

# Personal Speed Dial Numbers

To dial a Personal Speed Dial number: Press [Feature] followed by the Dial Code.

See page 4 for programming instructions. Your system may also 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        |      |                  |

## System Extensions

| EXT | NAME | EXT | NAME | EXT | NAME |
|-----|------|-----|------|-----|------|
| 10  |      | 18  |      | 26  |      |
| 11  |      | 19  |      | 27  |      |
| 12  |      | 20  |      | 28  |      |
| 13  |      | 21  |      | 29  |      |
| 14  |      | 22  |      | 30  |      |
| 15  |      | 23  |      | 31  |      |
| 16  |      | 24  |      | 32  |      |
| 17  |      | 25  |      |     |      |

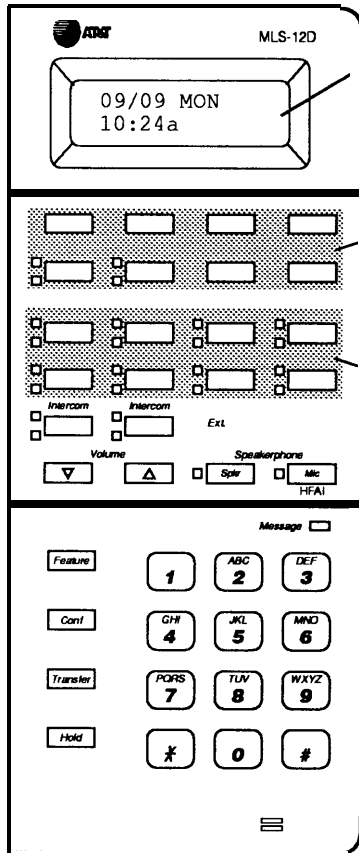
518-455-250

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**PARTNER™ Plus Communications System** Release 2  
Quick Reference for Use with MLS-Series Telephones

# Telephone Buttons and Indicators



## Display

[MLS-34D™ and MLS-12D™ only]

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

## Programmable Buttons

[MLS-34D, MLS-12D, and MLS-12™ only]

Stores features or dialing sequences for use with one touch—see "Programming," page 4. The MLS-12 and MLS-12D phones have 8 programmable buttons (2 with lights). The MLS-34D has 24, all with lights.

## Dual-Purpose Line/Programmable Buttons

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

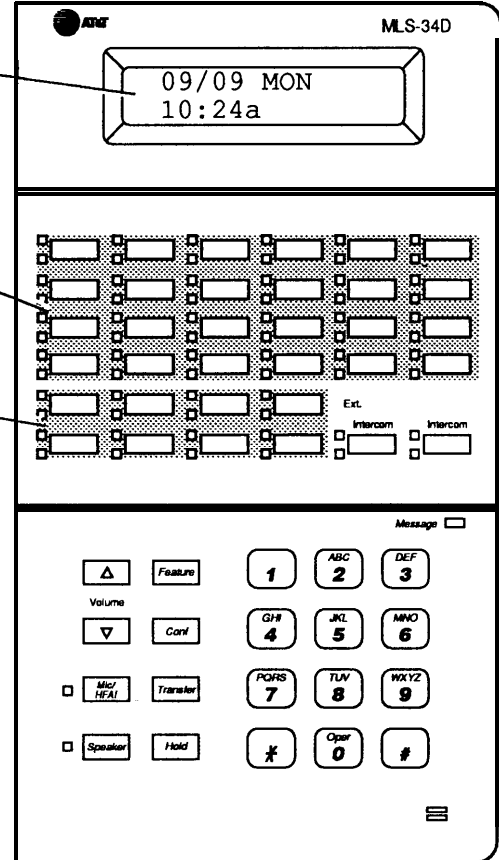
When connected to an outside line, press to make and receive talk. When not connected to an outside line, use to program features or dialing sequences, for use with one-touch.

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

## Speakerphone operation

MLS-34D, MLS-12 and MLS-12D]

Press to dial and speak on your phone without lifting the handset. When you press [Spkr], both, the speaker and the microphone come on (indicated by the lights next to the [Spkr] and [Mic] buttons). You can hear the phone ringing over your speaker, and when the party on the other end answers you can speak without lifting the handset. (On the MLS-6, press to dial without lifting the handset; when the party you are calling answers, lift the handset to speak.)



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

**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 ▲.

**Message Indicator.** Appears when someone else signals you using the Message Light On feature. To turn off press [Feature] [7] [0] and your extension number. See page 5.

**Mic (Microphone) Button.** [MLS-12, MLS-12D, and MLS-34D only] Press [Mic] to turn your speakerphone's microphone on and off (press [Spkr] to turn both speaker and microphone on with a single touch). The [Mic] light shows when the person at the other end of a call can hear you.

**HFAI (Hands-Free Answer on Intercom).** For more convenient speakerphone operation, leave the microphone on all the time (press [Mic] if the light next to the button is off). When you receive a voice-signal call, you hear a beep and the person calling can speak to you over your phone's speaker if your microphone is already on, simply begin speaking to have a hands-free, two-way conversation.

**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).

## Ringling Patterns


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

|   |                  |
|---|------------------|
| <i>Ring...Ring...Ring...Ring...Ring...Ring...</i> | Outside Call     |
| <i>Ring-BEEP...Ring-BEEP...Ring-BEEP...</i>       | Inside Call      |
| <i>Ring-BEEP-BEEP...Ring-BEEP-BEEP...</i>         | Transferred Call |


## 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 pick up).

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

  
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 the "Installation and Use" guide. 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 sequences on pages 6 - 7.** Example: To answer a call ringing at any extension in the Pickup Group, program (left) [Intercom] [6] [6] on a button.
  - **Another extension number.** Example: To ring Ext. 11 with one touch, program (left) [Intercom] [1] [1] (or (left) [Intercom] [\*] [1] [1] to voice page Ext. 11). 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), or 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 Buttons:

1. Press [Feature] [0] [0] 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). *An outside number can have a maximum of 20 digits, including special characters (see box below). When Programming an outside number, program only the number (not the line button).*

**NOTE:** For any programming that includes the [Intercom] button, press the left [Intercom] button.

*To program more buttons, or to change the programming, repeat steps 2 and 3.*

4. Press [Feature] [0] [0] to exit program mode.

| To Program Special characters in a dial Sequence |          |                          |
|--|----------|--------------------------|
| To insert a...                                   | Press... | Appears on Display as... |
| Pause (1.5 seconds)                              | Hold     | P                        |
| Stop*  | Mic      | S                        |
| Touch-Tone                                       | Transfer | T                        |
| Recall   | Speaker  | R                        |

\* Not available on MLS-6 phones

## How to Program Personal Speed Dial Numbers

1. Press [Feature] [0] [0] to enter program mode.
2. Press [Feature] , then press the two-digit Dial Code (80-99) you want assigned to the phone number.
3. Enter the phone number. Maximum is 20 digits per phone number, including special characters (see box above).

*To add more numbers, repeat steps 2 and 3.*

4. Press [Feature] [0] [0] to exit program mode.

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

## 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 (see "Programming" on page 4).

| Feature            | Use   |
|--------------------|---|
| 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. To use this feature, you must program <u>[Feature]</u> <u>[0]</u> <u>[1]</u> on a button with lights.  |
| Exclusive Hold     | Places a call on hold so other extensions with the line cannot pick it up.  |
| Recall             | "Recalls" a dial tone. If you are not on a PBX or Centrex system, 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.  |
| Save Number Redial | Saves the last number you dialed into a temporary memory. Before you hang up on a busy or non-answering call, press <u>[Feature]</u> <u>[0]</u> <u>[4]</u> . Once saved, you can radial it at any time by pressing <u>[Feature]</u> <u>[0]</u> <u>[4]</u> again. The number stays in the memory until a different one is saved. <i>System Speed Dial numbers cannot be saved.</i> |
| Last Number Redial | Redials the last number you dialed (except System Speed Dial numbers).  |
| Conference Drop    | Drops the last outside party added to a conference call.  |
| Privacy            | Prevents other people with the same line from joining your calls. To use this feature, you must program <u>[Feature]</u> <u>[0]</u> <u>[7]</u> on a button with lights.   |
| Touch-Tone Enable  | When on a rotary line, allows you to across phone services such as "Bank-by-Phone" that require you to dial digits. After you make the call to the service and are asked to enter touch-tone digits, turn on Touch-Tone Enable to change the rest of the digits you dial to touch-tone.   |
| Message Light On   | Turns on the message light on another MLS phone (you manually enter the extension).   |
| Message Light Off  | Turns off the message light on another MLS phone (you manually enter the extension).  |
| Call Pickup        | Picks up a call ringing at any system extension.  |
| Pickup Group       | Picks up an outside call ringing at any Pickup Group extension.   |
| Loudspeaker Paging | Connects you to the (optional) loudspeaker system.  |
| Group Calling      | Simultaneously rings all Calling Group extensions; you connect to the first extension that answers.   |
| Group Paging       | Simultaneously voice signals all Calling Group extensions; you connect to the first extension that answers.   |



[Feature] [0] [2]

[Feature] [0] [3]

[Feature] [0] [4]

[Feature] [0] [5]

[Feature] [0] [6]



[Feature] [0] [8]

[Feature] [0] [9] + Ext. Number

[Feature] [1] [0] + Ext. Number

[Intercom] [6] + Ext. Number

[Intercom] [6] [6]

[Intercom] [7] [0]

[Intercom] [7] [1]

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



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 ring the group, or press [\*] [7] [1] to page 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 connected to your PARTNER Plus 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 or 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 the longest time.

*If you are already on a call:*

1. Press [Hold] to put the first call on hold.
2. Press the flashing [Line] button to pickup the new call.

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## Answering a Call Ringing at Another Extension

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

At a specific extension:

[Intercom]

[6] + Ext. Number

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. See your System Manager.

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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**

Inside - Voice-Signalled:

[Intercom] +

[\*] + Ext. Number

To page (voice signal) an MLS phone, so your voice is heard through the speaker, dial [\*] plus the extension.

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 others, repeat steps 2-4.

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 Pick Up:

[Line]

### **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 pickup 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.