

# Quick Reference Guide For Partner II R3.0 – System Programming

**System Programming** – From extension 10 or 11 (Any MLS display phone) dial **Feature 00**, then press the **Left Intercom** button 2 times to enter **System Programming**. The numbers in parentheses after the program item heading are the factory default values. To end the **System Programming** session dial **Feature 00**.

## **System Date (010100)**

Dial #101  
Dial date (MMDDYY)

## **System Time (0000)**

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

## **Transfer Return Rings (4)**

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

## **Rotary Dial Timeout (2)**

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

## **ASA Delay (2)**

Dial #110  
Dial ring delay (0-9)

## **DXD Delay (2)**

Dial #112  
Dial ring delay (0-9)

## **Dial Mode (1)**

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

## **System Day (1)**

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

## **Number of Outside Lines**

Dial #104  
Dial number of lines (01-24)

## **Recall Timer (18=450msec)**

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

## **Outside Conference Denial (1)**

Dial #109  
1=Allowed, 2=Disallowed

## **ASA Button**

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

## **DXD Button (2)**

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

## **Hold Disconnect Timer (1)**

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

# Quick Reference Guide For Partner II R3.0 – System Programming

## ASA Lines (2)

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

## DXD Lines (2)

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

## Group Call Distribution (2)

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

## Line Assignment

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

## Line Access Restriction (1)

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

## Language (1)

Dial #303  
1=English, 2=Spanish, 3=French

## Automatic Extension Privacy (2)

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

## Abbreviated Ring (1)

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

## Transfer Return Extension(\*)

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

## Forced Account Code Entry (2)

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

## Distinctive Ring (1)

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

## Intercom Dial Tone (1)

Dial #309  
1=Regular, 2=Machine

## Automatic VMS Cover (2)

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

# Quick Reference Guide For Partner II R3.0 – System Programming

## Emergency Telephone (2)

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

## Outgoing Call Restrictions (1)

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

## System Password

Dial #403  
Dial 4 digits to set password

## Disallowed List Assignment (2)

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

## Allowed Phone Number List

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

## Pickup Group Extensions (2)

Dial #501  
Dial group number (1-4)  
Dial extension (10-57)  
1=Assigned, 2=Not assigned

## Copy Settings

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

## Toll Call Prefix (1)

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

## Disallowed Phone Number List

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

## Emergency Phone Number List

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

## Allowed List Assignments (2)

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

## Calling Group Extensions (2)

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

# Quick Reference Guide For Partner II R3.0 – System Programming

## Night Service Button (Extension 10 Only) (2)

Dial #503

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

## Night Service Group (2)

Dial #504

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

## Hunt Group Extensions (2)

Dial #505

Dial group number (1-6, 7 = VMS group)  
Dial extension (10-57)  
1=Assigned, 2=Not assigned

## VMS Hunt Delay (1)

Dial #506

1=Immediate, 2=Delayed

## VMS Hunt Schedule (1)

Dial #507

1=Always, 2=Day only, 3=Night only

## Fax Extension (2)

Dial #601

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

## Music-On-Hold (1)

Dial #602

1=Active, 2=Not active

## Hotline

Dial #603

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

## Doorphone 1 Extension

Dial #604

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

## Doorphone 2 Extension

Dial #605

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

## Doorphone Alert Extensions (1)

Dial #606

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

## AA Extensions (2)

Dial #607

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

## SMDR Record Type (1)

Dial #608

1=All calls, 2=Outgoing calls only

## SMDR Top Of Page

Dial #609

## Quick Reference Guide For Partner II R3.0 – System Programming

### System Reset

Dial #728

All calls disconnected,  
All programming saved

### System Initialization

Dial #989

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

## Quick Reference Guide For Partner II R3.0 – Centralized Programming

**Centralized Programming** – From extension 10 or 11 (Any MLS display phone) dial **Feature 00**, press the **Left Intercom** button 2 times, then press the **Right Intercom** button 1 time to enter **Centralized Programming**. The following station features can **only** be changed in **Centralized Programming**. To program another extension, press the **Right Intercom** button. Dial **Feature 00** to end the programming session.

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

Dial extension (10-57)

Dial \*\*

Touch line buttons in the order of desired selection. (To select intercom dial tone, touch the left intercom button first, then touch line buttons in the order of desired selection.)

Dial \*\* to end

### **Line Ringing**

Dial extension (10-57)

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

**Immediate Ring** = Steady light

**Delayed Ring** = Slow flashing light

**No Ring** = Fast fluttering light

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

## Quick Reference Guide For Partner II R3.0 – Station Features

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

### Station Programming (At the station being programmed)

#### Dial Feature 00

Press the button to be programmed

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

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

### Centralized Programming (At Station 10 or 11 Only)

Dial extension (10-57) to be programmed

Press the button to be programmed

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

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

### Feature Codes

\*Do Not Disturb = 01

Exclusive Hold = 02

Recall (Flash) = 03

Saved Number Redial = 04

Last Number Redial = 05

Conference Drop = 06

\*Privacy = 07

Touchtone Enable = 08

Message Light On = 09

Message Light Off = 10

\*\*Call Forwarding/Call Follow Me = 11

\*\*Account Code Entry = 12

Manual Signaling = 13

Voice Mailbox Transfer = 14

\*VMS Cover = 15

\*Caller ID – Name Display = 16

\*Caller ID Inspect = 17

\*Requires a button with lights

\*\*Button with lights recommended

# Quick Reference Guide For Partner II R3.0 – Station Features

## Additional Features

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

Press button to be programmed

**Call Pickup Individual** = Press **Left Intercom**, dial 6, dial extension (10-57)

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

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

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

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

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

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

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

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

## Extension Name Display

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

Press **Left Intercom**

Dial 2-digit code for each character

(MLS Display = 12 characters limit, Euro Style = 20 characters limit)

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



## Quick Reference Guide For Partner II R3.0 – Auto/Speed Dialing

### Auto Dial – Inside (Station DSS/BLF)

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

Press the button to be programmed

Press the **Left Intercom** button

Dial an extension (10-57)

Note: Dial \* before the extension to make this a voice call instead of a ringing call

### Auto Dial – Outside

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

Press the button to be programmed

Dial outside phone number (Up to 20 digits including special dialing characters)

### Personal Speed Dial

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

Press the Feature button

Dial a 2-Digit Code (80-99)

Dial outside phone number (Up to 20 digits including special dialing characters.)

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

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

Press **Feature** followed by a 2-digit speed dial code (20-79)

Dial phone number (Up to 20 digits including special dialing characters)

#### Special Dialing Characters

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

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

**Stop Dialing** = Press **Mic** button

**Touchtone Enable** = Press **Transfer** button

**Restriction Override** = Dial \* before the phone number

Dial **Feature 00** to end

**J & J Communications**

770-795-5462 or 888-552-6665

[www.jandjcommunications.com](http://www.jandjcommunications.com)