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The order number for these cards is 518-455-119. They are also available in order languages. To order, call the GBCS Publications Fulfillment Center at 1 800 457-1235 or 1 317 361-5353.

Note: Some features mentioned on these cards may not be supported on your system. To find out, check your *Installation and Use* guide.

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▼▼▼▼▼▼▼▼▼▼ *System Extensions* ▼▼▼▼▼▼▼▼▼▼

► *To use:* Press [Intercom] then Ext.

Name	Ext.	Name	Ext.

▼▼▼▼▼▼▼▼▼▼ *Ringing 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 Unique Line Ringing is active, all incoming outside calls ring as follows:

- Line 1—pattern described above.
- Line 2—ascending tone with dip.
- Line 3—descending tone.
- Line 4—mixed tone.

Outside calls transferred to your extension ring with the appropriate Unique Line Ringing pattern followed by two beeps.

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▼▼▼▼▼▼▼▼ **Hold, Transfer, and Conference** ▼▼▼▼▼▼▼▼

▶ **To put a call on hold:**

Press [Hold]. Anyone with the line can pick it up.

▶ **To pick up a held call:**

Press the button next to the winking green light.

▶ **To transfer an outside call:**

1. Press [Transfr].
2. Dial the extension number.
3. Announce the call.
4. Hang up.

▶ **To initiate a conference call:**

1. While on a call, press [Conf].
 2. Press an idle intercom or line button.
 3. Call another person.
 4. After the person answers, press [Conf] again.
 5. Hang up to end the conference call.
- You can add 2 people (3 total) to a conference call.
 - To drop the last person added to the call, press [Feature] [0] [6] or the Drop button if you have one.

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▼▼▼▼▼▼▼▼▼▼▼▼ *Calling Features* ▼▼▼▼▼▼▼▼▼▼▼▼

	PARTNER-18D/ PARTNER-18	PARTNER-6
Conference Drop	Drop Button	[Feature] [0] [6]
Group Paging	[Intercom] [★] [Z]	[Intercom] [★] [Z]
Last Number Redial	Last Number Redial Button	[Feature] [0] [5]
Music Access	[Intercom] [1] [5]	[Intercom] [1] [5]
Privacy	Privacy Button	Not Available
Recall	Recall Button	[Feature] [0] [3]

▼▼▼▼▼▼▼▼▼▼▼▼ *Auto Dial Numbers* ▼▼▼▼▼▼▼▼▼▼▼▼

- *To store a number for one-touch dialing:*
1. Press [Feature] [0] [0].
 2. Press a programmable Auto Dial button.*
 3. For:
 - Intercom Auto Dial, press left [Intercom] and dial the extension number.
 - Outside Auto Dial, dial the telephone number up to 20 digits.
 4. To store additional Auto Dial numbers, repeat Steps 2 and 3.
 5. Press [Feature] [0] [0] when you are done.

* On PARTNER systems, the four Auto Dial buttons without lights on PARTNER-18D phones are not operational.

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▼▼▼▼▼▼▼▼▼▼ *Telephone Buttons* ▼▼▼▼▼▼▼▼▼▼

► Press:

Auto Dial Button

[Conf]

Drop Button*

[Feature]

[Hold]

[Intercom]

Last Number
Redial Button*

Line Button

[Mic/HFAL]

Privacy Button*

Recall Button*

[Spkr]

[Transf]



► To:

Store a number; then dial it with one touch.

Add another person to your call.

Drop the last person added to your conference call.

Use System Speed Dial or store an Auto Dial number.

Put the current call on hold.

Answer or make a call to another extension.

Redial the last manually dialed outside number.

Answer or make an outside call.

Turn the microphone on and off. Leave on for Hards-Free Answer on Intercom.

Turn Privacy on (prevent joining) and off.

Get dial tone or use a phone company feature.



Dial and talk without lifting the handset.

Pass the current call to another extension.

Increase the ringer, speaker, handset, or Music Access volume.

Decrease the ringer, speaker, handset, or Music Access volume.

* PARTNER-18D and PARTNER-18 phones only.

† Press [★], then  or  to adjust display contrast.