System Speed Dial Numbers

Record System Speed Dial numbers—programmed only at extension 10—in the boxes below. **To dial:** Press [Feature] followed by Dial Code.

Note: An MLS-12 phone can also have up to 8 outside Auto Dial numbers for one-touch dialing—see p. 3.

Dial Code	Name	Dial Code	Name	Dial Code	Name
2 0		4 0		60	
21		4 1		61	
22		42		62	
23		43		63	
24		4 0		64	
25		4 5		65	
26		46		66	
27		47		67	
28		48		68	
29		49		69	
30		50		70	
31		51		71	
32		52		72	
33		53		73	
34		54		74	
35		55		75	
36		56		76	
37		57		77	
38		58		78	
39		59		79	

System Extension Numbers

Use the boxes below to record the extension number assignments in your system. **To dial:** Press [Intercom] followed by the extension number. Example: to call extension 11, press [Intercom] [1] [1].

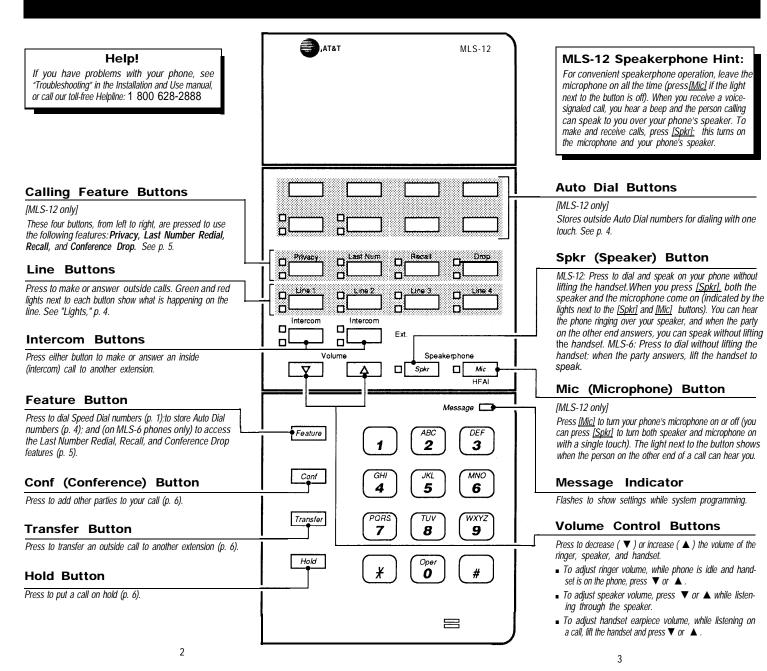
Ext	Name	Ext	Name
10		16	
11		17	
12		18	
13		19	
14		20	
15		21	

518-455-150

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 PARTNER Communications System Release 2 Quick Reference for Use with MLS-6™ and MLS-12™ Telephones

Telephone Buttons and Indicators



Ringing Patterns

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

Ring...Ring...Ring...Ring...Ring...Ring...Ring.Outside CallRing-BEEP...Ring-BEEP...Ring-BEEPInside call

Ring-BEEP-BEEP...Ring-BEEP-BEEP... Transferred call

Lights

Red (top) light shows what is happenig at ANOTHER extension. Green (bottom) light shows what is happening on the line 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): Conference call is on hold.

Programming an Auto Dial Number MLS-120NLY

To program an outside number for one-touch dialing:

- 1. Press [Feature] [0] [0] to enter program mode.
- 2. Press a programmable Auto Dial button (see diagram of telephone).
- 3. Dial the telephone number (maximum 20 digits, which can include special characters, see box below).
- To program more buttons or change the programming, repeat steps 2 and 3. 4. Press [Feature] [0] [0] to exit program mode.

To dial: Press the programmed button

Programming Special Characters in a Dial Sequence

Pause (1.5 seconds) Hold Stop Mic Touch-Tone Enable Transfer Decoll Solar	To insert a	Press
Touch-Tone Enable Transfer	Pause (1.5 seconds)	Hold
	Stop	Mic
Docall Snkr	Touch-Tone Enable	Transfer
netali Spri	Recall	Spkr

4

[Line] or [Intercom]

[Line]

Answering a Call

1 Press the flashing[Line] or [Intercom] button.

2 Lift the handset.

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

Joining a Call

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

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

2. Lift the handset.

- You cannot: Join an intercom (inside) call
 - Join a conference call
 - Join a call when the other extension has Privacy on.

UsingSpecial CallingFeatures

To use these features on an MLS-12 phone, press the calling feature button. To use on an MLS-6 phone, press $[\underline{Feature}]$ plus 2-digit code.

Feature	How to Use With MLS-6	How to Use With MLS-12	Description
Privacy	Not Available	Press <u>[Privacy]</u> Press again to turn off	Prevents other people with the same line from joining your calls. A steady green light shows Privacy is on.
Last Number Redial	Press [Feature] [0] [5]	Press <u>[Last_Num]</u>	Redials the last outside num- ber you dialed. Useful for redialing a busy number.
Recall	Press <u>[Feature] [0] [3]</u>	Press <u>[Recall]</u>	"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.
Conference Drop	Press [Feature] [0] [6]	Press [Drop]	Drops the last party added to a conference call.

5

Making a Call

	Making a Can
Outside: <u>[Line]</u> + Telephone Number Inside—Ring: <u>[Intercom]+</u> Ext. Number Inside—Page:	 <i>To call an outside party:</i> 1. Press an idle (not lit) outside [Line] button. 2. Lift the handset. 3. Dial the telephone number. <i>To call an inside party (another extension):</i> 1. Press an idle (not lit) [Intercom] button. 2. Lift the handset. 3. To ring the extension, dial extension number, or
[Intercom] + [*] + Ext. Number	To page (voice signal) another 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.
[Intercom] + [*][7]	 To page all extensions with MLS phones: 1. Press an idle (not lit) [Intercom] button. 2. Dial [*] [7]. When you hear a beep, speak into the handset. Your voice is heard on all MLS phone speakers. If a user picks up, the page becomes an intercom call to that user.
Telephone or Ext. Number+ [<u>Conf]</u> + Telephone or Ext. Number+ [<u>Conf]</u>	 Placing a Conference Call To add parties to a call (max. 2 parties plus you): 1. Call the first party (can use Speed Dial or Auto Dial buttons). 2. After the first party answers, press [Confl. 3. Press an Idle [Line] or [Intercom] button, then call the second party. 4. After the second party answers, press [Confl again. You are connected with both parties. If no one answers or the call is refused, to reconnect the first party, press the line button next to the winking green light.
To Drop: [<u>Drop]</u> (MLS-12) <i>or</i> [<u>Feature] [0] [6]</u> (MLS-6)	To drop the last party added to the call: MLS-12 phone \rightarrow Press [Drop] MLS-6 phone \rightarrow Press [Feature] [0] [6] NOTE: You cannot transfer or join a conference call.
	Putting a Call on Hold
To Hold: [Hold] To Pick Up: [Line]	 To put an outside or intercom call on hold: 1. Press [Hold]. To pickup a held call: 1. Press the held line button. 2. Lift the handset.
	Transferring a Call
(Tasa dan)	To pass an outside call to another extension:

[Transfer] + Ext. Number

1. Press [Transfer]. 2. Dial the extension to which you want the call transferred.

6

When someone answers, announce the call, then hang up. If no one answers or the call is refused, press the line button next to the winking green light to reconnect the caller.