

# Quick Reference Guide For Partner ACS R4 – 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 Day (1)**

Dial #102

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

## **System Time (0000)**

Dial #103

Dial time (HHMM) in 24-hour format

## **Number of Outside Lines**

Dial #104

Dial number of lines (01-31)

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

Dial #105

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

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

Dial #107

Dial recall interval (01-80)

Each increment of 1 = 25msec

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

Dial #108

1=4 sec, 2=8 sec, 3=12 sec

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

Dial #109

1=Allowed, 2=Disallowed

## **ASA Delay (2)**

Dial #110

Dial ring delay (0-9)

## **ASA Button (Ext. 10) (2)**

Dial #111

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

## **DXD Delay (2)**

Dial #112

Dial Ring Delay (0-9)

## **DXD Button (Ext. 10) (2)**

Dial #113

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

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

Dial #114

1=Assigned, 2=Not assigned,  
3=Select button

## **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

## **ASA Mode (1)**

Dial #121

1=Hold, 2=Disconnect, 3=Ring a  
programmable button

## **Caller ID Type (1)**

Dial #122

1=USA, 2=Singapore

## **Backup Programming – Auto (2)**

Dial #123

1=Active, 2=Not active,  
3=Backup alarm cleared

## **Backup Programming – Manual**

Dial #124

Press **Enter** to begin backup

## **Restore Programming (1)**

Dial #125

1=Manual MMDDYY,  
2=Automatic MMDDYY  
Press **Enter** to begin restore

## **Automatic Daylight/Standard Times (1)**

Dial #126

1=Active, 2 = Not active

## **System Mode (Key)**

Dial #198

Key = 8632851

Pool = 8632852

System will restart

## **Dial Mode (1)**

Dial #201

Dial line number (01-31)

1=Touchtone, 2=Rotary

## **Hold Disconnect Timer (09)**

Dial #203

Dial line number (01-31)

00=None, 12=600msec (Each  
increment of 01 = 50msec)

## **ASA Lines (2)**

Dial #204

Dial line number (01-31)

1=Assigned, 2=Not assigned

## **DXD Lines (2)**

Dial #205

Dial line number (01-31)

1=Assigned, 2=Not assigned

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

Dial #206  
Dial group number (1-6, 7 = VMS group)  
Dial line number (01-31)  
1=Assigned, 2=Not assigned, 3=VMS Cover

## **Line Coverage Extension**

Dial #208  
Dial line number (01-31)  
Dial extension (10-49)

## **Line Assignment**

Dial #301  
Dial extension (10-49)  
Dial line number (01-31)  
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 (10-49)  
1=Active, 2=Not active

## **Forced Account Code Entry (2)**

Dial #307  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **Pool Line Assignment (2)**

Dial #207  
Dial line number (01-31)  
1=No pool, 2=Main pool 880,  
3=Pool 881, 4=Pool 882, 5=Pool 883

## **Unique Line Ringing (1)**

Dial #209  
Dial line number (01-31)  
Dial ring pattern (1-8)

## **Line Access Restriction (1)**

Dial #302  
Dial extension (10-49)  
Dial line number (01-31)  
1=No restriction, 2=Out only,  
3=In only, 4=No access

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

Dial #304  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **Transfer Return Extension(\*)**

Dial #306  
Dial extension (10-49)  
Dial extension to which a transferred  
call will be returned (10-49)  
\* = Extension transferring call

## **Distinctive Ring (1)**

Dial #308  
Dial extension (10-49)  
1=Active, 2=Not active

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## **Intercom Dial Tone (1)**

Dial #309  
1=Regular, 2=Machine

## **Automatic VMS Cover (2)**

Dial #310  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **External Hotline (2)**

Dial #311  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **Voice Interrupt On Busy (2)**

Dial #312  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **Line Access Mode**

Dial #313  
Dial extension (10-49)  
1=Pool (All except 10)  
2=Key

## **Pool Extension Assignment**

Dial #314  
Dial Extension (10-49)  
Dial Pool Access Code (880-883)  
1=Assigned, 2=Not Assigned,  
3=Select Button

## **Pool Access Restriction (1)**

Dial #315  
Dial extension (10-49)  
Dial Pool Number (880-883)  
1=No restriction, 2=Outgoing only,  
3=Incoming only, 4=No access

## **Call Waiting (2)**

Dial #316  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **Caller ID Log Answered Calls (2)**

Dial #317  
Dial extension (10-49)  
1=Active, 2=Not active

## **Caller ID Call Log Line Association**

Dial #318  
Dial extension (10-49)  
Dial line number (01-31)

## **Caller ID Log All Calls (\*)**

Dial #319  
Dial extension (10-49)  
\* =No extension assigned

## **Call Coverage Rings (2)**

Dial #320  
Dial number of rings (1-9)

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

Dial #321  
Dial extension (10-49)  
Dial number of rings (1-9)

## **Outgoing Call Restrictions (1)**

Dial #401  
Dial extension (10-49)  
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 (10-49)  
Dial list number (1-8)  
1=Assigned, 2=Not assigned

## **Allowed Phone Number List**

Dial #407  
Dial list number (1-8)  
Dial list entry (01-10)  
Dial phone number (12 digits max.)  
Press **Enter**

## **Forced Account Code List**

Dial #409  
Dial list entry (01-99)  
Dial account code (Up to 6 digits)  
Press **Enter**

## **Copy Settings**

Dial #399  
Dial source extension (10-49)  
Dial target extension (10-49)

## **Toll Call Prefix (1)**

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

## **Disallowed Phone Number List**

Dial #404  
Dial list number (1-8)  
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 (10-49)  
Dial list number (1-8)  
1=Assigned, 2=Not assigned

## **Star Code Dial Delay (0)**

Dial #410  
Dial delay in seconds (0-5),  
6=Not active

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## **Pickup Group Extensions (2)**

Dial #501  
Dial group number (1-4)  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **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

## **Hunt Group Extensions (2)**

Dial #505  
Dial group number (1-6, 7 = VMS group)  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **VMS Hunt Schedule (1)**

Dial #507  
Dial line number (01-31)  
1=Always, 2=Day only, 3=Night only

## **Fax Extension (2)**

Dial #601  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **Hotline**

Dial #603  
Dial hotline extension (**NOT** 10, or the first  
2 extensions of any 206 or 308)  
Dial alerted extension (10-49, or 70 for page)

## **Calling Group Extensions (2)**

Dial #502  
Dial group number (1-4)  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **Night Service Group (2)**

Dial #504  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **VMS Hunt Delay (2)**

Dial #506  
Dial 1 (day), or 2 (night)  
Dial line number (01-31)  
Dial number of rings (0-6)

## **Music-On-Hold (1)**

Dial #602  
1=Active, 2=Not active

## **Doorphone 1 Extension**

Dial #604  
Dial extension (Any except first  
2 extensions of any 206 or 308)

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## **Doorphone 2 Extension**

Dial #605  
Dial extension (Any except first 2  
extensions of any 206 or 308)

## **AA Extensions (2)**

Dial #607  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **SMDR Top Of Page**

Dial #609

## **SMDR Talk Time (2)**

Dial #611  
1=Active, 2=Not active

## **Contact Closure Operation Type (2)**

Dial #613  
Dial a contact closure (1-2)  
1=1 sec. On, 2=3 secs. on,  
3=5 secs. on, 4=Toggle

## **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

## **Doorphone Alert Extensions (1)**

Dial #606  
Dial extension (10-49)  
1=No Alert, 2=Door 1 Alert,  
3=Door 2 Alert, 4=Door 1&2 Alert

## **SMDR Record Type (1)**

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

## **SMDR Output Format (1)**

Dial #610  
1=15 digits, 2=24 digits

## **Contact Closure Group (2)**

Dial #612  
Dial group number (1-2)  
Dial extension (10-49)  
1=Assigned, 2=Not assigned

## **Music On Hold Volume (4)**

Dial #614  
Dial volume (1-7)

## **Remote Administration Password**

Dial #730  
Current password displayed  
Enter password (Up to 8 characters,  
use 2-digit character codes on p. 10)

## Quick Reference Guide For Partner ACS R4 – 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 (10-49)

Dial \*\*

Press line or pool buttons in the order of desired selection. (To select intercom dial tone, press the **Left Intercom** button first, then press line or pool buttons in the order of desired selection.)

Dial \*\* to end

### **Line Ringing**

Dial extension (10-49)

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

**Immediate Ring** = Steady light

**Delayed Ring** = Slow flashing light

**No Ring** = Fast fluttering light

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



## Quick Reference Guide For Partner ACS R4 – 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 the extension (10-49) 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**

**\*Voice Interrupt On Busy = 18**

**\*\*Background Music = 19**

**\*\*Call Coverage = 20**

**\*\*Station Lock = 21**

**\*\*\*Station Unlock = 22**

**\*Caller ID Call Logging & Dialing = 23**

**\*Record-A-Call = 24**

**\*Call Screening = 25**

**\*\*Contact Closure 1 = 41**

**\*\*Contact Closure 2 = 42**

\*Requires a button with lights

\*\*Button with lights recommended

\*\*\*Do NOT program on a button

# Quick Reference Guide For Partner ACS R4 – Station Features

## Additional Features

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

Press the button to be programmed

**Call Pickup Individual** = Press **Left Intercom**, dial 6, dial extension (10-49)

**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

**Simultaneous 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 = 815 = 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 ACS R4 – 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 (10-49)

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.)

Dial **Feature** 00 to end

## 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

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