

Quick Reference Guide For Partner ACS R2 – System Programming

System Programming – From extension 10 or 11 (Any MLS display phone) 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)

System Time (0000)

Dial #103
Dial time (HHMM) in 24-hour format

Transfer Return Rings (4)

Dial #105
Dial return rings (0-9), 0=No return

Rotary Dial Timeout (2)

Dial #108
1=4 sec, 2=8 sec, 3=12 sec
Each increment of 1 = 25msec

ASA Delay (2)

Dial #110
Dial ring delay (0-9)

DXD Delay (2)

Dial #112
Dial Ring Delay (0-9)

Outgoing Call Restriction Button (2)

Dial #114
1=Assigned, 2=Not assigned,
3=Select button

System Day (1)

Dial #102
Dial day (1-7, 1=Sun, 7=Sat)

Number of Outside Lines

Dial #104
Dial number of lines (01-19)

Recall Timer (18=450msec)

Dial #107
Dial recall interval (01-80)
Each increment of 1 = 25msec

Outside Conference Denial (1)

Dial #109
1=Allowed, 2=Disallowed

ASA Button (Ext. 10) (2)

Dial #111
1=Assigned to next available button
w/lights, 2=Not assigned,
3=Press button to custom assign

DXD Button (Ext. 10) (2)

Dial #113
1=Assigned to next available button
w/lights, 2=Not assigned, 3=Press
button to custom assign

Wake Up Service Button (2)

Dial #115
1=Assigned, 2=Not assigned,
3=Select button

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Call Coverage Rings (2)

Dial #116
Dial rings (1-9)

Ring On Transfer (1)

Dial #119
1=Active, 2=Not active

Caller ID Type (1)

Dial #122
1=USA, 2=Singapore

Backup Programming – Manual

Dial #124
Press **Enter** to begin backup

System Mode

Dial #198
Key = 8632851
Pool/Hybrid = 8632852
System will restart

Dial Mode (1)

Dial #201
Dial line number (01-19)
1=Touchtone, 2=Rotary

ASA Lines (2)

Dial #204
Dial line number (01-19)
1=Assigned, 2=Not assigned

Group Call Distribution (2)

Dial #206
Dial group number (1-6, 7 = VMS group)
Dial line number (01-19)
1=Assigned, 2=Not assigned, 3=VMS Cover

VMS Cover Rings (3)

Dial #117
Dial rings (1-9)

ASA Mode (1)

Dial #121
1=Hold, 2=Disconnect, 3=Ring a programmable button

Backup Programming – Auto (2)

Dial #123
1=Active, 2=Not active,
3=Backup alarm cleared

Restore Programming (1)

Dial #125
1=Manual MMDDYY,
2=Automatic MMDDYY
Press **Enter** to begin restore

Hold Disconnect Timer (09)

Dial #203
Dial line number (01-19)
00=None, 12=600msec (Each
increment of 01 = 50msec)

DXD Lines (2)

Dial #205
Dial line number (01-19)
1=Assigned, 2=Not assigned

Pool Line Assignment (2)

Dial #207
Dial line number (01-19)
1=No pool, 2=Main pool 880,
3=Pool 881, 4=Pool 882, 5=Pool 883

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Line Coverage Extension

Dial #208

Dial line number (01-19)

Dial extension (10-49)

Line Assignment

Dial #301

Dial extension (10-49)

Dial line number (01-19)

1=Assigned, 2=Not assigned

3=Select button

Language (1)

Dial #303

1=English, 2=Spanish, 3=French

Abbreviated Ring (1)

Dial #305

Dial extension (10-49)

1=Active, 2=Not active

Forced Account Code Entry (2)

Dial #307

Dial extension (10-49)

1=Assigned, 2=Not assigned

Intercom Dial Tone (1)

Dial #309

1=Regular, 2=Machine

External Hotline (2)

Dial #311

Dial extension (10-49)

1=Assigned, 2=Not assigned

Line Access Restriction (1)

Dial #302

Dial extension (10-49)

Dial line number (01-19)

1=No restriction, 2=Out only,

3=In only, 4=No access

Automatic Extension Privacy (2)

Dial #304

Dial extension (10-49)

1=Assigned, 2=Not assigned

Transfer Return Extension(*)

Dial #306

Dial extension (10-49)

Dial extension to which a transferred call will be returned (10-49)

* = Extension transferring call

Distinctive Ring (1)

Dial #308

Dial extension (10-49)

1=Active, 2=Not active

Automatic VMS Cover (2)

Dial #310

Dial extension (10-49)

1=Assigned, 2=Not assigned

Voice Interrupt On Busy (2)

Dial #312

Dial extension (10-49)

1=Assigned, 2=Not assigned

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Line Access Mode

Dial #313
Dial extension (10-49)
1=Pool (All except 10)
2=Key

Pool Access Restriction (1)

Dial #315
Dial extension (10-49)
Dial Pool Number (880-883)
1=No restriction, 2=Outgoing only,
3=Incoming only, 4=No access

Caller ID Log Answered Calls (2)

Dial #317
Dial extension (10-49)
1=Active, 2=Not active

Copy Settings

Dial #399
Dial source extension (10-49)
Dial target extension (10-49)

Outgoing Call Restrictions (1)

Dial #401
Dial extension (10-49)
1=No restriction, 2=Inside only,
3=Local only

System Password

Dial #403
Dial 4 digits to set password

Disallowed List Assignment (2)

Dial #405
Dial extension (10-49)
Dial list number (1-8)
1=Assigned, 2=Not assigned

Pool Extension Assignment

Dial #314
Dial Extension (10-49)
Dial Pool Access Code (880-883)
1=Assigned, 2=Not Assigned,
3=Select Button

Call Waiting (2)

Dial #316
Dial extension (10-49)
1=Assigned, 2=Not assigned

Caller ID Call Log Line Association

Dial #318
Dial extension (10-49)
Dial line number (01-19)

Toll Call Prefix (1)

Dial #402
1=0/1 + Area Code,
2=Area Code only

Disallowed Phone Number List

Dial #404
Dial list number (1-8)
Dial list entry (01-10)
Dial phone number (12 digits max.)
Press **Enter**

Emergency Phone Number List

Dial #406
Dial list entry (01-10)
Dial phone number (12 digits max.)
Press **Enter**

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Allowed Phone Number List

Dial #407
Dial list number (1-8)
Dial list entry (01-10)
Dial phone number (12 digits max.)
Press **Enter**

Forced Account Code List

Dial #409
Dial list entry (01-99)
Dial account code (Up to 6 digits)
Press **Enter**

Pickup Group Extensions (2)

Dial #501
Dial group number (1-4)
Dial extension (10-49)
1=Assigned, 2=Not assigned

Night Service Button (Extension 10 Only) (2)

Dial #503
1=Assigned to next available button w/lights
2=Not assigned
3=Press a button with lights to custom assign

Hunt Group Extensions (2)

Dial #505
Dial group number (1-6, 7 = VMS group)
Dial extension (10-49)
1=Assigned, 2=Not assigned

VMS Hunt Schedule (1)

Dial #507
1=Always, 2=Day only, 3=Night only

Fax Extension (2)

Dial #601
Dial extension (10-49)
1=Assigned, 2=Not assigned

Allowed List Assignments (2)

Dial #408
Dial extension (10-49)
Dial list number (1-8)
1=Assigned, 2=Not assigned

Star Code Dial Delay (0)

Dial #410
Dial delay in seconds (0-5),
6=Not active

Calling Group Extensions (2)

Dial #502
Dial group number (1-4)
Dial extension (10-49)
1=Assigned, 2=Not assigned

Night Service Group (2)

Dial #504
Dial extension (10-49)
1=Assigned, 2=Not assigned

VMS Hunt Delay (1)

Dial #506
1=Immediate, 2=Delayed

Music-On-Hold (1)

Dial #602
1=Active, 2=Not active

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Hotline

Dial #603
Dial hotline extension (**NOT** 10, or the first 2 extensions of any 206 or 308)
Dial alerted extension (10-49, or 70 for page)

Doorphone 2 Extension

Dial #605
Dial extension (Any except first 2 extensions of any 206 or 308)

AA Extensions (2)

Dial #607
Dial extension (10-49)
1=Assigned, 2=Not assigned

SMDR Top Of Page

Dial #609

SMDR Talk Time (2)

Dial #611
1=Active, 2=Not active

Contact Closure Operation Type (2)

Dial #613
Dial a contact closure (1-2)
1=1 sec. On, 2=3 secs. on,
3=5 secs. on, 4=Toggle

System Reset

Dial #728
All calls disconnected,
all programming saved

Doorphone 1 Extension

Dial #604
Dial extension (Any except first 2 extensions of any 206 or 308)

Doorphone Alert Extensions (1)

Dial #606
Dial extension (10-49)
1=No Alert, 2=Door 1 Alert,
3=Door 2 Alert, 4=Door 1&2 Alert

SMDR Record Type (1)

Dial #608
1=All calls, 2=Outgoing calls only

SMDR Output Format (1)

Dial #610
1=15 digits, 2=24 digits

Contact Closure Group (2)

Dial #612
Dial group number (1-2)
Dial extension (10-49)
1=Assigned, 2=Not assigned

Music On Hold Volume (4)

Dial #614
Dial volume (1-7)

System Initialization

Dial #989
Display “Restart – Defaults”
Dial 25327 (CLEAR)
System is returned to factory default

Quick Reference Guide For Partner ACS R2 – Centralized Programming

Centralized Programming – From extension 10 or 11 (Any MLS display phone) 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 **only** be changed in **Centralized Programming**. To program another extension, press the **Right Intercom** button. Dial **Feature 00** to end the programming session.

Automatic Line Selection (Do this procedure first before programming other features)

Dial extension (10-49)

Dial **

Press line or pool buttons in the order of desired selection. (To select intercom dial tone, press the **Left Intercom** button first, then press line or pool buttons in the order of desired selection.)

Dial ** to end

Line Ringing

Dial extension (10-49)

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

Immediate Ring = Steady light

Delayed Ring = Slow flashing light

No Ring = Fast fluttering light

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

Quick Reference Guide For Partner ACS R2 – Station Features

To program a feature to a station button follow one of the following procedures:

Station Programming (At the station being programmed)

Dial Feature 00

Press the button to be programmed

Press the **Feature** button, then dial a feature code listed below

Program another button, or dial **Feature 00** to end

Centralized Programming (At Station 10 or 11 Only)

Dial the extension (10-49) to be programmed

Press the button to be programmed

Press the **Feature** button, then dial a feature code listed below

Program another button, or dial **Feature 00** to end

Feature Codes

*Do Not Disturb = 01

Exclusive Hold = 02

Recall (Flash) = 03

Saved Number Redial = 04

Last Number Redial = 05

Conference Drop = 06

*Privacy = 07

Touchtone Enable = 08

Message Light On = 09

Message Light Off = 10

**Call Forwarding/Call Follow Me = 11

**Account Code Entry = 12

Manual Signaling = 13

Voice Mailbox Transfer = 14

*VMS Cover = 15

*Caller ID – Name Display = 16

*Caller ID Inspect = 17

*Voice Interrupt On Busy = 18

**Background Music = 19

**Call Coverage = 20

**Station Lock = 21

Caller ID Call Logging & Dialing = 23

**Contact Closure 1 = 41

**Contact Closure 2 = 42

*Requires a button with lights

**Button with lights recommended

Quick Reference Guide For Partner ACS R2 – Station Features

Additional Features

Enter **Station Programming**, or **Centralized Programming**

Press the button to be programmed

Call Pickup Individual = Press **Left Intercom**, dial 6, dial extension (10-49)

Call Pickup Group = Press **Left Intercom**, dial 66, dial group (1-4)

Direct Line Pickup – Active Line = Press **Left Intercom**, dial 68

Direct Line Pickup – Idle Line = Press **Left Intercom**, dial 8

Group Calling - Ring = Press **Left Intercom**, dial 7, dial group (1-4)

Group Calling – Voice = Press **Left Intercom**, dial *7, dial group (1-4)

Group Hunting – Ring = Press **Left Intercom**, dial 77, dial hunt group (1-6)

Group Hunting – Voice = Press **Left Intercom**, dial *77, dial hunt group (1-6)

Loudspeaker Paging = Press **Left Intercom**, dial 70

Simultaneous Paging = Press **Left Intercom**, dial *70

Extension Name Display

Enter **Station Programming**, or **Centralized Programming**

Press **Left Intercom**

Dial 2-digit code for each character

(MLS display = 12 characters limit, Partner display = 20 characters limit)

A = 21	N = 62	BLANK = 11
B = 22	O = 63	0 = 00
C = 23	P = 71	1 = 10
D = 31	Q = 72	2 = 20
E = 32	R = 73	3 = 30
F = 33	S = 74	4 = 40
G = 41	T = 81	5 = 50
H = 42	U = 82	6 = 60
I = 43	V = 83	7 = 70
J = 51	W = 91	8 = 80
K = 52	X = 92	9 = 90
L = 53	Y = 93	
M = 61	Z = 94	

Quick Reference Guide For Partner ACS R2 – Auto/Speed Dialing

Auto Dial – Inside (Station DSS/BLF)

Enter **Station Programming**, or **Centralized Programming**

Press the button to be programmed

Press the **Left Intercom** button

Dial an extension (10-49)

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 28 digits including special dialing characters)

Personal Speed Dial

Enter **Station Programming**, or **Centralized Programming**

Press the **Feature** button

Dial a 2-Digit Code (80-99)

Dial outside phone number (Up to 28 digits including special dialing characters.)

System Speed Dial (Note: NOT Done In System Programming)

At extension 10 or 11, dial **Feature** 00

Press **Feature** followed by a 3-digit speed dial code (600-699)

Dial phone number (Up to 28 digits including special dialing characters.)

Dial **Feature** 00 to end

Special Dialing Characters

Pause (1.5 Seconds) = Press **Hold** button

Recall (Flash) = Press **Spkr** button

Stop Dialing = Press **Mic** button

Touchtone Enable = Press **Transfer** button

Restriction Override = Dial * before the phone number

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