

# Quick Reference Guide For Partner Plus R4.0 – 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

## **Outgoing Call Restriction Button (2)**

Dial #114  
1=Assigned, 2=Not assigned,  
3=Select button

## **VMS Cover Rings (3)**

Dial #117  
Dial number of rings (1-9)

## **Dial Mode (1)**

Dial #201  
Dial line number (01-12)  
1=Touchtone, 2=Rotary

## **Group Call Distribution (2)**

Dial #206  
Dial group number (1-6, 7 = VMS group)  
Dial line number (01-12)  
1=Assigned, 2=Not assigned, 3=VMS Cover

## **System Day (1)**

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

## **Number of Outside Lines**

Dial #104  
Dial number of lines (01-12)

## **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

## **Wake Up Service Button (2)**

Dial #115  
1=Assigned, 2=Not assigned,  
3=Select button

## **Ring On Transfer (1)**

Dial #119  
1=Active, 2=Not active

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

Dial #203  
Dial line number (01-12)  
1=Long (450msec), 2=Short (50ms)

## **Line Coverage Extension**

Dial #208  
Dial line number (01-12)  
Dial extension (10-33)

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## Line Assignment

Dial #301  
Dial extension (10-33)  
Dial line number (01-12)  
1=Assigned, 2=Not assigned  
3=Select button

## Language (1)

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

## Abbreviated Ring (1)

Dial #305  
Dial extension (10-33)  
1=Active, 2=Not active

## Forced Account Code Entry (2)

Dial #307  
Dial extension (10-33)  
1=Assigned, 2=Not assigned

## Intercom Dial Tone (1)

Dial #309  
1=Regular, 2=Machine

## Emergency Telephone (2)

Dial #311  
Dial extension (10-33)  
1=Assigned, 2=Not assigned

## Call Waiting (2)

Dial #316  
Dial extension (10-33)  
1=Assigned, 2= Not assigned

## Line Access Restriction

Dial #302  
Dial extension (10-33)  
Dial line number (01-12)  
1=No restriction, 2=Out only,  
3=In only, 4=No access

## Automatic Extension Privacy (2)

Dial #304  
Dial extension (10-33)  
1=Assigned, 2=Not assigned

## Transfer Return Extension(\*)

Dial #306  
Dial extension (10-33)  
Dial extension to which a transferred  
call will be returned (10-33)  
\* = Extension transferring call

## Distinctive Ring (1)

Dial #308  
Dial extension (10-33)  
1=Active, 2=Not active

## Automatic VMS Cover (2)

Dial #310  
Dial extension (10-33)  
1=Assigned, 2=Not assigned

## Voice Interrupt On Busy (2)

Dial #312  
Dial extension (10-33)  
1=Assigned, 2=Not assigned

## Copy Settings

Dial #399  
Dial source extension (10-33)  
Dial target extension (10-33)

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## Outgoing Call Restrictions (1)

Dial #401

Dial extension (10-33)

1=No restriction, 2=Inside only,

3=Local only

## Toll Call Prefix (1)

Dial #402

1=0/1 + Area Code,

2=Area Code only

## System Password

Dial #403

Dial 4 digits to set password

## Disallowed Phone Number List

Dial #404

Dial list number (1-4)

Dial list entry (01-10)

Dial phone number (12 digits max.)

Press **Enter**

## Disallowed List Assignment (2)

Dial #405

Dial extension (10-33)

Dial list number (1-4)

1=Assigned, 2=Not assigned

## Emergency Phone Number List

Dial #406

Dial list entry (01-10)

Dial phone number (12 digits max.)

Press **Enter**

## Allowed Phone Number List

Dial #407

Dial list number (1-4)

Dial list entry (01-10)

Dial phone number (12 digits max.)

Press **Enter**

## Allowed List Assignments (2)

Dial #408

Dial extension (10-33)

Dial list number (1-4)

1=Assigned, 2=Not assigned

## Pickup Group Extensions (2)

Dial #501

Dial group number (1-4)

Dial extension (10-33)

1=Assigned, 2=Not assigned

## Calling Group Extensions (2)

Dial #502

Dial group number (1-4)

Dial extension (10-33)

1=Assigned, 2=Not assigned

## Night Service Button (Ext. 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 (10-33)

1=Assigned, 2=Not assigned

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## Hunt Group Extensions (2)

Dial #505  
Dial group number (1-6, 7 =VMS group)  
Dial extension (10-33)  
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 (10-33)  
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 or 28)  
Dial alerted extension (10-33, or 70 for page)

## Doorphone 1 Extension

Dial #604  
Dial extension (12-15, 18-21, 24-27,  
or 30-33 only)

## Doorphone 2 Extension

Dial #605  
Dial extension (12-15, 18-21, 24-27  
or 30-33 only)

## Doorphone Alert Extensions (1)

Dial #606  
Dial extension (10-33)  
1=No Alert, 2=Door 1 Alert,  
3=Door 2 Alert, 4=Door 1&2 Alert

## AA Extensions (2)

Dial #607  
Dial extension (10-33)  
1=Assigned, 2=Not assigned

## SMDR Record Type (1)

Dial #608  
1=All calls, 2=Outgoing calls only

## SMDR Top Of Page

Dial #609

## 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 Plus R4.0 – 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 (10-33)

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 (10-33)

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 Plus R4.0 – 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 extension 10 or 11 only)

Dial extension (10-33) 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 + Extension (10-33) (Dial \* before extension for voice call)

**Voice Mailbox Transfer** = 14

**VMS Cover** = 15

**Voice Interrupt Talk-Back** = 18

**Background Music** = 19

\*Requires a button with lights

\*\*Button with lights recommended

# Quick Reference Guide For Partner Plus R4.0 – 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 (10-33)

**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, Partner display = 20 characters limit)

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

## Quick Reference Guide For Partner Plus R4.0 – 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 (10-33)

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

### Auto Dial – Outside

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

Press the button to be programmed

Dial outside phone number (Up to 28 digits including special dialing characters)

### Personal Speed Dial

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

Press the **Feature** button

Dial a 2-Digit Code (80-99)

Dial outside phone number (Up to 28 digits including special dialing characters.)

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

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

Press **Feature** followed by a 3-digit speed dial code (600-699)

Dial phone number (Up to 28 digits including special dialing characters)

#### Special Dialing Characters

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

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

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

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

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

Dial **Feature** 00 to end

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