

# Quick Reference Guide For Partner R4.0 – System Programming

**System Programming** – From extension 10 (MLS-12D or MLS-18D recommended) 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.

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

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

## **Unique Line Ringing (2)**

Dial #118  
1=Active, 2=Not active

## **Dial Mode (1)**

Dial #201  
1=Touchtone, 2=Rotary

## **Hold Disconnect Time (1)**

Dial #203  
1=Long-450msec, 2=Short-50msec

## **Automatic Extension Privacy (2)**

Dial #304  
Dial extension (10-21)  
1=Assigned, 2=Not assigned

## **Abbreviated Ringing (1)**

Dial #305  
Dial extension (10-21)  
1=On/1 ring, 2=Off/repeated ringing

## **Outgoing Call Restriction (1)**

Dial #401  
Dial extension (10-21)  
1=No restriction, 2=Inside only, 3=Local only

## **Outgoing Call Prefix (1)**

Dial #402  
1=0/1 plus area code and number,  
2=Area code and number only

## **Music/Tones On Hold (2)**

Dial #602  
1=Tones on hold, 2=Not active,  
3=Music on hold  
Note: Extension 15 is the music jack

## **System Initialization**

Dial #989  
Dial 25327 (CLEAR)  
System returned to factory default

## **Doorphone / Internal Hotline / External Hotline (2)**

Dial #604  
Dial extension (11-14,17-21, and 15 if not used for MOH)  
1=Assigned, 2=Not assigned

## Quick Reference Guide For Partner R4.0 – Centralized Programming

**Centralized Programming** – From extension 10 (MLS-12D or MLS-18D recommended) 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 (10-21)

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 (10-21)

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

**Immediate Ring** = Steady light

**No Ring** = Fast fluttering light

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

**Alert Extension or Outside Phone Number** (See #604 in system programming)

Dial doorphone or hotline extension (11-21)

Press leftmost autodial button on the top row

Assign either **Doorphone/Alert Extension**, or **External Hotline** per below instructions:

### **Doorphone/Alert Extension**

Press **Left Intercom**

Dial alerted extension (11-21), or 7 for all extensions

### **External Hotline**

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

### **Special Dialing Characters**

Pause = Press **Hold**

Recall (Flash) = Press **Spkr**

Stop = Press **Mic**

Touchtone Enable = Press **Transfer**

## Quick Reference Guide For Partner R4.0 – Auto/Speed Dialing

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

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

Press the button to be programmed

Press **Left Intercom**

Dial an extension (10-21), or \*7 for **Group Paging**

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)

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

At extension 10, 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)

Dial **Feature 00** to end

### Special Dialing Characters

Pause = Press **Hold**

Recall (Flash) = Press **Spkr**

Stop = Press **Mic**

Touchtone Enable = Press **Transfer**

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