System Speed Dial Numbers

Record System Speed Dial numbers—programmed only at extension 10—in the boxes below.

To dial a System Speed Dial number: Press [*Feature*] followed by the Dial Code.

Dial Code	Name	Dial Code	Name	Dial Code	Name
20		40		60	
21		41		61	
22		42		62	
23		43		63	
24		44		64	
25		45		65	
26		46		66	
27		47		67	
28		48		68	
29		49		69	
30		50		70	
31		51		71	
32		52		72	
33		53		73	
34		54		74	
35		55		75	
36		56		76	
37		57		77	
38		58		78	
39		59		79	

System Extension Numbers

Use the boxes below to record the extension number assignments in your system.

To dial an extension number: Press [*Intercom*] followed by the extension number.

Example: to call extension 11, press [*Intercom*] [*1*] [*1*] .

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

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AT&T PARTNER® Communications System
Quick Reference for Use with MLS-Series Telephones

Telephone Buttons and Indicators

Display

[MLS-18D and MLS-12D only]

When making a call, shows the number dialed and duration of call. When receiving an intercom call, shows the number of the extension calling. When not using the phone, displays today's date and time. (You can adjust the display contrast on the MLS-18D–see "Volume Control Buttons" below right.)

Calling Feature Buttons

MLS-18D, MLS-12D, and MLS-12 only]

These four buttons, from left to right are pressed to use the following features: **Privacy**, **Last Number Redial**, **Recall**, and **Conference Drop**. See p. 5.

Line Buttons

Press to make or answer outside calls. Green and red lights next to each button show what is happening on the line. See "Lights," p. 4.
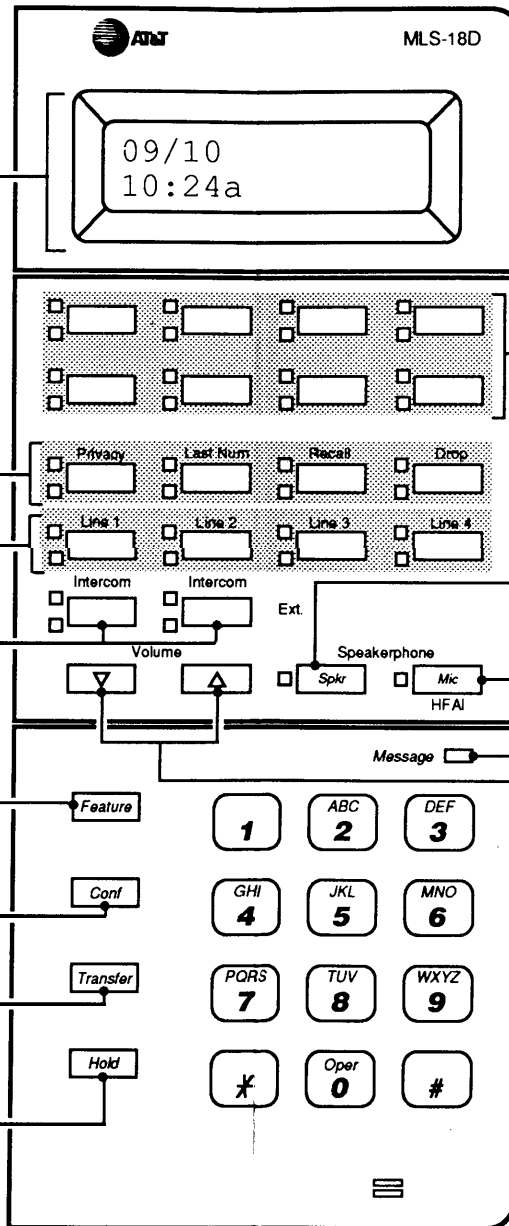
Intercom Buttons

Press either button to make or answer an inside (intercom) call to another extension.

Feature Button

[Labeled "Feat" on MLC-6]

Press to dial Speed Dial numbers (p. 1.); to store Auto Dial numbers (p. 4); and (on MLS-6 phones only) to access the Last Number Redial Recall, and Conference Drop features (p. 5).

Conf (Conference) Button

Press to add other parties to your call (p. 6).

Transfer Button

(Labeled "Trans" on MLC-6)

Press to transfer an outside call to another extension (p. 6).

Hold Button

Press to put a call on hold (p. 6).

MLS-18D

```
09/10
10:24a
```

Privacy Last Num Recall Drop

Line 1 Line 2 Line 3 Line 4

Intercom Intercom Ext.

Volume Speakerphone

▽ △ Spkr Mic HFAI

Message ▭

Feature

Conf

Transfer

Hold

1	ABC 2	DEF 3
GHI 4	JKL 5	MNO 6
PQRS 7	TUV 8	WXYZ 9
✳	Oper 0	#

Auto Dial Buttons

MLS-18D, MLS-12D, and MLS-12 only]

Stores outside or intercom Auto Dial numbers for dialing with one touch. See p. 4.

Spkr (Speaker) Button

On MLS-18D, MLS-12D, and MLS-12 phones, press to dial and speak on your phone without lifting the handset. When you press [Spkr], both the speaker and the microphone come on (indicated by the lights next to the [Spkr] and [Mic] buttons). When the party on the other end answers, you can speak without lifting the handset. (On the MLS-6, press to did without lifting the handset; when the party answers, lift the handset to speak.)

Speakerphone Hint: For more conveniet speakerphone operation, leave the microphone on all the time (press [Mic] if the light next to the button is off). When you receive a voice-signaled call (you hear a beep), the person calling can talk to you over your phone's speaker; simply begin speaking to have a hands-free, two-way conversation.

Mic (Microphone) Button

MLS-18D, MLS-12D, and MLS-12 only]

Press [Mic] to turn your microphone on and off. When the green light next to the button is on, the microphone is on and the person on the other end of a call can hear you. To answer calls without lifting the handset, leave the microphone on (see "Speakerphone Hint" above). On a speakerphone call, press [Mic] to mute your voice.

Message Light

Flashes to show current settings while changing option settings.

Volume Control Buttons

Press to decrease (▼) or increase (▲) the volume of the ringer, speaker, and handset.

- To adjust ringer volume, while phone is idle and handset is on the phone, press ▼ or ▲.
- To adjust speaker volume, press ▼ or ▲ while listening to a call through the speaker.
- To adjust handset earpiece volume, press ▼ or ▲ while listening to a call through the handset.
- To adjust display contrast on an MLS-18D phone, when the phone is idle and the handset is on the phone; press [*] ; then press ▼ to decrease the brightness, or ▲ to increase the brightness.

Ringing Patterns

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

Ring...Ring...Ring...Ring..Ring...Ring...   Outside Call

Ring-BEEP...RIng-BEEP...Ring-BEEP...   Inside Call

Ring-BEEP-BEEP...Ring-BEEP-BEEP...   Transferred Call

Lights

Red *(top) light shows what is happening on the line at ANOTHER extension*

Green *(bottom) light shows what is happening on the line at YOUR extension.*

Steady on: *Line is busy.*

Off *(off continuously): Line is idle, available for use.*

Flash *[long on, long off): Call is ringing on the line.*

Alternating Red/Green Flash: *(red on, green on, red on, green on) Appears at all extensions in a conference or joined call.*

Wink *(long on, short off): Call is on hold (anyone with line can pick up).*

Flutter *(short on, short off!): Conference call is on hold.*

Help!

If you have problems with your phone, contact your System Manager.

If the problem is not solved, in the continental U.S. please call our toll-free Helpline, available 24 hours a day, at 1 800 628-2888. Outside the continental U.S., contact your local AT&T Authorized Dealer.

Auto Dial Numbers

To store an extension number or outside number for one-touch dialing:

1. *Press [Feature] [0] [0] .*
2. *Press a programmable Auto Dial button (see p. 3).*
3. *Press left [Intercom] and dial the extension number, or dial the telephone number up to 20 digits, including special functions, see box below. (To set up an Auto Dial button for group paging, press [Intercom] [*] [7] .)*
   To store additional Auto Dial numbers, repeat Steps 2 and 3.
4. *Press [Feature] [0] [0] when you are done.*

To insert a...	Press...
Pause (1.5 seconds)	[Hold]
Recall	[Spkr]
Stop	[Mic]
Touch-Tone Enable	[Transfer]

Answering a Call

[*Line*] **or**
[*Intercom*]

1. Press the [*Line*] or [*Intercom*] button next to the flashing light.

2. Lift the handset. (If you lift the handset without first pressing a line button, you are connected to the line that has been ringing the longest time.)

To answer a voice-signaled call (your phone beeps):

1. If the microphone is on, begin speaking (if not press [*Mic*] or lift the handset).

Joining a Call

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

[*Line*]

1. Press the [*Line*] button next to the steady red light.

2. Lift the handset.

NOTE: you cannot join an outside call, a conference call, or a call at an extension with Privacy turned on.

Calling Features

To use these features on an MLS-18D, MLS-12D, and MLS-12 phone, press the calling feature button. To use on an MLS-6 and MLC-6 phone, press [*Feature*] plus the 2-digit code.

Feature	How to Use on MLS-6 and MLC-6	How to Use on MLS-18D, MLS-12D, and MLS-12	Description
Privacy	Not Available	Press [*Privacy*] Press again to turn off	Prevents other people with the same line from joining your calls. A steady green light next to [*Privacy*] shows that Privacy is on.
Last Number Redial	Press [*Feature*] [*0*] [*5*]	Press [*Last Num*]	Redials the last outside number you dialed. Useful for redialing a busy number.
Recall	Press [*Feature*] [*0*] [*3*]	Press [*Recall*]	"Recalls" a dial tone. If you are not on a PBX or Centrex, use Recall to end a call without hanging – you will get a dial tone and can then make another call. Otherwise, use Recall to get the PBX/Centrex dial tone.
Conference Drop	Press [*Feature*] [*0*] [*6*]	Press [*Drop*]	Drops the last party added to a conference call.

Making a Call

To call an outside party:

Outside:
[*Line*] +
Phone Number

1. Press an idle (not lit) line button.
2. Lift the handset.
3. Dial the telephone number.

To call an inside party (another extension):

Inside—Ringing:
[*Intercom*] +
Extension Number

Inside—voice-signaling:
[*Intercom*] + [***] +
Extension Number

1. Press an idle (not lit)[*Intercom*] button.
2. Lift the handset.
3. To ring the extension, dial the two-digit extension number, (or to voice signal an MLS-model phone's speaker, dial [***] plus the extension number).

NOTE: If you lift the handset without pressing a button, you get the first available line or the intercom, depending on your phone's automatic line selection.

[*Intercom*] + [***] [*7*]

To page all extensions with MLS-model phones:
1. Press an idle (not lit) [*Intercom*] button.
2. Dial [***] [*7*] . When you hear a beep, speak into the handset.
   Your voice is heard on all MLS phone speakers. If a user picks up, the page becomes an intercom call to that user.

Making a Conference Call

To add parties to a call (max. 2 parties plus you):

Telephone or Extension
Number + [*Conf*] +
Telephone or Extension
Number + [*Conf*]

1. Call the first party (can use Speed Dial or Auto Dial buttons).
2. After the first party answers, press [*Conf*] .
3. Press an idle line button and call the second party (or press [*Intercom*] and dial an extension number to add an inside party).
4. After the second party answers, press [*Conf*] again.
   You *are connected with both parties. The lights at all extensions in the conference flash red and green.*

To Drop:
[*Drop*] (MLS-18D, MLS-12D, and MLS-12) *or*
[*Feature*] [*0*] [*6*] (MLS-6 and MLC-6)

To drop the last party added to *the call:*
On MLS-18D, MLS-12D, and MLS-12 phones: Press [*Drop*] .
On MLS-6 and MLC-6 phones: Press [*Feature*] [*0*] [*6*] .

NOTE: You cannot add more than 2 other parties, transfer a conference call, or join a conference call.

Putting a Call on Hold

To Hold:
[*Hold*]

To Pick Up:
[*Line*]

To put an outside or intercom call on hold:
1. Press [*Hold*] .

To pick up a held call:
1. Press the held line button.
2. Lift the handset.

Transferring a Call

[*Transfer*] +
Extension Number

To pass a call to another extension:
1. While active on the call, press [*Transfer*] .
   The call is put on hold and you hear intercom dial tone.
2. Dial the extension to which you want the call transferred.
3. When someone answers, announce the call, then hang up.
   If no one answers or the call is refused, to reconnect to the caller, press the line button next to the winking green light.

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