

Quick Reference Guide For Partner II R2 – System Programming

System Programming – From extension 10 (MLS-12D or MLS-34D) 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

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

Hold Disconnect Timer (1)

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

Line Access Restriction

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

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)

PBX Dial-Out Code (9)

Dial #106
Dial dial-out code (0-9)

Rotary Dial Timeout (2)

Dial #108
1=4 sec, 2=8 sec, 3=12 sec

Dial Mode (1)

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

Line Assignment

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

Language (1)

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

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Automatic Extension Privacy (2)

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

Transfer Return Extension(*)

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

Outgoing Call Restriction (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 extension (10-57)
1=Assigned, 2=Not assigned

Abbreviated Ring (1)

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

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 Assignment (2)

Dial #408
Dial extension (10-57)
Dial list number (1-4)
1=Assigned, 2=assigned

Calling Group Extensions (2)

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

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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

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 (11-57)

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, 54-57)

Doorphone 2 Extension

Dial #605

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

Attendant/VMS 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

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Dial #609

System Reset

Dial #728

All calls disconnected,
All programming saved

System Initialization

Dial #989

Display “Restart – Defaults”

Dial 25327 (CLEAR)

System returned to factory default

Quick Reference Guide For Partner II R2 – Centralized Programming

Centralized Programming – From extension 10 (MLS-12D or MLS-34D) 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 R2 – 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 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

* = Requires a button with lights

** = Button with lights recommended

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 (Internal) = 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)

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

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

Quick Reference Guide For Partner II R2 – 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, 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

Touchtone Enable = Press **Transfer** button

Stop Dialing = Press **Mic** button

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

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

Restriction Override = Dial * before the phone number

Dial **Feature** 00 to end

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