with this feature.)  | 05        |
| [Feature] [0] [6] Conference Drop  | Drops the last outside party added to a conference call.   | 06        |
| Privacy         | Prevents other people with the same line from joining your calls.  | 07        |
| [Feature] [0] [8] Touch-Tone Enable  | When on a rotary line, allows you to access phone services such as "Bank-by-Phone" that require you to dial touch-tone digits. After you make the call to the service and are asked to enter touch-tone digits, turning on Touch-Tone Enable changes the rest of the digits you dial to touch-tone.  | 08        |
| [Feature] [0] [9] + Ext. Number Message Light On   | Turns on the message light on another MLS phone. You manually enter the phone's extension.   | 09        |
| [Feature] [1] [0] + Ext. Number Message Light Off  | Turns off the message light on another MLS phone. You manually enter the phone's extension.  | 10        |

 Can use this feature only if programmed onto a button with lights (see page 4).

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## Making a Call to the Calling Group

**To call everyone in the Calling Group\* who is not busy on another call:**

Ringing Call:

[Intercom] [7] [1]

Voice-Signalled Call:

[Intercom] [\*] [7] [1]

1. Press [Intercom] .
2. Lift handset.
3. Dial [7] [1] to place a make call, or press [\*] [7] [1] to make a voice-signalled call to those with MLS-model phones. You are connected to the first extension to answer.

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## Loudspeaker Paging

**To make an announcement over the loudspeaker paging system (if one is connected to your PARTNER system):**

[Intercom] [7] [0]

1. Lift handset.
2. Press [Intercom] [7] [0] , then make your announcement.

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## Joining a Call

**To connect yourself to an outside call being conducted at another extension:**

[Line]

1. Press the [Line] button (steady red light).
2. Lift the handset.

You cannot:   ■ Join an inside call  
                  ■ Join a conference call

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## Answering a Call at Your Extension

At Your Extension:

[Line]

1. Press the flashing [Line] button.
2. Lift the handset.

If you lift the handset without pressing a line button, you will be connected to the line ringing longest.

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## Answering a Call Ringing at Another Extension

At a specific extension:

[Intercom]

[6] + Ext. Number

**To answer a call ringing at any other extension:**

1. Press [Intercom] .
2. Lift handset.
3. Dial [6] plus the number of the ringing extension.

**To answer an outside call ringing at any extension in the Pickup Group:\***

At any extension in the Pickup Group:

[Intercom] [6] [6]

1. Press [Intercom] .
2. Lift handset.
3. Dial [6] [6] .

\* Pickup Group and Calling Group extensions are listed on a separate form. Ask your System Manager for a copy.

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## Making a Call

Outside:  
[Line] +  
Telephone Number

### To call an outside party:

1. Press an idle (not lit) outside [Line] button.
2. Lift handset.
3. Dial telephone number.

Inside – Ringing:  
[Intercom] +  
Ext. Number

### To call an inside party (another extension):

1. Press an idle (not lit) [Intercom] button.
2. Lift handset.
3. To ring the extension, dial 2-digit extension number, or  
To voice signal an MLS phone, so your voice is heard through the speaker, dial [\*] plus the extension.

Inside – Voice-Signalled:  
Intercom +  
[\*] + Ext. Number

If you lift the handset without pressing a button, you will be connected to the first idle line or intercom programmed for your extension.

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## Placing a Conference Call

Telephone or Ext. Number +  
[Conf] +  
Telephone or Ext. Number +  
[Conf]

### To add parties to a call (max. 4 parties plus you):

1. Call the first party (can use Speed Dial or Auto Dial buttons).
2. After the first party answers, press [Conf] .
3. Press an idle line and call the second party.
4. After the second party answers, press [Conf] again. You are connected with both parties. To add more parties, repeat.

To Drop:  
[Feature] [0] [6]

### To drop the last outside party added to the call:

1. Press [Feature] [0] [6].

**You cannot:**

- Add more than 2 outside parties
- Transfer a conference call
- Join a conference call

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## Putting a Call on Hold

Hold:  
[Hold]  
Exclusive Hold:  
[Feature] [0] [2]

### To hold so anyone with the line can pick it up:

1. Press [Hold] .

### To hold so only you can pick it up (Exclusive Hold):

1. Press [Feature] [0] [2] .

To Pick Up:  
[Line]

### To pick up a held call:

1. Press the held line button.
2. Lift handset.

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## Transferring a Call

[Transfer] +  
Ext. Number

### To pass a call to another extension:

1. Press [Transfer]
2. Dial the extension to which you want the call transferred.
3. When someone answers, announce the call, then hang up.

If no one answers or the call is refused, to reconnect the caller press the line button next to the winking green light.