Lucent Technologies
Bell Labs Innovations

PARTNER® II Communications System

PARTNER® Plus Communications System
Release 4.1

System Planner

Support Telephone Numbers
In the continental U.S., Lucent Technologies provides a toll-free customer hotline 24 hours a day. Customers can call the hotline at **1 800 628-2888** if they need assistance when programming or using the system.

Outside the continental U.S., customers should contact their Lucent Technologies Representative or local Authorized Dealer.

Contents

Introduction

Setup decisions for the PARTNER® II Communications System or PARTNER Plus Communications System should be recorded on the forms in this Planner. The forms **must be filled out before installation** to provide guidance for the technician who installs and programs the system.

The forms should also be used by the customer to record changes after installation, so there is an ongoing record of the programming for the system. If programming is inadvertently erased (for example, in the event of an extended power failure), the forms can be used to reprogram the system.

Identifying a System Manager

As part of the planning process, the customer should identify a person in the company to act as System Manager. The System Manager is the person who is responsible for the telephone system. The System Manager should work with you to fill out the forms, and should participate (with an alternate) in the training for the system. The System Manager can then provide training, answer questions for telephone users, and perform programming for the system after installation.

Filling Out Planning Forms for the Customers

The planning forms were designed to be as self explanatory as possible. The first few times you fill out the forms, it may help to refer to the supplemental instructions on the pages that follow. For detailed information about system features, see the PARTNER II or PARTNER Plus Communications System *Programming and Use* guide.

We suggest you complete the forms as follows:

1. Fill out Form A (to describe the customer's overall system configuration) and Form B1 (to record basic information for each system extension). If you want to customize extension settings for different users, complete Form B2 as well.

   NOTE: For system options that require programming, the forms show the name of the procedure and the programming code in the form *{#NNN}* (for example, **Line Assignment {#301});** centralized programming procedures for individual extensions are identified by the letters **{CTP}** for "Centralized Telephone Programming" (for example, **Line Ringing {CTP}).**

2. Provide advice to help the customer fill out any additional forms needed for installation.

   - If button features should be programmed onto users' telephones centrally (instead of letting users do it themselves), the desired button programming should be specified using the appropriate telephone templates or feature checklists on Form C1 through Form C8.

   - If the customer plans to use dialing restrictions, Form D should be used to specify a list of Emergency Phone numbers that will override restrictions. Form D can also be used to specify lists of Disallowed and Allowed numbers to fine tune the dialing capabilities for individual extensions, to identify External Hotline phones that dial a specified telephone number as soon as the handset is lifted, and to specify up to 99 account codes for account code verification.

   - If the customer wants System Speed Dial numbers programmed that will be available to all system users, Form E should be filled out.

After the forms are completed, take the original and leave a copy with the customer.

Customer Training

In the U.S., a Lucent Technologies representative will provide training at the customer's place of business when the system is installed and programmed. (Outside the U.S., customers should contact their Lucent Technologies Representative or local Authorized Dealer for information about training.) The representative will demonstrate how to:

- Handle calls and use system features
- Program features and phone numbers onto phone buttons
- Change the programming for the system and for individual telephones
- Use the *Quick Reference* cards and the *Programming and Use* guide

To prepare for training, please tell the customer to:

- Set aside approximately two hours of **uninterrupted** time for training on installation day, preferably in a quiet place away from distractions.
- Designate one person (generally the System Manager) and an alternate to participate in the training. These persons will then train the rest of the company staff.

This training will ensure that the customer takes maximum advantage of their new Lucent Technologies system. Thank you for your cooperation.

Form A Supplemental Instructions: System Configuration

Salesperson completes items 1–12.
Sales Support Representative completes items 13–15.

6. Configure Hardware for Hybrid Mode

For PARTNER II systems only, check "Yes" if the customer wants line pooling capabilities; otherwise check "No."

By default, the system is configured for Key mode. Changing to Hybrid mode requires Lucent Technologies Authorized Personnel to modify the processor module at installation.

IMPORTANT: In some jurisdictions in the U.S., a PARTNER II system installation for Hybrid mode requires Federal Communications Commission (FCC) registration information to be reported to the customer's local telephone company. This includes the system's operating mode (MF for Hybrid mode) and its FCC registration number, which can be found on the right side of the primary carrier. Although it is the customer's responsibility to report FCC registration information, it is highly recommended that you report this information for the customer.

8. System Lines

Enter information about individual lines in the table. Be sure to list the lines assigned to *all* extensions first, followed by personal and dedicated lines.

Write R if Rotary (Dial Pulse) Line {#201}

Leave blank for touch-tone lines.

Hybrid Mode Only—Write auxiliary pool 881, 882, 883, or No Pool {#207}

(PARTNER II system only) The default for Hybrid mode is all lines assigned to the main pool (880). To create auxiliary pools, specify the auxiliary pool access code 881, 882, or 883. To identify lines that can be assigned to pooled extensions as individual lines, write "No Pool."

Line Coverage—You can select one per line

If desired, identify an automated answering option for incoming calls on each line. (If all calls on a line should be covered by a human operator, leave all line coverage columns blank for that line.) To avoid confusing callers, **it is recommended that *only* one of the *AA, DXD,* or *VMS-AA* options be used to handle incoming calls throughout the system.**

AA	*Automated Attendant service by PARTNER Attendant,* which must be purchased separately.
DXD	*Direct Extension Dialing (PARTNER II system only)* lets callers dial extensions without waiting for the receptionist.
VMS-AA	*Automated Attendant service of PARTNER MAIL™ or PARTNER MAIL VS™,* which must be purchased separately. If the receptionist does not answer an incoming call, VMS-AA lets the caller select an extension or route. Programmed using option 1 of Group Call Distribution {#206} for Hunt Group 7.
ASA	*Automatic System Answer (PARTNER II system only)* plays a recorded message, then places the call on hold, disconnects the call, or continues to ring available extensions.
Hunt Group	*Hunt Group* sends incoming calls directly to an extension in the specified group 1–6. Programmed using option 1 of Group Call Distribution {#206}.
VMS-Mail	*Voice Mail coverage of personal line by PARTNER MAIL or PARTNER MAIL VS,* which must be purchased separately. Sends unanswered incoming calls directly to the line owner's mailbox.

NOTE: You can use option 3 of Group Call Distribution {#206} *or* Line Coverage Extension {#208} to specify VMS-Mail lines for ownership. With the #206 option, calls are routed to the user's voice mailbox after four rings. The #208 option provides more flexibility because calls are routed after the number of rings specified with VMS Cover Rings {#117}, if the extension has VMS Cover on. The user also can turn on Do Not Disturb to send calls on the owned line immediately to VMS coverage.

Write Ext. No. for Call Cover {#208}

(PARTNER II system only) If the customer wants a user who has a personal or individual line to be able to activate Call Coverage for that line, identify that user's extension number in this column. Programmed using Line Coverage Extension {#208}.

NOTE: Only one owner can be assigned to a specific line. However, multiple lines can be assigned ownership to the same extension.

Write User's Name for Personal or Owned Line
or Identify Equipment for Dedicated Line

For a personal, owned, or dedicated line, write the user name or equipment description (for example, "Fax"); otherwise, leave blank. (If another user provides backup call coverage on the line, note the name of that user in parentheses.) Use Form B2 to record custom extension assignments.

Check if Caller ID Service

(PARTNER II system only) Check this column to indicate lines on which local telephone company Caller ID service is provided. For dial-code features that support this service, see Form C.

9. System Settings

Receptionist answers calls during business hours?
If "Yes," be sure to record settings on these forms that will allow the receptionist to answer the phone before automatic coverage is applied.

Number of Lines {#104}
This programming procedure should be used *only* for installation—using it later erases custom settings for *all* extensions. After installation, use Line Assignment {#301} to assign lines and, for PARTNER II systems only, Pool Extension Assignment {#314} to assign lines to pools.

Transfer Return Rings {#105}
The transfer return extension is identified on Form B1, Write Transfer Return Ext. No. {#306}.

Outside Conference Denial {#109}
To prevent *all* users from conferencing with more than one outside party, write "No" in the space provided.

Call Coverage Rings {#116}
(PARTNER II system only) Covered extensions are identified on Form A, Write Ext. No. for Call Cover {#208}.

VMS Cover Rings {#117}
This feature applies to all intercom calls, transferred calls (that is, outside calls transferred by VMS-AA and inside transferred calls), and outside calls on owned lines (those specified using Line Coverage Extension {#208}) for extensions that have VMS Cover or Automatic VMS Cover {#310} active.

Ring on Transfer {#119}
If Ring on Transfer is Not Active, callers hear silence unless Music on Hold is activated and an audio source is connected to the processor module.

Toll Call Prefix {#402}
If dialing a "0" or "1" to make long distance calls is *not* required, write "No" in the space provided.

System Password {#403}
Whoever knows the password can place any type of call at any time, regardless of dialing restrictions.

NOTE: If a System Password is programmed, it must be entered to turn Night Service on and off. Also, users at Night Service Group extensions must enter the password before placing outside calls—except Marked System Speed Dial numbers and numbers on the Emergency Phone Number List.

Music on Hold {#602}
If Music on Hold is Not Active or no audio source is connected, callers on hold hear silence.

10. Line Coverage

DXD
If DXD was specified in Item 8, you can change the number of times that the phone should ring before the system answers. You must specify the message callers hear when the system answers. Be sure to specify a Direct Extension Dial Button {#113} for extension 10 on Form C to activate this feature.

VMS-AA
If VMS-AA was specified in Item 8, you can change the number of times that the phone should ring before the voice messaging system answers. You also can specify that the system should answer only when Night Service is off (Day only) or when Night Service is on (Night only). If Day only or Night only is selected, be sure to specify a Night Service Button {#503} for extension 10 on Form C to activate this feature.

ASA
If ASA was specified in Item 8, you can change the number of times that the phone should ring before the system answers and indicate how the system should handle the call after the greeting plays. You must specify the message callers hear when the system answers. Be sure to specify an Automatic System Answer Button {#111} for extension 10 on Form C to activate this feature.

11. Auxiliary Equipment (System)

Check boxes that apply for auxiliary equipment connected to the control unit or to system wiring. All appropriate hardware and software must be purchased separately.

Battery Backup

In some countries, battery backup is available to allow the customer to connect an external battery to keep the complete system operational during a commercial power failure. If it is available and the customer wants battery backup, check this box.

Caller ID Devices

If the customer wants to connect a Caller ID device (such as a PC to process Caller ID information) directly to a system line, check this box. A separate wiring run is required to connect each device directly to the network interface jack for a line.

Loudspeaker Paging

If the customer wants a loudspeaker paging system, check this box. If the loudspeaker paging system supports multiple zones, indicate the number of zones.

Magic on Hold

If the customer wants Magic On Hold, check this box. Magic On Hold does not require a license.

Uninterruptible Power Supply

If the customer cannot afford to lose full communications capability during power outage, an uninterruptible power supply (UPS) should be ordered.

SMDR

If the customer wants to track phone usage in a printed report, check this box. Before changing SMDR Output Format {#610} to 24 digits, check the documentation for the call accounting device to verify that 24-digit output is supported.

Form B1 Supplemental Instructions: System Extensions

This form provides basic information for each system extension. To customize line restrictions or other extension settings, you must also use Form B2.

Write Name/Description

Write a user name or a description for auxiliary equipment (such as "Fax," "VMS," or "Conference Room") to be installed at the extension. If system display phones should show the name/description of the caller for internal calls, write the 20 characters you want to display, check the Check if Ext. Name Display {CTP} column, and complete Form B1, page 3 of 4 and page 4 of 4. (Note that MLS-model phones display only 12 characters.)

Identify Telephone Attached to this Extension

Check the appropriate column to indicate the type of phone.

If a system and standard phone are combined on an extension, check the two appropriate Identify Telephone columns. If a phone and an auxiliary device are combined on the extension, check the appropriate Identify Telephone and Identify Auxiliary Equipment columns.

Identify Auxiliary Equipment Attached to this Extension

Except as noted, check the appropriate column to indicate the type of auxiliary equipment.

Call Waiting {#316}

(Standard phones only) By default, the system's Call Waiting feature is set for Not Active. To change the default, check extensions with standard phones that are to receive a tone while on a call to indicate a second incoming call.

External Hotline {#311}

Check the extensions to be used as External Hotlines. Specify the telephone number that is dialed automatically from each External Hotline on Form D.

Hotline {#603}

Write "Hotline" in the Write Name/Description column and write "T" for touch-tone or "R" for rotary in the Standard column (under Identify Telephone) to indicate the phone type. (A hotline extension should have a standard touch-tone or rotary phone; a hotline alert extension can have any phone type.)

PARTNER MAIL

Check the 2 or 4 extensions used to connect the PARTNER MAIL system and write "VMS" in the Write Name/Description column.

NOTE: In addition to the VMS extensions, you must specify an extension (with no lines assigned) where a remote maintenance device is installed. Write "VMS-RMD" in the Write Name/Description column.

These VMS extensions should be checked on Form B2, Identify Group Assignments, VMS Only. They must be assigned to Hunt Group 7 using Hunt Group Extensions {#505}.

PARTNER MAIL VS

Check the 2 extensions used for PARTNER MAIL VS and write "VMS" in the Write Name/Description column. Note that the PARTNER MAIL VS module is installed in a control unit slot, and so takes up 6 extensions. Only the bottom 2 extensions, however, answer VMS calls—the other 4 can be used as guest mailboxes.

These VMS extensions should be checked on Form B2, Identify Group Assignments, VMS Only. They must be assigned to Hunt Group 7 using Hunt Group Extensions {#505}.

Extra Alert

Check the extensions to which an extra alert, such as a light or bell, is connected.

IROB

Check the extensions to which an In-Range Out-of-Building protector is connected to prevent electrical surges.

AA Extension {#607}

Check the extensions to which PARTNER Attendants are connected.

Write Transfer Return Ext. No. {#306}

By default, a transferred call returns to the originating extension if the call is not picked up. To specify a different transfer return extension, write the extension number in this column. For extensions to which you are connecting a PARTNER MAIL system, PARTNER MAIL VS system, or PARTNER Attendant, indicate a transfer return extension—usually extension 10—where a person can pick up calls that are transferred by the VMS or AA extension but not answered.

If DXD line coverage is used (see Form A), you also should specify a transfer return extension for extension 10 to provide backup coverage for calls that are not answered at extension 10 or at an extension that the caller selects.

Form B2 Supplemental Instructions: Customized Extension Settings

Each row on Form B2 specifies settings—including group assignments—that can be copied to other extensions using Copy Settings {#399}. Default settings are shown at the top of Form B2.

Settings for Auxiliary Equipment
The following settings may be useful for auxiliary equipment:

- For a dedicated line (such as a Fax line, see Form A), assign the line to the equipment extension and remove it from other extensions.

- To prevent other extensions from interrupting calls, write "A" (Assigned) in the Automatic Extension Privacy {#304} column.

- In general, do not assign auxiliary equipment extensions to a Pickup Group, Calling Group, Hunt Group, or Night Service Group.

Identify Extension Settings if Different from Default

For each extension, identify extension settings that are different from the default.

Display Language {#303}
(System display phones only) Indicate the language for display messages if different from English.

Automatic Extension Privacy {#304}
By default, any user sharing a line can join calls at another extension (Privacy is Not Assigned). If all calls are to be private, write "A" (Assigned) in this column. *Always use this feature for Fax and modem extensions.*

Abbreviated Ringing {#305}
(System phones only) By default, a new call rings only *once* when a phone is in use (Abbreviated Ringing is Active); the line button light flashes until the call is answered or the caller hangs up. To change the default so a new call rings *repeatedly,* write "NA" (Not Active) in this column.

Forced Account Code Entry {#307}
(System phones only) If a user should be required to enter an account code before placing an outside call, write "A" (Assigned) in this column.

Distinctive Ring {#308}
(Standard devices only) By default, outside, intercom, and transferred calls each have their own ringing pattern (Distinctive Ringing is Active). To change the default so that all calls ring the same, write "NA" (Not Active) in this column.

Automatic VMS Cover {#310}
If PARTNER MAIL or PARTNER MAIL VS is installed and an extension should automatically be covered when its calls are not answered, write "A" (Assigned) in this column. To program a VMS Cover button to turn coverage on and off at an extension, see Form C.

Voice Interrupt on Busy {#312}
(System phones only) To identify an extension as being eligible for intercom calls while busy with another intercom or outside call, write "A" (Assigned) in this column.

Line Access Mode {#313}
(PARTNER II system only) If the system has been set up for Hybrid mode, all extensions (except 10) operate as pooled extensions by default. To identify extensions that are to operate as key extensions, write "K" (Key) in this column. Extension 10 always operates as a key extension.

Hybrid Mode Only—List individual lines {#301}
For pooled extensions, list line numbers to identify individual lines to be assigned to extensions. By default, all lines are assigned to extension 10.

Line Ringing {CTP}

The default is immediate ringing for all individual lines at all extensions. For pools, the default is no ring. For each extension, specify the lines or pools that should ring immediately, after a delay (about 20 seconds), or that should not ring. Also specify the lines or pools that should *not* be assigned.

Settings for a Receptionist's Extension
If a receptionist at extension 10 is to answer calls, coordinate line assignments and line ringing for extension 10 with settings for other extensions, to determine how incoming calls are handled.

- If the receptionist is to answer all calls **(immediate call handling),** assign all lines to extension 10 with immediate ringing; assign lines or pools as needed to other extensions with no ringing. The receptionist will answer all calls and transfer them to the appropriate extensions. If you want another extension to provide backup coverage for the receptionist, assign all lines to that extension with delayed ringing.

  In Hybrid mode, immediate call handling is the factory setting for extension 10. (Lines are assigned to individual line buttons on the phone at extension 10 and all pools assigned to users' extensions are set to no ring.)

- If the receptionist is to answer calls only when users do not pick up immediately **(delayed call handling),** set lines or pools to immediate ringing at users' extensions and to delayed ringing at extension 10.

Identify Restrictions/Permissions

Specify restrictions and permissions for each extension.

Line Access Restriction {#302} or
Pool Access Restriction {#315}

By default, access to all lines and pools is set to No Restriction. To change the default, write the line numbers or pool access codes in the appropriate columns, as follows:

Outgoing only – User can place outside calls and receive only transferred calls on specified line or pool.

Incoming only – User cannot place outside calls but can receive calls on specified line or pool.

No Access – User cannot place or receive outside calls on specified line or pool (but can receive transferred calls, pick up calls on hold, or join calls in Key mode and on key extensions in Hybrid mode).

NOTE: Pool Access Restriction for key extensions in Hybrid mode is set to No Access.

Outgoing Call Restriction {#401}

Write "IN" or "LOC" to indicate restrictions for all outgoing calls on all lines at that extension, as follows:

IN – User can make only intercom calls to other system extensions.
LOC – User can make only intercom and local outside calls (no calls that require a "0" or "1" prefix).

Any available outside lines can still be used to dial numbers on an Allowed Phone Number List assigned to the extension, numbers on the Emergency Phone Number List, or Marked System Speed Dial numbers.

Identify Group Assignments

To assign extensions to any of the following groups (each extension can be in one or more groups), write the group number or place a check mark in the appropriate columns.

Pickup Group Extensions {#501}

Any extension can answer an intercom, transferred, or outside call ringing at an extension in the Pickup Group, without knowing which extension is ringing and without being in the group. Do not put PARTNER MAIL or PARTNER MAIL VS extensions in a Pickup Group.

Calling Group Extensions {#502}

A user can ring or page (voice signal) all extensions in a Calling Group simultaneously or transfer a call by ringing the group. Once an extension answers, the ringing or paging stops at the other extensions in the group. Do not assign extensions connected to auxiliary equipment, PARTNER MAIL, PARTNER MAIL VS, or External Hotlines to a Calling Group.

If a loudspeaker paging system is connected and Simultaneous Paging is desired, put all desired system phones with speakers in Calling Group 1.

NOTE: When the user voice signals an extension that has a system phone, the phone beeps and the user's voice is heard through its built-in speaker. System phones are the only ones that can be voice signaled.

Hunt Group Extensions 1–6 {#505}

Calls can ring or be transferred to the first non-busy extension in a Hunt Group. A call rings at an extension in a Hunt Group three times; if it is not answered, it hunts to the next non-busy extension, continuing until someone answers or the caller hangs up. (If you voice signal a Hunt Group, only the first extension is signaled; the call does not keep hunting if there is no answer.) Incoming calls on specific lines can be directed to a Hunt Group using Group Call Distribution {#206}. Do not put PARTNER MAIL or PARTNER MAIL VS extensions in Hunt Groups 1–6.

VMS Only (Hunt Group 7)

For extension where PARTNER MAIL or PARTNER MAIL VS is connected, check this box to assign the extension to Hunt Group 7. The system recognizes any extensions assigned to Hunt Group 7 as Voice Mail Service (VMS–either PARTNER MAIL or PARTNER MAIL VS) extensions. Do not assign any extensions other than VMS extensions to Hunt Group 7. Also, do not assign PARTNER MAIL or PARTNER MAIL VS extensions to any other Hunt Groups, to any Calling or Pickup Groups, or to the Night Service Group.

Night Service Group Extensions {#504}

Check this box if the extension should be in the Night Service Group. When Night Service is on, incoming calls on assigned lines or pools ring *immediately* at the extensions in the Night Service Group, even if Line Ringing for those extensions is set for "delayed ring" or "no ring." Do not put PARTNER MAIL or PARTNER MAIL VS extensions in the Night Service Group.

Form C Supplemental Instructions: Button Templates

There are eight pages to Form C—one page for each type of system phone and one page for an Intercom Autodialer. Use Form C to record line and pool button assignments and to indicate programming for system telephone buttons that do not have lines or pools assigned if the programming is to be performed from extension 10 or 11 during system installation. After installation, users can program additional features using the instructions on their *Quick Reference* cards.

A telephone button can be programmed as a *line button* (to access an outside line), as a *pool button* (to access a pool), as an *Auto Dial button* (to dial a phone number or a PBX/Centrex feature access code with one touch), or as a *dial-code feature button* (to access a dial-code feature with one touch). Line and pool buttons must have status lights; some features also require buttons with lights (see "Button Feature Summary").

Using the information from Line Ringing and Line/Pool Access Restriction on Form B2, fill out Form C as follows:

- Make as many copies of each page of Form C as you need. Where line, pool, and other button assignments are identical for two or more phones of the same type, you can use one copy of the form and indicate the extension numbers sharing the programming in the space provided at the bottom of the form.

- Use either the button template (to record the exact location of buttons and the programming assigned to them) or the Check Desired Features checklist (to identify features to be programmed), or both. By default, lines are assigned to buttons in the following order:

PARTNER-34D Telephone

21	22	23	24		
17	18	19	20		
13	14	15	16		
7	8	9	10	11	12
1	2	3	4	5	6

PARTNER-18D and PARTNER-18 Telephones

13	14	15	16
9	10	11	12
5	6	7	8
1	2	3	4

PARTNER-6 Telephone

3	4
1	2

MLS-34D Telephone

21	22	23	24
17	18	19	20
13	14	15	16
9	10	11	12
5	6	7	8
1	2	3	4

MLS-18D, MLS-12D, and MLS-12 Telephones

13	14	15	16
9	10	11	12
5	6	7	8
1	2	3	4

NOTE: On MLS-12D and MLS-12 telephones, only buttons 1 through 10 have lights and can have lines assigned.

MLS-6 Telephone

1	2	3	4

In Hybrid mode, the main pool (880) is assigned to the two leftmost buttons on the bottom row (shown with ★ on Button Template forms) of all pooled extensions; the location of these buttons cannot be changed. However, the main pool can be removed from extensions, in which case the buttons are available for other line, pool, Auto Dial, or dial-code feature assignments.

Lines also can be assigned to auxiliary pools (881, 882, or 883) and these auxiliary pools can be assigned to any buttons with lights.

- Indicate the order in which a line or pool is selected when the user lifts the handset or presses ⌈ *Spkr* ⌉ to place a call without first pressing a line or pool button (Automatic Line Selection) *if* the order is to be different than the default (key extensions: outside lines in ascending numerical order followed by intercom; pooled extensions: main pool button 1, button 2, intercom).

Intercom Autodialer

The buttons on the Intercom Autodialer are automatically programmed as
Intercom Auto Dial buttons for all system extensions in the following order:

**(PARTNER II
system only)**

10	22	34	46
11	23	35	47
12	24	36	48
13	25	37	49
14	26	38	50
15	27	39	51
16	28	40	52
17	29	41	53
18	30	42	54
19	31	43	55
20	32	44	56
21	33	45	57

You can program the buttons to ring, voice signal, or manually signal; and you
can change the order. Only one button (on both the phone and
Intercom Autodialer) can be programmed for each extension.

Example Templates

These examples show a PARTNER-34D telephone, PARTNER-CA48 Intercom Autodialer programmed for a PARTNER II system receptionist, and a PARTNER-18 telephone programmed for a PARTNER II system in Hybrid mode for a user at a pooled extension. Buttons that are not used for lines or pools have dial-code features. (The abbreviations are explained in "Button Feature Summary" beginning on page 11.) The 34-button telephone has 18 lines

assigned, and the Intercom Autodialer is programmed with Intercom Auto Dial and Manual Signaling buttons for 45 extensions; the order of extensions has been changed to begin with extension 11 on the top left button. The user's 18-button telephone has the main pool, an auxiliary pool, and 2 individual lines assigned; the other 11 buttons are used for Intercom Auto Dialing and dial-code features.

NOTE: Shaded areas indicate features that are available only on a PARTNER II system.

PARTNER-34D Telephone

PARTNER-18 Telephone

PARTNER-CA48 Intercom Autodialer

Button Feature Summary

This section lists button features in order by feature type and feature name. For each feature, the first line shows the following information:

- The name of the feature.

- Whether a button with lights is required (⛭) or recommended (■).

- An abbreviation that can be entered on the Form C templates.

- The entries needed to program the feature on a button. Some features can include a two-digit extension number (shown as xx) or a single-digit group number (shown as g).

Extension 10 Features

These features can be assigned only to the phone at extension 10. Auto dialing and dial-code features can also be used at extension 10; of particular interest are the Intercom Auto Dialing and Manual Signaling features, which use button lights to show extension calling activity.

Automatic System Answer Button   ⛭   **ASA**   {#111}
(PARTNER II system only) Turns Automatic System Answer on and off. When the feature is on, a call that is not answered by the receptionist is answered by the system; the system plays a brief message, then places the call on hold, continues to ring all extensions that have the line, or disconnects the call. To use Automatic System Answer, extension 10 must be programmed with an ASA button.

Direct Extension Dial Button   ⛭   **DXD**   {#113}
(PARTNER II system only) Turns Direct Extension Dial on and off. When the feature is on, a call that is not answered by the receptionist is answered by the system; the system plays a brief message, then lets the caller dial an extension number or wait for the receptionist. To use Direct Extension Dialing, extension 10 must be programmed with a DXD button.

Night Service Button   ⛭   **NightSvc**   {#503}
Turns Night Service on and off. Phones in the Night Service Group ring immediately when the feature is active, regardless of normal ringing. To use Night Service, extension 10 must be programmed with a Night Service button. Night Service Group extensions should be identified on Form B2.

Outgoing Call Restriction Button   ⛭   **OCR**   {#114}
Allows the user at extension 10 to change the outgoing call restriction for a particular extension. An Auto Dial button with lights must be programmed for each extension to be changed.

Wake Up Service Button   ⛭   **Wake**   {#115}
Allows the user at extension 10 to schedule an intercom call to a target extension at a designated time. If Music on Hold {#602} is active, music is played when the phone is answered; otherwise, nothing is heard.

Auto Dialing Features

Auto Dial numbers can include the digits $\lceil 0 \rceil - \lceil 9 \rceil$, $\lceil * \rceil$, $\lceil \# \rceil$, and special functions that you store by pressing $\lceil Hold \rceil$ (Pause), $\lceil Mic/HFAI \rceil$ (Stop), $\lceil Spkr \rceil$ (Recall), and $\lceil Transfr \rceil$ (Touch-tone Enable). To store an intercom number, you must press the left $\lceil Intercom \rceil$ button before entering the extension number. Only one Auto Dial number for an extension can be stored on the buttons available at an extension for both the phone and Intercom Autodialer.

Auto Dialing (Outside Phone Number)   *xxx-xxxx*
Places a call to an outside telephone number. Outside telephone numbers can be up to 28 digits. If a dial-out code is required to dial outside numbers (for example, on PBX or Centrex lines), include it in the stored number followed by pauses, if necessary.

Auto Dialing (PBX/Centrex Feature Code)   *xxx* (NAME)
Dials a PBX/Centrex feature code. To program the button so the user can access the feature while on a call, specify "R" on Form C before the feature code, and include the Recall signal on the Auto Dial button.

Fax Management   ■   **Fax-*xx*** $\lceil Intercom \rceil x x$
Transfers calls to the fax machine at the designated extension with one touch. If on a button with lights, the lights show when the fax is busy or when it is having trouble and not answering—for example, when it is out of paper.

Intercom Auto Dialing—Ring   ■   **Ext-*x x*** $\lceil Intercom \rceil x x$
Places a ringing intercom call to an extension, or transfers a call. If on a button with lights, the lights show calling activity at the destination extension.

Intercom Auto Dialing—Voice Signal   ■   **ExtVS-*x x*** $\lceil Intercom \rceil \lceil * \rceil x x$
Places a voice-signaled intercom call to the extension's phone speaker, or transfers a call with a voice-signaled announcement. If on a button with lights, the lights show calling activity at the destination extension.

Manual Signaling—Ring ■ **MS-**xx ⌈*Feat*⌉⌈*1*⌉⌈*3*⌉xx

Beeps the designated extension. If the user presses ⌈*Intercom*⌉ first, pressing the button places a ringing intercom call to the extension, or transfers a call. If on a button with lights, the lights show calling activity at the destination extension.

Manual Signaling—Voice Signal ■ **MSVS-**xx ⌈*Feat*⌉⌈*1*⌉⌈*3*⌉⌈*⋆*⌉xx

Beeps the designated extension. If the user presses ⌈*Intercom*⌉ first, pressing the button places a voice-signaled intercom call to the extension, or transfers a call with a voice-signaled announcement. If on a button with lights, the lights show calling activity at the destination extension.

Dial-Code Features

Account Code Entry ■ **ACE** ⌈*Feat*⌉⌈*1*⌉⌈*2*⌉

Allows the user to enter an account code for a call by pressing the button, entering up to 16 digits for the account code, then pressing the button again. If on a button with lights, the lights show when the feature is in use.

Background Music ■ **Music** ⌈*Feat*⌉⌈*1*⌉⌈*9*⌉

Turns background music on and off at the speaker of an idle system phone. If on a button with lights, the lights show when the feature is in use.

Call Coverage ■ **Cover-**xx xx ⌈*Feat*⌉⌈*2*⌉⌈*0*⌉xx xx

(PARTNER II system only) Directs all intercom, transferred, and outside calls on lines assigned ownership to the designated extension. You may program originating and covering extension numbers on the button. If on a button with lights, the lights show when the feature is in use.

Call Forwarding/Call Follow-me ■ **CF-**xx xx ⌈*Feat*⌉⌈*1*⌉⌈*1*⌉xx xx

Forwards all calls to the designated extension. Unless Do Not Disturb is on, phone beeps once each time a call is forwarded. You may program originating and destination extension numbers on the button. If on a button with lights, the lights show when the feature is in use.

Call Park **Park** ⌈*Intercom*⌉xx

Parks a call at a specific extension so it can be picked up from any other extension.

Call Pickup **Pickup-**xx ⌈*Intercom*⌉⌈*6*⌉xx

Picks up a ringing or parked call at the designated extension.

Caller ID Inspect ☼ **ID-Inspect** ⌈*Feat*⌉⌈*1*⌉⌈*7*⌉

(PARTNER II system only) When a user at a display phone is already on a call, this feature shows Caller ID information for another line (if Caller ID information is available on that line), without disconnecting the current call or putting it on hold. When the feature is active, the button light is on.

Caller ID Name Display ☼ **ID-Name** ⌈*Feat*⌉⌈*1*⌉⌈*6*⌉

(PARTNER II system only) When a user at a display phone is on a call on a line that has Caller ID information available, this feature lets the user switch between the caller's telephone number (the default display) and the caller's name (if available). When the feature is active—indicating that the caller's name should be displayed—the button light is on.

Conference Drop **Drop** ⌈*Feat*⌉⌈*0*⌉⌈*6*⌉

Drops the last outside party added to a conference call.

Direct Line Pickup—Active Line **DLPA** ⌈*Intercom*⌉⌈*6*⌉⌈*8*⌉

Allows the user to access a ringing, active, or held call on a line that is not assigned to the extension. Direct Line Pickup is subject to Line Access Restrictions programmed for the extension.

Direct Line Pickup—Idle Line **DLPI** ⌈*Intercom*⌉⌈*8*⌉

Allows the user to access an idle (non-busy) line that is not assigned to the extension. Direct Line Pickup is subject to Line Access Restrictions programmed for the extension.

Do Not Disturb ☼ **DND** ⌈*Feat*⌉⌈*0*⌉⌈*1*⌉

Prevents calls from ringing at the extension. When the feature is active, the button light is on. Intercom calls get a busy signal, and outside callers hear ringing. Use only if someone else answers the extension's outside calls.

If VMS Cover and Do Not Disturb are both active, intercom, transferred, and outside calls on owned lines go directly to the extension's voice mailbox. If Call Coverage and Do Not Disturb are both active, intercom, transferred, and outside calls on lines assigned ownership go directly to the covering extension.

Exclusive Hold **ExHold** ⌈*Feat*⌉⌈*0*⌉⌈*2*⌉

Places a call on hold and prevents other extensions with the line from picking it up.

Group Calling—Page **GCallP-**g ⌈*Intercom*⌉⌈*⋆*⌉⌈*7*⌉g

Places a voice-signaled intercom call to all extensions in the designated Calling Group (no transfer capability). The caller is connected to the first extension that answers. g = 1–4

Group Calling—Ring **GCall-**g ⌈*Intercom*⌉⌈*7*⌉g

Places a ringing intercom call to all extensions in the designated Calling Group. The caller is connected to the first extension that answers. Also can be used to transfer a call to an extension in the group. g = 1–4

Group Hunting—Ring **Hunt-**g $\lceil \underline{Intercom} \rceil \lceil \underline{7} \rceil \lceil \underline{7} \rceil g$
Rings the first available extension in the designated Hunt Group, or transfers a call to an extension in the group. If unanswered after 3 rings, the call moves to the next available extension, and so on, until the call is answered or until the caller hangs up. g = 1–6

Group Hunting—Voice Signal **HuntVS-**g $\lceil \underline{Intercom} \rceil \lceil \underline{*} \rceil \lceil \underline{7} \rceil \lceil \underline{7} \rceil g$
Voice signals the first available extension in the designated Hunt Group, or transfers a call to the extension with a voice-signaled announcement. The caller is connected *only if that extension answers.* g = 1–6

Group Pickup **P/U Grp-**g $\lceil \underline{Intercom} \rceil \lceil \underline{6} \rceil \lceil \underline{6} \rceil g$
Picks up an intercom, transferred, or outside call ringing at any extension in the designated Pickup Group. g = 1–4

Last Number Redial **LNR** $\lceil \underline{Feat} \rceil \lceil \underline{0} \rceil \lceil \underline{5} \rceil$
Automatically redials the last outside number dialed up to a maximum of 28 digits. This feature can be used to redial *only* the *last* outside number dialed.

Loudspeaker Paging **Loudspk** $\lceil \underline{Intercom} \rceil \lceil \underline{7} \rceil \lceil \underline{0} \rceil$
Connects the user to the loudspeaker paging system, if one is connected to the system.

Message Light Off **MsgOff-**$x\,x$ $\lceil \underline{Feat} \rceil \lceil \underline{1} \rceil \lceil \underline{0} \rceil xx$
Turns off the message light on the phone at the designated extension. You may also program an extension number on the button.

Message Light On **MsgOn-**$x\,x$ $\lceil \underline{Feat} \rceil \lceil \underline{0} \rceil \lceil \underline{9} \rceil xx$
Turns on the message light on the phone at the designated extension. You may also program an extension number on the button.

Privacy **Priv** $\lceil \underline{Feat} \rceil \lceil \underline{0} \rceil \lceil \underline{7} \rceil$
Prevents other people with the same line; from joining calls being conducted at this extension. When the feature is active, the button light is on. This feature overrides Automatic Extension Privacy {#304}.

Recall **Recall** $\lceil \underline{Feat} \rceil \lceil \underline{0} \rceil \lceil \underline{3} \rceil$
"Recalls" a dial tone to access a PBX/Centrex feature while on a call on a PBX/Centrex line (pressing Recall disconnects an intercom call).

Save Number Redial **SNR** $\lceil \underline{Feat} \rceil \lceil \underline{0} \rceil \lceil \underline{4} \rceil$
This feature can be programmed onto more than one button. Using this feature while on an outside call saves the number dialed into temporary memory. The number stays in memory until a different one is saved; this feature can be used again to redial the number at any time. (Unlike Last Number Redial, the user must use this feature to save the number as well as to redial it; Save Number Redial lets the user make other outside calls before redialing the saved number.) Account codes cannot be saved and redialed using this feature.

Simultaneous Paging **SPage** $\lceil \underline{Intercom} \rceil \lceil \underline{*} \rceil \lceil \underline{7} \rceil \lceil \underline{0} \rceil$
Accesses the loudspeaker paging system and all idle system phones with speakers assigned to Calling Group 1.

Station Lock **Lock** $\lceil \underline{Feat} \rceil \lceil \underline{2} \rceil \lceil \underline{1} \rceil$
Lets the user lock the extension by entering a code of four digits (0-9) on the telephone dialpad.

Touch-Tone Enable **TT-EN** $\lceil \underline{Feat} \rceil \lceil \underline{0} \rceil \lceil \underline{8} \rceil$
Lets user with rotary lines access phone services that require touch-tone digits. For example, after calling a bank-by-phone service and being prompted to enter touch-tone digits, using this feature changes the digits dialed to touch tones for the rest of the call.

VMS Cover **VMSCover** $\lceil \underline{Feat} \rceil \lceil \underline{1} \rceil \lceil \underline{5} \rceil$
Turns voice mail coverage for the extension on and off if PARTNER MAIL or PARTNER MAIL VS is installed. When the feature is active, the button light is on. This feature overrides Automatic VMS Cover.

Voice Interrupt on Busy Talk-Back **VIOB** $\lceil \underline{Feat} \rceil \lceil \underline{1} \rceil \lceil \underline{8} \rceil$
Lets user respond to voice interrupt on busy call while still active on the existing call.

Voice Mail Messages **VMMsdgs-777** $\lceil \underline{Intercom} \rceil \lceil \underline{7} \rceil \lceil \underline{7} \rceil \lceil \underline{7} \rceil$
Places an intercom call to the PARTNER MAIL or PARTNER MAIL VS system (if available), so the user can check messages, send messages, or administer greetings.

Voice Mailbox Transfer **VMBox** $\lceil \underline{Feat} \rceil \lceil \underline{1} \rceil \lceil \underline{4} \rceil$
Transfers a caller directly to a specific extension's voice mailbox, so that the caller can leave a message without having to first ring the extension.

Form D Supplemental Instructions: Number Lists

Use this form to specify lists of Disallowed, Allowed, and Emergency telephone numbers. Also use this form to identify the phone numbers dialed automatically by External Hotlines.

NOTE: To restrict long-distance calling, Toll Call Prefix {#402} (indicating whether you must dial a 0 or 1 to place long distance calls) must be set correctly (see Form A, Item 9).

Creating Disallowed and Allowed Lists

You can create up to 4 lists each of Disallowed and Allowed telephone numbers. Each list can have up to 10 numbers.

1. Under the List number, write a name for the list (for example, "Suppliers").

2. In the "Telephone Number" column, write the entries for the list. You can specify complete telephone numbers or categories of numbers.
   - **To specify a complete number,** write it exactly as it would be dialed, including (if needed) a dial-out code, toll call prefix, and area code.
   - **To specify a category,** provide one or more entries to describe an entire class of calls (such as an area code or local exchange). Preventing calls to a category may require more than one entry, to allow for different ways of dialing a number (see "Examples of Disallowed List Entries").

After a list has been created, it can be assigned to an extension (see Form B2).

Disallowed Phone Number Lists {#404}

With Disallowed lists, you can prevent users from dialing specific telephone numbers or categories (for example, calls to 976 exchanges for pre-recorded messages such as horoscopes, and calls to 900 area code "chat lines").

Examples of Disallowed List Entries

Preventing Calls to 976 Exchange Numbers

Entries needed. . .	*if 0 or 1 toll prefix is required*	*if 0 or 1 toll prefix is not required*
	976	976
	0976	!0!976
	1976	!1!976
	1!!!976	
	0!!!976	

Preventing Calls to 900 Area Code

Entries needed. . .	*if 0 or 1 toll prefix is required*	*if 0 or 1 toll prefix is not required*
	0900	900
	1900	

Preventing International (011) Calls

Entry needed. . .   011

Preventing Long Distance Calls After Using a Local Telephone Company Feature Consisting of a ★ and Two Digits, Such as Call Blocking ★ 67.

Entries needed. . .   *!!0
                         *!!1

Allowed Phone Number Lists {#407}

Allowed telephone numbers are *exceptions* to restrictions. For example, you might put 976 numbers on a Disallowed list, but allow dialing of 976-1212 for weather reports. Or you might restrict an extension to local dialing only, but assign an Allowed list to permit the user to call specific customers or suppliers.

Emergency Phone Number List {#406}

You can create a list of emergency numbers that can be *dialed at any time by any extension that has access to an outside line.* The list can have up to 10 entries. Emergency numbers override all other dialing restrictions, including Night Service with a System Password.

NOTE: Various factors influence the effectiveness of dialing restrictions. Avoid putting 800 numbers in your Emergency Phone Number List. If you need to allow restricted users to access 800 numbers, put those numbers in an Allowed Phone Number List instead.

Important Notices

■ Consult your local phone directory to determine the numbers for police, fire, and ambulance service, because "911" is not available everywhere.

■ When programming emergency numbers and/or making test calls to emergency numbers:

1. Stay on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities during off-peak hours, such as in the early morning or late evening.

Example Emergency List

```
911
611  (local phone company service)
555-2345  (Boss's home)
555-4567  (auto club)
555-1357  (company doctor)
```

External Hotline {#311}

For each extension that has been designated as an External Hotline on Form B1, write the telephone number that is dialed automatically when the handset is lifted.

Forced Account Code List {#409}

If an extension has been designated for Forced Account Code Entry {#307} on Form B2, the user must dial an account code before an outside telephone number can be dialed. Account codes, each up to 16 digits in length, can be used to associate telephone calls with a particular department or client. Account codes print on SMDR call reports and on reports generated by call accounting packages.

If Forced Account Code Verification is desired, entries must be made in the Forced Account Code List {#409}. When the system verifies an account code, it compares only the first six digits of the user-entered account code to the entries in the Forced Account Code List. For a match to be successful, the user must dial at least the account code's associated list entry, even though the user can dial up to 16 digits for an account code. Wildcard entries are allowed on this list.

Form E Supplemental Instructions: System Speed Dial Numbers

With System Speed Dialing, a user can dial a stored number by pressing four buttons: the ⌈*Feat*⌉ button (⌈#⌉ on a standard phone) followed by a 3-digit code. Storing a telephone number as a Speed Dial number lets users dial more quickly. Other kinds of numbers—such as account codes and other dialing sequences—also can be stored as Speed Dial numbers.

The system allows up to 100 System Speed Dial numbers that everyone on the system can use, as well as up to 20 Personal Speed Dial numbers for each extension (for the personal use of the extension user). Users should record their Personal Speed Dial numbers on their *Quick Reference card.*

Please have the System Speed Dial Numbers form filled out when the technician arrives to install the system. After installation, photocopy this form and distribute a copy to everyone using the system. Users should keep this form near their phones for reference when placing calls.

General Guidelines

Each System Speed Dial number is assigned a 3-digit code from 600-699. For example, suppose employees frequently call Acme Supplies and Acme's telephone number is stored for code 620. To call Acme, a user simply dials ⌈*Feat*⌉⌈6⌉⌈2⌉⌈0⌉. If Acme moves, or the phone number changes, program the new telephone number and users still dial ⌈*Feat*⌉⌈6⌉⌈2⌉⌈0⌉ to reach Acme.

Record the following information for each System Speed Dial number:

Name/Company
Write the name of the person or company to which the number belongs. For other types of numbers, such as account codes, enter a description of the number.

★ Column (Marked System Speed Dial Numbers)
If users should be able to call a particular System Speed Dial number, regardless of any dialing restrictions placed on their extensions, "mark" the number so it can be dialed at all times. Mark the number by placing a check mark in this column, and by pressing ⌈*⌉ before the number when storing it.

For marked numbers, the stored number does not appear on a display phone when a user dials the Speed Dial code. Account codes cannot be marked.

Telephone Number
Write the number exactly as it should be dialed. Numbers can be up to 28 digits, including the digits ⌈0⌉ – ⌈9⌉, ⌈*⌉, ⌈#⌉, and the special dialing functions discussed next. To store a telephone number, include the dial-out code, toll-call prefix, and area code (if needed), along with the number.

Special Dialing Functions

Function	Button to Press	Display	Description
Pause	⌈*Hold*⌉	P	Pauses for 1.5 seconds before dialing the rest of the stored number
Recall	⌈*Spkr*⌉	R	Sends a timed switchhook flash (useful for your telephone company's custom calling features)
Stop	⌈*Mic/HAFl*⌉	S	Interrupts the dialing sequence until the code is dialed again
Touch-Tone Enable	⌈*Transfr*⌉	T	Sends touch tones on a rotary line

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Required for PARTNER II System and PARTNER Plus System.
For additional instructions, see page 2.

1. Customer Billing Name

2. Installation Address

3. Contact Name — Phone ( ) –

4. Person to be Trained — Phone ( ) – | Alternate Trainee's Name — Phone ( ) –

5. Sold by ❑ AT&T Sales Force | Salesperson's Name — Phone ( ) –
   ❑ Dealer: _____

6. Configure Hardware for Hybrid Mode (PARTNER II system only):
   No ❑   Yes ❑ If yes, call local telephone company—
   MF Mode and FCC # AS5 USA-21312-MF-E

7. Features Customer is most interested in (most important first):

8. System Lines

Line Jack No.	Write the Telephone Numbers in order customer desires (list personal and dedicated lines last)	Write R if Rotary (Dial Pulse) Line {#201}	Hybrid Mode Only: Write auxiliary pool 881, 882, 883 or No Pool {#207}	Line Coverage—You can select one per line						Write Ext. No. for Call Cover {#208}	Write User's Name for Personal or Owned Line or Identify Equipment for Dedicated Line	Check if Caller ID Service	Identify other Local Telephone Company Subscription Services (e.g., Repeat Call)
				AA [1] {#607}	DXD [2] {#205}	VMS-AA [3] {#206} *Only one* of these types *per system*	ASA [4] {#204}	Hunt Group (write no.) {#206} [5]	VMS-Mail {#206} or {#208} [6]	[7]			
01													
02													
03													
04													
05													
06													
07													
08													
09													
10													
11													
12													

PARTNER II System Only

13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													

1. Check if desired. Also see Form B1, AA Extension {#607} column.
2. Check if desired. Also see Form A, Item 10—DXD, and Form C, Direct Extension Dial Button {#113}.
3. Check if desired. Also see Form A, Item 10—VMS-AA, and Form B1, PARTNER MAIL or PARTNER MAIL VS column.
4. Check if desired. Also see Form A, Item 10—ASA, and Form C, Automatic System Answer Button {#111}.
5. Write group number (1–6) covering this line. Also see Form B2, Hunt Group Extensions {#505} 1–6.
6. Check desired line for #206 or enter line owner's extension number for #208. Also see Form B1, PARTNER MAIL or PARTNER MAIL VS column.
7. Write extension number of line owner eligible for Call Coverage. Also write line owner's name in next column.

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Required for PARTNER II System and PARTNER Plus System.

For additional instructions, see page 3.

9. System Settings. Write response on line for each item.
- Receptionist answers calls during business hours? Write "Yes" or "No" _____.
- Number of Lines {#104}—By default, 2 lines per 206 module and 4 lines per 400 module are assigned to each extension (or to pool 880 in PARTNER II Hybrid Mode). Write number if different from default _____.
- Transfer Return Rings {#105}—By default, a transferred call rings 4 times before going to the transfer return extension. Write number (0-9, 0 = no return) if different from default_____ .
- Outside Conference Denial {#109}—By default, a conference call can include 2 outside parties. Write "No" if 2 outside parties are not allowed _____ .
- Call Coverage Rings {#116} (PARTNER II only)—By default, a covered call rings 2 times before going to the covering extention. Write number (1-9) if different from default_____.
- VMS Cover Rings {#117}—By default, a call rings 3 times before going to the user's mailbox. Write number (1-9) if different from default _____.
- Ring on Transfer {#119}—By default, the caller hears ringing when the call is transferred. Write "NA" if music on hold or silence is desired _____.
- Toll Call Prefix {#402}—By default, 0 or 1 must be dialed before the area code for a long distance call. Write "No" if 0 or 1 is not required_____.
- System Password {#403}—By default, no password is programmed to override dialing restrictions and to turn Night Service on and off. Write 4 digits if password is desired __ __ __ __.
- Music on Hold {#602}—By default, the Music on Hold jack on the processor module is active. Write "No" if the jack is deactivated _____.

10. Line Coverage. Complete items based on Line Coverage selection on Form A, Item 8.
   DXD: (PARTNER II system only) If DXD is checked, specify the following:
   Direct Extension Dial Delay {#112}—By default, a call rings 2 times before it is answered by the system. Write number (0-9) if different from default _____.
   Direct Extension Dial Record/Playback (I 892)—message of up to 20 seconds that caller hears when call is answered with the Direct Extension Dial feature. Write message below and record from extension 10 or 11:

   _____

   _____

   _____

   _____

   _____

   _____

   _____

VMS-AA: If VMS-AA is checked, specify the following:
   VMS Hunt Delay {#506}—By default, VMS answers calls after 2 rings. Write "Del" if calls ring 4 times before VMS answers _____.
   VMS Hunt Schedule {#507}—By default, VMS is on all the time. Check if Day only or Night only is desired:
   ❑ Day only
   ❑ Night only

ASA: (PARTNER II system only) If ASA is checked, specify the following:
   Automatic System Answer Delay {#110}—By default, a call rings 2 times before it is answered by the system. Write number (0-9) if different from default _____.
   Automatic System Answer Mode {#121}—By default, ASA calls are put on hold after the greeting plays. Check if calls should continue to ring or be disconnected:
   ❑ Ring
   ❑ Disconnect
   ASA Record/Playback (I 891)—message of up to 10 seconds that caller hears when the call is answered by the Automatic System Answer feature. Write message below and record from extension 10 or 11:

   _____

   _____

   _____

   _____

   _____

   _____

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Form A: System Configuration

**PAGE
3 of 3**

Required for PARTNER II System and PARTNER Plus System.
For additional instructions, see page 4.

11. Auxiliary Equipment (System). Check if applicable:
    - ❑ Battery Backup
    - ❑ Caller ID Devices
    - ❑ Loudspeaker Paging: Number of zones _____
    - ❑ Magic on Hold (Music on Hold {#602} must be active.)
    - ❑ Uninterruptible Power Supply
    - ❑ SMDR If checked, specify the following if appropriate:
        - SMDR Record Type (#608)—By default, all calls are included on call reports. Write "Out" if only outgoing calls are reported _____.
        - SMDR Output Format (#610)—By default, up to 15 digits are printed for dialed numbers in the Number field of the call report. Write "24" if a maximum of 24 digits is desired _____.
        - SMDR Talk Time (#611) (PARTNER II only)—By default, a Talk field is not included on the call report. Write "Active" if the Talk field is desired_____.

12. Notes: Write any additional information that you want to communicate to the installer.

13. Installation Date	14. Order Nos.	15. Sales Support Representative's Name	Telephone No.

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Required for PARTNER II System and PARTNER Plus System.
For additional instructions, see page 5.

Ext. Jack No.	Write Name/Description	Check if Ext. Name Display (CTP)¹	Identify Telephone Attached to this Extension										Identify Auxiliary Equipment Attach to this Extension																Write in Other Equipment	Write Transfer Return Ext. No. {#306}
			34-Button Display²	Intercom Autodialer	18-Button Display²	18-Button²	12-Button Display²	12-Button²	6-Button²	Cordless/Wireless	Standard³	Call Waiting {#316}	External Hotline {#311}⁴	Hotline {#603}⁵	Alert Extension for Hotline	PARTNER MAIL⁶	PARTNER MAIL VS⁶	Answering Machine	Extra Alert	IROB	Modem⁷	PassageWay	FAX Machine Extension {#601}⁷	Doorphone 1 {#604}⁸	Alert Extensions {#606} for Doorphone 1	Doorphone 2 {#605}⁸	Alert Extensions {#606} for Doorphone 2	AA Extension {#607}⁹		
10																														
11																														
12																														
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IMPORTANT: A system display phone is required for programming at extension 10 or 11. Extension 10 typically is the receptionist's extension. Extension 11 is recommended as a second programming extension (typically the System Manager's extension).

1. If checked, see Form B1, Page 3 of 4
2. If there is a mix of PARTNER-model and MLS-model phones, write "P" for PARTNER and "M" for MLS.
3. Write "T" for touch-tone or "R" for rotary. If Call Waiting is desired, check next column.
4. Must be standard phone. If immediate dialing is required, use a dedicated line. Do not assign restrictions that prevent dialing the outside number, Forced Account Code Entry {#307}, or groups. Also see Form D, External Hotline {#311}.
5. Standard phone is recommended. Write extension number of corresponding alert extension or "70" for loud-speaker paging system in next column.
6. Also write Transfer Return Ext. No. {#306} on this form (usually extension 10). Also see Form B2, Identify Group Assignments, VMS Only.
7. To prevent other extensions from interrupting calls, assign Automatic Extension Privacy {#304} on Form B2.
8. Check corresponding alert extensions in next column. To prevent outside calls, remove all outside lines-see Lines/Pools Not Assigned on Form B2.
9. Also write Transfer Return Ext. No. {#306} on this form.

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Required for PARTNER II System extensions 34 through 57.
For additional instructions, see page 5.

Identify Telephone Attached to this Extension — Identify Auxiliary Equipment Attached to this Extension

Ext. Jack No.	Write Name/Description	Check if Ext. Name Display (CTP) [1]	34-Button Display [2]	Intercom Autodialer	18-Button Display [2]	18-Button [2]	12-Button Display [2]	12-Button [2]	6-Button [2]	Cordless/Wireless	Standard [3]	Call Waiting (#316)	External Hotline (#311) [4]	Hotline (#603) [5]	Alert Extension for Hotline	PARTNER MAIL [6]	PARTNER MAIL VS [6]	Answering Machine	Extra Alert	IROB	Modem [7]	PassageWay	FAX Machine Extension (#601) [7]	Doorphone 1 (#604) [8]	Alert Extensions (#606) for Doorphone 1	Doorphone 2 (#605) [8]	Alert Extensions (#606) for Doorphone 2	AA Extension (#607) [9]	Write in Other Equipment	Write Transfer Return Ext. No. (#306)
34																														
35																														
36																														
37																														
38																														
39																														
40																														
41																														
42																														
43																														
44																														
45																														
46																														
47																														
48																														
49																														
50																														
51																														
52																														
53																														
54																														
55																														
56																														
57																														

1. If checked, see Form B1, Page 4 of 4
2. If there is a mix of PARTNER-model and MLS-model phones, write "P" for PARTNER and "M" for MLS.
3. Write "T" for touch-tone or "R" for rotary. If Call Waiting is desired, check next column.
4. Must be standard phone. If immediate dialing is required, use a dedicated line. Do not assign restrictions that prevent dialing the outside number, Forced Account Code Entry {#307}, or groups. Also see Form D, External Hotline {#311}.
5. Standard phone is recommended. Write extension number of corresponding alert extension or "70" for loud-speaker paging system in next column.
6. Also write Transfer Return Ext. No. {#306} on this form (usually extension 10). Also see Form B2, Identify Group Assignments, VMS Only.
7. To prevent other extensions from interrupting calls, assign Automatic Extension Privacy {#304} on Form B2.
8. Check corresponding alert extensions in next column. To prevent outside calls, remove all outside lines-see Lines/Pools Not Assigned on Form B2.
9. Also write Transfer Return Ext. No. {#306} on this form.

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May be used if Ext. Name Display is checked on Form B1,
Page 1 of 4.

Character Codes

Letters:

A = 21	N = 62
B = 22	O = 63
C = 23	P = 71
D = 31	Q = 72
E = 32	R = 73
F = 33	S = 74
G = 41	T = 81
H = 42	U = 82
I = 43	V = 83
J = 51	W = 91
K = 52	X = 92
L = 53	Y = 93
M = 61	Z = 94

Numbers:

blank = 11

0 = 00	5 = 50
1 = 10	6 = 60
2 = 20	7 = 70
3 = 30	8 = 80
4 = 40	9 = 90

Ext. Jack No.	Write 2-Digit Code for Each Character To Be Displayed — See Table at Right
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	

Note: Only 12 characters display on MLS-model phones.

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Form B1: System Extensions

May be used if Ext. Name Display is checked on Form B1, Page 2 of 4.

Character Codes

Ext. Jack No.	Write 2-Digit Code for Each Character To Be Displayed — See Table at Right
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	

Letters:

A	= 21	N	= 62
B	= 22	O	= 63
C	= 23	P	= 71
D	= 31	Q	= 72
E	= 32	R	= 73
F	= 33	S	= 74
G	= 41	T	= 81
H	= 42	U	= 82
I	= 43	V	= 83
J	= 51	W	= 91
K	= 52	X	= 92
L	= 53	Y	= 93
M	= 61	Z	= 94

Numbers:

blank = 11

0	= 00	5	= 50
1	= 10	6	= 60
2	= 20	7	= 70
3	= 30	8	= 80
4	= 40	9	= 90

Note: Only 12 characters display on MLS-model phones.

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Required if you want to change extension settings from defaults for PARTNER II System and PARTNER Plus System. For additional instructions, see pages 6 and 7.

Ext. Jack No.	Identify Extension Settings if Different than Default								Hybrid Mode Only:	Identify Line Ringing {CTP} Option If Different than Default				Identify Restrictions/Permissions If Different than Defaults				Disallowed List [5] Assignment {#405}	Allowed List [6] Assignment {#408}	Identify Group Assignments				
	Display Language {#303}[1]	Automatic Extension Privacy {#304}	Abbreviated Ringing {#305}	Forced Account Code Entry {#307}	Distinctive Ring {#308}	Automatic VMS Cover {#310}	Voice Interrupt On Busy {#312}	Line Access Mode {#313}[2]	List individual lines {#301} for Pooled Extensions	Immediate ✔ lines	Delayed	No Ring ✔ pools	Lines/Pools[3] Not Assigned	Outgoing only	Incoming only	No Access	Outgoing Call Restriction {#401}[4]	1–4	1–4	Pickup Group[7] Extensions {#501} 1–4	Calling Group[8] Extensions {#502} 1–4	Hunt Group[9] Extensions {#505} 1–6	VMS Only[10] 7	Night Service Group Extensions {#504}
	E ✔	NA ✔	A ✔	NA ✔	A ✔	NA ✔	NA ✔	P ✔	NA ✔								NR ✔	NA ✔		NA ✔		NA ✔		NA ✔
10								K	ALL															
11																								
12																								
13																								
14																								
15																								
16																								
17																								
18																								
19																								
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22																								
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24																								
25																								
26																								
27																								
28																								
29																								
30																								
31																								
32																								
33																								

Write line numbers or pool access codes in each column to show desired Line Ringing options

Write line numbers or pool access codes for Line Access Restriction {#302} or Pool Access Restriction {#315}

No Restriction ✔

1. Write S for Spanish or F for French.
2. In Hybrid Mode only, write K for Key extension. Extension 10 always operates as a Key extension.
3. In Key Mode, use Line Assignment {#301} to remove lines from or assign lines to extensions. In Hybrid Mode, use Pool Extension Assignment {#314} to remove pools from or assign pools to extensions.
4. Write IN for Inside Only or LOC for Local Only to indicate restrictions for all outgoing calls on *all lines.*

5. Write list number (1–4). Also see Form D, Disallowed Phone Number Lists {#404}.
6. Write list number (1–4). Also see Form D, Allowed Phone Number Lists {#407}.
7. Write group number (1–4).
8. Write group number (1–4). If a loudspeaker is connected and Simultaneous Paging is desired, put appropriate extensions in Calling Group 1. Also see Form C, Simultaneous Paging.
9. Write group number (1–6).
10. Check off the same PARTNER MAIL or PARTNER MAIL VS extensions indicated on Form B1.

Assignments
✔ = Default
A = Assigned or Active
E = English
NA = Not Assigned or Not Active
NR = No Restriction
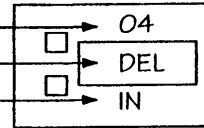P = Pooled
{CTP} = Centralized Telephone Programming

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Required if you want to change extension settings from defaults for PARTNER II System extensions 34 through 57. For additional instructions, see pages 6 and 7.

Ext. Jack No.	Identify Extension Settings if Different than Default								Hybrid Mode Only:	Identify Line Ringing {CTP} Option If Different than Default				Identify Restrictions/Permissions If Different than Defaults						Identify Group Assignments				
	Display Language (#303)[1]	Automatic Extension Privacy (#304)	Abbreviated Ringing (#305)	Forced Account Code Entry (#307)	Distinctive Ring (#308)	Automatic VMS Cover (#310)	Voice Interrupt On Busy (#312)	Line Access Mode (#313)[2]	List individual lines (#301) for Pooled Extensions	Immediate ✔ lines	Delayed	No Ring ✔ pools	Lines/Pools [3] Not Assigned	Outgoing only	Incoming only	No Access	Outgoing Call Restriction (#401)[4] NR ✔	Disallowed List [5] Assignment (#405) 1–4	Allowed List [6] Assignment (#408) 1–4	Pickup Group [7] Extensions (#501) 1–4	Calling Group [8] Extensions (#502) 1–4	Hunt Group [9] Extensions (#505) 1–6	VMS Only[10] 7	Night Service Group Extensions (#504)
	E✔	NA✔	A✔	NA✔	A✔	NA✔	NA✔	P✔	NA✔									NA✔		NA✔	NA✔	NA✔		NA✔
34																								
35																								
36																								
37																								
38																								
39																								
40																								
41																								
42																								
43																								
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47																								
48																								
49																								
50																								
51																								
52																								
53																								
54																								
55																								
56																								
57																								

1. Write S for Spanish or F for French.
2. In Hybrid Mode only, write K for Key extension.
3. In Key Mode, use Line Assignment {#301} to remove lines from or assign lines to extensions. In Hybrid Mode, use pool Extension Assignment {#314} to remove pools from or assign pools to extensions.
4. Write IN for Inside Only or LOC for Local Only to indicate restrictions for all outgoing calls on *all lines.*
5. Write list number (1–4). Also see Form D, Disallowed Phone Number Lists {#404}.
6. Write list number (1–4). Also see Form D, Allowed Phone Number Lists {#407}.
7. Write group number (1–4).
8. Write group number (1–4). If a loudspeaker is connected and Simultaneous Paging is desired, put appropriate extensions in Calling Group 1. Also see Form C, Simultaneous Paging.
9. Write group number (1–6).
10. Check off the same PARTNER MAIL or PARTNER MAIL VS extensions indicated on Form B1.

Assignments
✔ = Default
A = Assigned or Active
E = English
NA = Not Assigned or Not Active
NR = No Restriction
P = Pooled
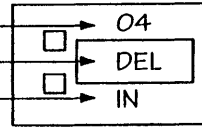{CTP} = Centralized Telephone Programming

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Make as many copies as you need. Use template and/or checklist. For additional instructions, see page 8.

Check Desired Features
Also write in extension or group number

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction (Out, In, or No) from Form B2

SAMPLE

```
O4
DEL
IN
```


Automatic System Answer Button {#111}[1]	ASA	
Direct Extension Dial Button {#113}[1]	DXD	
Night Service Button {#503}	NightSvc	Ext. 10 Only
Outgoing Call Restriction Button {#114}[2]	OCR	LED Required
Wake Up Service Button {#115}	Wake	
Caller ID Inspect (F 17)[1]	ID-Inspect	
Caller ID Name Display (F 16)[1]	ID-Name	
Do Not Disturb (F 01)	DND	
Privacy (F 07)	Priv	
VMS Cover (F 15)	VMSCover	
Voice Interrupt on Busy Talk-Back (F 18)	VIOB	

Account Code Entry (F 12)[3]	ACE
Background Music (F 19)[3]	Music
Call Coverage (F 20 XX XX)[1,3,5]	Cover-XX XX
Call Forwarding/Call Follow-Me (F 11 XX XX)[3,5]	CF-XX XX
Call Park (I XX)[4]	Park
Call Pickup (I XX)	Pickup-XX
Conference Drop (F 06)	Drop
Direct Line Pickup-Active Line (I 68)	DLPA
Direct Line Pickup-Idle Line (I 8)	DLPI
Exclusive Hold (F 02)	ExHold
Fax Management (I XX)[3]	FAX-XX
Group Calling-Ring/Page (I 7 G or I *7 G)	GCall-g
Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g
Group Pickup (I 66 G)	P/U Grp-g
Intercom Autodial (I XX or I *XX)[3]	Ext-XX
Last Number Redial (F 05)	LNR
Loudspeaker Paging (I 70)	Loudspk
Manual Signaling (F 13 XX or F 13 *XX)[3]	MS-XX
Message Light Off (F 10 XX)[6]	MsgOff-XX
Message Light On (F 09 XX)[6]	MsgOn-XX
Recall (F 03)	Recall
Save Number Redial (F 04)	SNR
Simultaneous Paging (I * 70)	SPage
Station Lock (F 21)[3]	Lock
Touch-Tone Enable (F 08)	TT-EN
Voice Mail Messages Button (I 777)	VMMsgs-777
Voice Mailbox Transfer (F 14)	VMBox

1. PARTNER II system only.
2. Requires Auto Dial button for each extension.
3. Button with lights is recommended, but not required.
4. Extension number can be programmed as Auto Dial button.
5. You can program the origination extension only or both the origination and destination extension.
6. You can program the extension number.

Intercom   **Intercom**

Ext.

* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two buttons are associated with this pool.

Specify Automatic Line Selection: _____

Identify extensions programmed as shown: _____

F = Feature button G = Group I = Left Intercom button XX= Extension

For additional intructions,
see page 9.

PARTNER II only

Template Instructions

- If desired, write in intercom Ring (Ext-XX) or Voice Signal (ExtVS-XX), or Manual Signal Ring (MS-XX) or Voice Signal (MSVS-XX)

- If desired, write in user name for this extension

SAMPLE

MSVS-30

S. Jones

Extensions programmed as shown (circle choices): 10 11

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Make as many copies as you need. Use template and/or checklist.
For additional instructions, see page 8.

Check Desired Features

Also write in extension or group number

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction (Out, In, or No) from Form B2

SAMPLE

```
☐   O4
    DEL
☐   IN
```

PARTNER-18D only

Intercom   Intercom

Ext.

* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two buttons are associated with this pool.

Specify Automatic Line Selection: _____
Identify extensions programmed as shown: _____

Feature	Code	
Automatic System Answer Button {#111}[1]	ASA	
Direct Extension Dial Button {#113}[1]	DXD	Ext. 10 Only
Night Service Button {#503}	NightSvc	
Outgoing Call Restriction Button {#114}[2]	OCR	
WaKe Up Service Button {#115}	Wake	
Caller ID Inspect (F 17)[1]	ID-Inspect	LED Required
Caller ID Name Display (F 16)[1]	ID-Name	
Do Not Disturb (F 01)	DND	
Privacy (F 07)	Priv	
VMS Cover (F 15)	VMSCover	
Voice Interrupt on Busy Talk-Back (F 18)	VIOB	
Account Code Entry (F 12)[3]	ACE	
Background Music (F 19)[3]	Music	
Call Coverage (F 20 XX XX)[1,3,5]	Cover-XX XX	
Call Forwarding/Call Follow-Me (F 11 XX XX)[3,5]	CF-XX XX	
Call Park (I XX)[4]	Park	
Call Pickup (I 6 XX)	Pickup-XX	
Conference Drop (F 06)	Drop	
Direct Line Pickup-Active Line (I 68)	DLPA	
Direct Line Pickup-Idle Line (I 8)	DLPI	
Exclusive Hold (F 02)	ExHold	
Fax Management (I XX)[3]	FAX-XX	
Group CallingRing/Page (I 7 G or I *7 G)	GCall-g	
Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g	
Group Pickup (I 66 G)	P/U Grp-g	
Intercom Autodial (I XX or I *XX)[3]	Ext-XX	
Last Number Redial (F 05)	LNR	
Loudspeaker Paging (I 70)	Loudspk	
Manual Signaling (F 13 XX or F 13 *XX)[3]	MS-XX	
Message Light Off (F 10 XX)[6]	MsgOff-XX	
Message Light On (F 09 XX)[6]	MsgOn-XX	
Recall (F 03)	Recall	
Save Number Radial (F 04)	SNR	
Simultaneous Paging (I * 70)	SPage	
Station Lock (F 21)[3]	Lock	
Touch-Tone Enable (F 08)	TT-EN	
Voice Mail Messages Button (I 777)	VMMsgs-777	
Voice Mailbox Transfer (F 14)	VMBox	

1. PARTNER II system only.
2. Requires Auto Dial button for each extension.
3. Button with lights is recommended, but not required.
4. Extension number can be programmed as Auto Dial button.
5. You can program the origination extension only or both the origination and destination extension.
6. You can program the extension number.

F = Feature button G = Group I = Left Intercom button XX = Extension

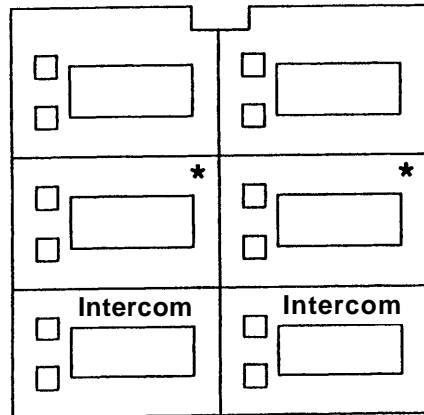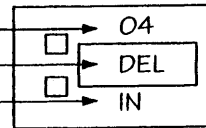**Lucent Technologies**
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Make as many copies as you need. Use template and/or checklist.
For additional instructions, see page 8.

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction (Out, In, or No) from Form B2

SAMPLE

O4
DEL
IN

* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two buttons are associated with this pool.

Check Desired Features

Also write in extension or group number

Feature	Code
Do Not Disturb (F 10)	DND
Privacy (F 07)	Priv
VMS Cover (F 15)	VMSCover
Voice Interrupt on Busy Talk-Back (F 18)	VIOB
Account Code Entry (F 12)[1]	ACE
Background Music (F 19)[1] ✔	Music
Call Coverage (F 20 XX XX)[1,2,3] ✔	Cover-XX XX
Call Forwarding/Call Follow-Me (F 11 XX XX)[1,3]	CF-XX XX
Call Park (I XX)[4]	Park
Call Pickup (I 6 XX)	Pickup-XX
Conference Drop (F 06)	Drop
Direct Line Pickup-Active Line (I 68)	DLPA
Direct Line Pickup-Idle Line (I 8)	DLPI
Exclusive Hold (F 02)	ExHold
Fax Management (I XX)[1]	FAX-XX
Group Calling-Ring/Page (I 7 G or I *7 G)	GCall-g
Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g
Group Pickup (I 66 G)	P/U Grp-g
Intercom Autodial (I XX or I *XX)[1]	Ext-XX
Last Number Redial (F 05)	LNR
Loudspeaker Paging (I 70)	Loudspk
Manual Signaling (F 13 XX or F 13 *XX)[1]	MS-XX
Message Light Off (F 10 XX)[5]	MsgOff-XX
Message Light On (F 09 XX)[5]	MsgOn-XX
Recall (F 03)	Recall
Save Number Redial (F 04)	SNR
Simultaneous Paging (I * 70)	SPage
Station Lock (F 21)[1]	Lock
Touch-Tone Enable (F 08)	TT-EN
Voice Mail Messages (I 777)	VMMsgs-777
Voice Mailbox Transfer (F 14)	VMBox

LED Required

F = Feature button G = Group I = Left Intercom button L = Line XX= Extension

1. Button with lights is recommended, but not required.
2. PARTNER II system only.
3. You can program the origination extension only or both the origination and destination extension.
4. Extension number can be programmed as Auto Dial button.
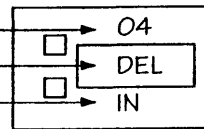5. You can program the extension number.

Specify Automatic Line Selection: ―――
Identify extensions programmed as shown: ―――

Intercom Intercom **Ext.**

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Make as many copies as you need. Use template and/or checklist. For additional instructions, see page 8.

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction (Out, In, or No) from Form B2

SAMPLE

```
        04
□ ┌─────────┐
  │   DEL   │
□ └─────────┘
        IN
```


Ext.

Intercom   Intercom

* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two buttons are associated with this pool.

Specify Automatic Line Selection: _____

Identify extensions programmed as shown: _____

Check Desired Features
Also write in extension or group number

Feature	Code	
Automatic System Answer Button {#111}[1]	ASA	Ext. 10 Only / LED Required
Direct Extension Dial Button {#113}[1]	DXD	
Night Service Button {#503}	NightSvc	
Outgoing Call Restriction Button {#114}[2]	OCR	
Wake Up Service Button {#115}	Wake	
Caller ID Inspect (F 17)[1]	ID-Inspect	
Caller ID Name Display (F 16)[1]	ID-Name	
Do Not Disturb (F 01)	DND	
Privacy (F 07)	Priv	
VMS Cover (F 15)	VMSCover	
Voice Interrupt on Busy Talk-Back (F 18)	VIOB	
Account Code Entry (F 12)[3]	ACE	
Background Music (F 19)[3]	Music	
Call Coverage (F 20 XX XX)[1,3,5]	Cover-XX XX	
Call Forwarding/Call Follow-Me (F 11 XX XX)[3,5]	CF-XX XX	
Call Park (I XX)[4]	Park	
Call Pickup (I 6 XX)	Pickup-XX	
Conference Drop (F 06)	Drop	
Direct Line Pickup-Active Line (I 68)	DLPA	
Direct Line Pickup-Idle Line (I 8)	DLPI	
Exclusive Hold (F 02)	ExHold	
Fax Management (I XX)[3]	FAX-XX	
Group Calling-Ring/Page (I 7 G or I *7 G)	GCall-g	
Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g	
Group Pickup (I 66 G)	P/U Grp-g	
Intercom Autodial (I XX or I *XX)[3]	Ext-XX	
Last Number Redial (F 05)	LNR	
Loudspeaker Paging (I 70)	Loudspk	
Manual Signaling (F 13 XX or F 13 *XX)[3]	MS-XX	
Message Light Off (F 10 XX)[6]	MsgOff-XX	
Message Light On (F 09 XX)[6]	MsgOn-XX	
Recall (F 03)	Recall	
Save Number Redail (F 04)	SNR	
Simultaneous Paging (I * 70)	SPage	
Station Lock (F 21)[3]	Lock	
Touch-Tone Enable (F 08)	TT-EN	
Voice Mail Messages Button (I 777)	VMMsgs-777	
Voice Mailbox Transfer (F 14)	VMBox	

1. PARTNER II system only.
2. Requires Auto Dial button for each extension.
3. Button with lights is recommended, but not required.
4. Extension number can be programmed as Auto Dial button.
5. You can program the origination extension only or both the origination and destination extension.
6. You can program the extension number.

F = Feature button G = Group I = Left Intercom button XX = Extension

Form C6: MLS-18 Phone

Make as many copies as you need. Use template and/or checklist.
For additional instructions, see page 8.

Check Desired Features
Also write in extension or group number

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction (Out, In, or No) from Form B2

SAMPLE

```
☐   04
    DEL
☐   IN
```


* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two buttons are associated with this pool.

Specify Automatic Line Selection: _____
Identify extensions programmed as shown: _____

Feature	Label	
Automatic System Answer Button {#111}[1]	ASA	Ext. 10 Only — LED Required
Direct Extension Dial Button {#113}[1]	DXD	
Night Service Button {#503}	NightSvc	
Outgoing Call Restriction Button {#114}[2]	OCR	
Wake Up Service Button {#115}	Wake	
Caller ID Inspect (F 17)[1]	ID-Inspect	LED Required
Caller ID Name Display (F 16)[1]	ID-Name	
Do Not Disturb (F 01)	DND	
Privacy (F 07)	Priv	
VMS Cover (F 15)	VMSCover	
Voice Interrupt on Busy Talk-Back (F 18)	VIOB	
Account Code Entry (F 12)[3]	ACE	
Background Music (F 19)[3]	Music	
Call Coverage (F 20 XX XX)[1,3,5]	Cover-XX XX	
Call Forwarding/Call Follow-Me (F 11 XX XX)[3,5]	CF-XX XX	
Call Park (I XX)[4]	Park	
Call Pickup (I 6 XX)	Pickup-XX	
Conference Drop (F 06)	Drop	
Direct Line Pickup-Active Line (I 68)	DLPA	
Direct Line Pickup-Idle Line (I 8)	DLPI	
Exclusive Hold (F 02)	ExHold	
Fax Management (I XX)[3]	FAX-XX	
Group Calling-Ring/Page (I 7 G or I *7 G)	GCall-g	
Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g	
Group Pickup (I 66 G)	P/U Grp-g	
Intercom Autodial (I XX or I *XX)[3]	Ext-XX	
Last Number Radial (F 05)	LNR	
Loudspeaker Paging (I 70)	Loudspk	
Manual Signaling (F 13 XX or F 13 * XX)[3]	MS-XX	
Message Light Off (F 10 XX)[6]	MsgOff-XX	
Message Light On (F 09 XX)[6]	MsgOn-XX	
Recall (F03)	Recall	
Save Number Radial (F 04)	SNR	
Simultaneous Paging (I * 70)	SPage	
Station Lock (F 21)[3]	Lock	
Touch-Tone Enable (F 08)	TT-EN	
Voice Mail Messages Button (I 777)	VMMsgs-777	
Voice Mailbox Transfer (F 14)	VMBox	

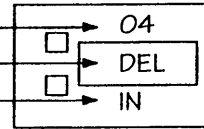F= Feature button G = Group I = Left Intercom button XX = Extension

1. PARTNER II system only.
2. Requires Auto Dial button for each extension.
3. Button with lights is recommended, but not required.
4. Extension number can be programmed as Auto Dial button.
5. You can program the origination extension only or both the origination and destination extension.
6. You can program the extension number.

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Make as many copies as you need. Use template and/or checklist.
For additional instructions, see page 8.

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction
  (Out, In, or No) from Form B2

SAMPLE

O4
DEL
IN

Intercom **Intercom**

Ext.

* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two

buttons are associated with this pool.

Specify Automatic Line Selection: _____

Identify extensions programmed as shown: _____

Check Desired Features
Also write in extension or group number

Feature	Code	
Automatic System Answer Button {#111}[1]	ASA	Ext. 10 Only
Direct Extension Dial Button {#113}[1]	DXD	
Night Service Button {#503}	NightSvc	
Outgoing Call Restriction Button {#114}[2]	OCR	
Wake Up Service Button {#115}	Wake	
Caller ID inspect (F 17)[1]	ID-Inspect	LED Required
Caller ID Name Display (F 16)[1]	ID-Name	
Do Not Disturb (F 01)	DND	
Privacy (F 07)	Priv	
VMS Cover (F 15)	VMSCover	
Voice Interrupt on Busy Talk-Back (F 18)	VIOB	

Feature	Code
Account Code Entry (F 12)[3]	ACE
Background Music (F 19)[3]	Music
Call Coverage (F 20 XX XX)[1,3,5]	Cover-XX XX
Call Forwarding/CalllFollow-Me (F 11 XX XX)[3,5]	CF-XX XX
Call Park (I XX)[4]	Park
Call Pickup (I 6 XX)	Pickup-XX
Conference Drop (F 06)	Drop
Direct Line Pickup-Active Line (I 68)	DLPA
Direct Line Pickup-idle Line (I 8)	DLPI
Exclusive Hold (F 02)	ExHold
Fax Management (I XX)[3]	FAX-XX
Group Calling-Ring/Page (I 7 G or I *7 G)	GCall-g
Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g
Group Pickup (I 66 G)	P/U Grp-g
Intercom Autodial (I XX or I XX)[3]	Ext-XX
Last Number Redial (F 05)	LNR
Loudspeaker Paging (I 70)	Loudspk
Manual Signaling (F 13 XX or F 13 *XX)[3]	MS-XX
Message Light Off (F 10 XX)[6]	MsgOff-XX
Message Light On (F 09 XX)[6]	MsgOn-XX
Recall (F 03)	Recall
Save Number Redial (F 04)	SNR
Simultaneous Paging (I * 70)	SPage
Station Lock (F 21)[3]	Lock
Touch-Tone Enable (F 08)	TT-EN
Voice Mail Messages Button (I 777)	VMMsgs-777
Voice Mailbox Transfer (F 14)	VMBox

1. PARTNER II system only.
2. Requires Auto Dial button for each extension.
3. Button with lights is recommended, but not required.
4. Extension number can be programmed as Auto Dial button.
5. You can program the origination extension only or both the origination and destination extension.
6. You can program the extension number.

F = Feature button G = Group I = Left Intercom button XX = Extension

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Make as many copies as you need. Use template and/or checklist.
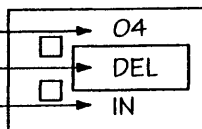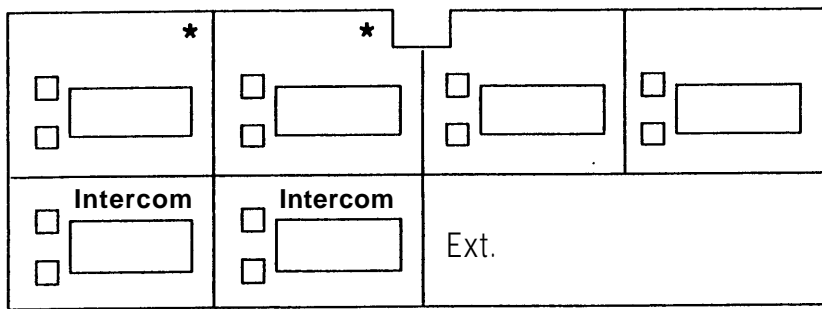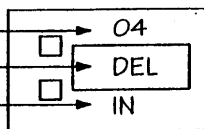For additional instructions, see page 8.

Check Desired Features
Also write in extension or group number

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction (Out, In, or No) from Form B2

SAMPLE

	O4
	DEL
	IN

*	*	
Intercom	Intercom	Ext.

* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two buttons are associated with this pool.

Feature	Code	
Do Not Disturb (F 01)	DND	
Privacy (F 07)	Priv	LED Required
VMS Cover (F 15)	VMSCover	
Voice Interrupt on Busy Talk-Back (F 18)	VIOB	
Account Code Entry (F 12)[1]	ACE	
Background Music (F 19)[1] ✔	Music	
Call Coverage (F 20 XX XX)[1,2,3] ✔	Cover-XX XX	
Call Forwarding/Call Follow-Me (F 11 XX XX)[1,3]	CF-XX XX	
Call Park (I XX)[4]	Park	
Call Pickup (I 6 XX)	Pickup-XX	
Conference Drop (F 06)	Drop	
Direct Line Pickup-Active Line (I 68)	DLPA	
Direct Line Pickup-Idle Line (I 8)	DLPI	
Exclusive Hold (F 02)	ExHold	
Fax Management (I XX)[1]	FAX-XX	
Group Calling-Ring/Page (I 7 G or I *7 G)	GCall-g	
Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g	
Group Pickup (I 66 G)	P/U Grp-g	
Intercom Autodial (I XX or I *XX)[1]	Ext-XX	
Last Number Redial (F 05)	LNR	
Loudspeaker Paging (I 70)	Loudspk	
Manual Signaling (F 13 XX or F 13 *XX)[1]	MS-XX	
Message Light Off (F 10 XX)[5]	MsgOff-XX	
Message Light On (F 09 XX)[5]	MsgOn-XX	
Recall (F 03)	Recall	
Save Number Redial (F 04)	SNR	
Simultaneous Paging (I * 70)	SPage	
Station Lock (F 21)[1]	Lock	
Touch-Tone Enable (F 08)	TT-EN	
Voice Mail Messages (I 777)	VMMsgs-777	
Voice Mailbox Transfer (F 14)	VMBox	

F = Feature button G = Group I = Left Intercom button L = Line XX= Extension

1. Button with lights is recommended, but not required.
2. PARTNER II system only.
3. You can program the origination extension only or both the origination and destination extension.
4. Extension number can be programmed as Auto Dial button.
5. You can program the extension number.

Specify Automatic Line Selection: _____
Identify extensions programmed as shown: _____

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Required if Form B1 identifies External Hotlines, or if Form B2 identifies Disallowed or Allowed List Assignments. For additional instructions, see pages 14 and 15.

Disallowed Phone Number Lists {#404}
Required only if Disallowed List Assignment {#405} is specified on Form B2.

Write the telephone numbers that users are prevented from dialing.

List 1		List 2		List 3		List 4	
Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number'
01		01		01		01	
02		02		02		02	
03		03		03		03	
04		04		04		04	
05		05		05		05	
06		06		06		06	
07		07		07		07	
08		08		08		08	
09		09		09		09	
10		10		10		10	

Emergency Phone Number List {#406}
Write Emergency Phone Numbers that can be dialed from any phone that has access to an outside line regardless of assigned restrictions.

Entry	Telephone Number[2]	Person/Place
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

Allowed Phone Number Lists {#407}
Required only if Allowed List Assignment {#408} is specified on Form B2.

Write the telephone numbers that users can dial regardless of assigned restrictions.

List 1		List 2		List 3		List 4	
Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]
01		01		01		01	
02		02		02		02	
03		03		03		03	
04		04		04		04	
05		05		05		05	
06		06		06		06	
07		07		07		07	
08		08		08		08	
09		09		09		09	
10		10		10		10	

External Hotline {#311}
Required if External Hotline {#311} is checked on Form B1.

Write Extension Jack number specified on Form B1, and the corresponding telephone number to be assigned to Personal Speed Dial Code 80 for that extension.

Ext.Jack	Telephone Number[3]

1. Telephone Number can be up to 12 characters, including 0-9, *, and #. Write ! for wildcard (press Hold to program).
2. Telephone Number can be up to 12 digits (0-9).
3. Telephone Number can be up to 28 characters, including 0-9, *, #, and special dialing functions. You can have more than 10 External Hotlines.

NOTE: An External Hotline phone is a phone that dials the specified telephone number when the handset is lifted.

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Form D: Number Lists

PAGE 2 of 2

Required only if Forced Account Code Verification is desired.
For additional instructions, see page 15.

Forced Account Code List {#409}

Entry	Account Code (up to 6 digits)[1]	Write Description	Entry	Account Code (up to 6 digits)[1]	Write Description	Entry	Acccount Code (up to 6 digits)[1]	Write Description
01			34			67		
02			35			68		
03			36			69		
04			37			70		
05			38			71		
06			39			72		
07			40			73		
08			41			74		
09			42			75		
10			43			76		
11			44			77		
12			45			78		
13			46			79		
14			47			80		
15			48			81		
16			49			82		
17			50			83		
18			51			84		
19			52			85		
20			53			86		
21			54			87		
22			55			88		
23			56			89		
24			57			90		
25			58			91		
26			59			92		
27			60			93		
28			61			94		
29			62			95		
30			63			96		
31			64			97		
32			65			98		
33			66			99		

1. Valid entries are 0-9; write ! for wildcard (press Hold to program).

Optional for PARTNER II System and PARTNER Plus System.
For additional instructions, see page 16.

To Dial: On system phones, press ⌈ *Feat* ⌉ + 3-digit code. On standard phones, press ⌈ # ⌉ + 3-digit code while receiving intercom dial tone.

Code	Name/Company	★[1]	Telephone Number[2]
600			
601			
602			
603			
604			
605			
606			
607			
608			
609			
610			
611			
612			
613			
614			
615			
616			
617			
618			
619			
620			
621			
622			
623			
624			
625			
626			
627			
628			
629			
630			
631			
632			
633			

Code	Name/Company	★[1]	Telephone Number[2]
634			
635			
636			
637			
638			
639			
640			
641			
642			
643			
644			
645			
646			
647			
648			
649			
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653			
654			
655			
656			
657			
658			
659			
660			
661			
662			
663			
664			
665			
666			

Code	Name/Company	★[1]	Telephone Number[2]
667			
668			
669			
670			
671			
672			
673			
674			
675			
676			
677			
678			
679			
680			
681			
682			
683			
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689			
690			
691			
692			
693			
694			
695			
696			
697			
698			
699			

1 You can dial System Speed Dial numbers that are marked with ★ at any time, regardless of dialing restrictions placed on your extension. System Speed Dial numbers are programmed by the System Manager (report problems and suggested revisions to your System Manager).

2 Telephone number can be up to 28 digits, including 0-9, *, # and special dialing functions (see page 16 of instructions for detailed information).

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