Quick Reference Guide For
Partner II R4.1 – System Programming

System Programming – From extension 10 or 11 (Any MLS or Partner 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 Day (1)
Dial #102
Dial day (1-7, 1=Sun, 7=Sat)

System Time (0000)
Dial #103
Dial time (HHMM) in 24-hour format

Number of Outside Lines
Dial #104
Dial number of lines (01-24)

Transfer Return Rings (4)
Dial #105
Dial return rings (0-9), 0=No return

Recall Timer (18=450msec)
Dial #107
Dial recall interval (01-80)
Each increment of 1 = 25msec

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

Outside Conference Denial (1)
Dial #109
1=Allowed, 2=Disallowed

ASA Delay (2)
Dial #110
Dial ring delay (0-9)

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

DXD Delay (2)
Dial #112
Dial ring delay (0-9)

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

Outgoing Call Restriction Button (2)
Dial #114
1=Assigned, 2=Not assigned,
3=Select button

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)

VMS Cover Rings (3)
Dial #117
Dial rings (1-9)

Ring On Transfer (1)
Dial #119
1=Active, 2=Not active

ASA Mode (1)
Dial #121
1=Hold, 2=Disconnect, 3=Ring

Dial Mode (1)
Dial #201
Dial line number (01-24)
1=Touchtone, 2=Rotary

Hold Disconnect Timer (1)
Dial #203
Dial line number (01-24)
1=Long (450msec), 2=Short (50ms)

ASA Lines (2)
Dial #204
Dial line number (01-24)
1=Assigned, 2=Not assigned

DXD Lines (2)
Dial #205
Dial line number (01-24)
1=Assigned, 2=Not assigned

Group Call Distribution (2)
Dial #206
Dial group number (1-6, 7 = VMS group)
Dial line number (01-24)
1=Assigned, 2=Not assigned, 3=VMS Cover

Pool Line Assignment (2)
Dial #207
Dial line number (01-24)
1=No pool, 2=Main pool 880,
3=Pool 881, 4=Pool 882, 5=Pool 883

Line Coverage Extension
Dial #208
Dial line number (01-24)
Dial extension (10-57)

Line Assignment
Dial #301
Dial extension (10-57)
Dial line number (01-24)
1=Assigned, 2=Not assigned
3=Select button

Line Access Restriction (1)
Dial #302
Dial extension (10-57)
Dial line number (01-24)
1=No restriction, 2=Out only,
3=In only, 4=No access

Language (1)
Dial #303
1=English, 2=Spanish, 3=French

Automatic Extension Privacy (2)
Dial #304
Dial extension (10-57)
1=Assigned, 2=Not assigned

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Abbreviated Ring (1)
Dial #305
Dial extension (10-57)
1=Active, 2=Not active

Transfer Return Extension(*)
Dial #306
Dial extension (10-57)
Dial extension to which a transferred
 call will be returned (10-57)
* = Extension transferring call

Forced Account Code Entry (2)
Dial #307
Dial extension (10-57)
1=Assigned, 2=Not assigned

Distinctive Ring (1)
Dial #308
Dial extension (10-57)
1=Active, 2=Not active

Intercom Dial Tone (1)
Dial #309
1=Regular, 2=Machine

Automatic VMS Cover (2)
Dial #310
Dial extension (10-57)
1=Assigned, 2=Not assigned

Emergency Telephone (2)
Dial #311
Dial extension (10-57)
1=Assigned, 2=Not assigned

Voice Interrupt On Busy (2)
Dial #312
Dial extension (10-57)
1=Assigned, 2=Not assigned

Line Access Mode
Dial #313
Dial extension (10-57)
1=Pool (All extensions except 10)
2=Key

Pool Extension Assignment
Dial #314
Dial extension (10-57)
Dial pool access code (880-883)
1=Assigned, 2=Not assigned
3=Select button

Pool Access Restriction (1)
Dial #315
Dial extension (10-57)
Dial pool number (880-883)
1=No restriction, 2=Outgoing only,
3=Incoming only, 4=No access

Call Waiting (2)
Dial #316
Dial extension (10-57)
1=Assigned, 2=Not assigned

Copy Settings
Dial #399
Dial source extension (10-57)
Dial target extension (10-57)

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Outgoing Call Restrictions (1)
Dial #401
Dial extension (10-57)
1=No restriction, 2=Inside only,
3=Local only

Toll Call Prefix (1)
Dial #402
1=0/1 + Area Code,
2=Area Code only

System Password
Dial #403
Dial 4 Digits To Set Password

Disallowed Phone Number List
Dial #404
Dial list number (1-4)
Dial list entry (01-10)
Dial phone number (12 digits max.)
Press **Enter**

Disallowed List Assignment (2)
Dial #405
Dial extension (10-57)
Dial list number (1-4)
1=Assigned, 2=Not assigned

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

Allowed Phone Number List
Dial #407
Dial list number (1-4)
Dial list entry (01-10)
Dial phone number (12 digits max.)
Press **Enter**

Allowed List Assignments (2)
Dial #408
Dial extension (10-57)
Dial list number (1-4)
1=Assigned, 2=Not assigned

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 (10-57)
1=Assigned, 2=Not assigned

Calling Group Extensions (2)
Dial #502
Dial group number (1-4)
Dial extension (10-57)
1=Assigned, 2=Not assigned

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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

Night Service Group (2)
Dial #504
Dial extension (10-57)
1=Assigned, 2=Not assigned

Hunt Group Extensions (2)
Dial #505
Dial group number (1-6, 7 = VMS group)
Dial extension (10-57)
1=Assigned, 2=Not assigned

VMS Hunt Delay (1)
Dial #506
1=Immediate, 2=Delayed

VMS Hunt Schedule (1)
Dial #507
1=Always, 2=Day Only, 3=Night Only

Fax Extension (2)
Dial #601
Dial extension (10-57)
1=Assigned, 2=Not assigned

Music-On-Hold (1)
Dial #602
1=Active, 2=Not active

Hotline
Dial #603
Dial hotline extension (**NOT** 10, 16, 22, 28, 34, 40, 46, or 52)
Dial alerted extension (10-57, or 70 for page)

Doorphone 1 Extension
Dial #604
Dial extension (12-15, 18-21, 24-27, 30-33, 36-39, 42-45, 48-51 or 54-57)

Doorphone 2 Extension
Dial #605
Dial extension (12-15, 18-21, 24-27 30-33, 36-39, 42-45, 48-51 or 54-57)

Doorphone Alert Extensions (1)
Dial #606
Dial extension (10-57)
1=No Alert, 2=Door 1 Alert,
3=Door 2 Alert, 4=Door 1&2 Alert

AA Extensions (2)
Dial #607
Dial extension (10-57)
1=Assigned, 2=Not assigned

SMDR Record Type (1)
Dial #608
1=All calls, 2=Outgoing calls only

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Dial #609

SMDR Output Format (1)
Dial #610
1=15 digits, 2=24 digits

SMDR Talk Time (1)
Dial #611
1=Active, 2=Not active

System Reset .
Dial #728
All calls disconnected,
All programming saved

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

Quick Reference Guide For
Partner II R4.1 – Centralized Programming

Centralized Programming – From extension 10 or 11(Any MLS or Partner 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 (10-57)
Dial **
Touch line or pool buttons in the order of desired selection. (To select intercom dial tone, touch the **Left Intercom** button first, then touch line buttons in the order of desired selection.)
Dial ** to end

Line Ringing
Dial extension (10-57)
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 II R4.1 – 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 extension 10 or 11 Only)
Dial Extension (10-57) 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

*Requires a button with lights
**Button with lights recommended

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Partner II R4.1 – Station Features

Additional Features
Enter **Station Programming,** or **Centralized Programming**
Press button to be programmed
Call Pickup Individual = Press **Left Intercom**, dial 6, dial extension (10-57)
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 II R4.1 – 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 (10-57)
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.)
      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
Dial **Feature** 00 to end

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