# — Quick Reference Guide For Partner II R4.1 – System Programming

**System Programming** – From extension 10 or 11 (Any MLS or Partner 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)

**Outgoing Call Restriction Button (2)** 

Dial #114

1=Assigned, 2=Not assigned,

3=Select button

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

Wake Up Service Button (2)

Dial #115

1=Assigned, 2=Not assigned,

3=Select button

# Quick Reference Guide For Partner II R4.1 – System Programming

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

Dial #116

Dial rings (1-9) m m u n i c a t

### Ring On Transfer (1)

Dial #119

1=Active, 2=Not active

### Dial Mode (1)

Dial #201

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

### ASA Lines (2)

Dial #204

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 Coverage Extension**

Dial #208

Dial line number (01-24)

Dial extension (10-57)

### 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

### VMS Cover Rings (3)

Dial #117

Dial rings (1-9)

### ASA Mode (1)

Dial #121

1=Hold, 2=Disconnect, 3=Ring

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

Dial #203

Dial line number (01-24)

1=Long (450msec), 2=Short (50ms)

### DXD Lines (2)

Dial #205

Dial line number (01-24)

1=Assigned, 2=Not assigned

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

Dial #207

Dial line number (01-24)

1=No pool, 2=Main pool 880,

3=Pool 881, 4=Pool 882, 5=Pool 883

### **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

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

Dial #304

Dial extension (10-57)

1=Assigned, 2=Not assigned

### **Quick Reference Guide For** Partner II R4.1 – System Programming

### Abbreviated Ring (1)

Dial #305

Dial extension (10-57)

1=Active, 2=Not active 1 U n i C 2 f

Dial #306

Dial extension (10-57)

Dial extension to which a transferred call will be returned (10-57)

\* = Extension transferring call

Transfer Return Extension(\*)

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

Dial #307

Dial extension (10-57)

1=Assigned, 2=Not assigned

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

Dial #309

1=Regular, 2=Machine

### **Emergency Telephone (2)**

Dial #311

Dial extension (10-57)

1=Assigned, 2=Not assigned

### **Line Access Mode**

Dial #313

Dial extension (10-57)

1=Pool (All extensions except 10)

2=Key

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

Dial #315

Dial extension (10-57)

Dial pool number (880-883)

1=No restriction, 2=Outgoing only,

3=Incoming only, 4=No access

#### **Copy Settings**

Dial #399

Dial source extension (10-57)

Dial target extension (10-57)

### **Distinctive Ring (1)**

Dial #308

Dial extension (10-57)

1=Active, 2=Not active

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

Dial #310

Dial extension (10-57)

1=Assigned, 2=Not assigned

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

Dial #312

Dial extension (10-57)

1=Assigned, 2=Not assigned

### **Pool Extension Assignment**

Dial #314

Dial extension (10-57)

Dial pool access code (880-883)

1=Assigned, 2=Not assigned

3=Select button

### Call Waiting (2)

Dial #316

Dial extension (10-57)

1=Assigned, 2=Not assigned

### Quick Reference Guide For Partner II R4.1 – System Programming

### **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

### **Forced Account Code List**

Dial #409

Dial list entry (01-99)

Dial account code (Up to 6 digits)

**Press Enter** 

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

Dial #501

Dial group number (1-4)

Dial extension (10-57)

1=Assigned, 2=Not assigned

### 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 R4.1 – System Programming

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

Dial #503

1=Assigned to next available button w/lights

2=Not assigned III III III II II G G

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

### Quick Reference Guide For Partner II R4.1 – System Programming

### **SMDR Top Of Page**

Dial #609

**SMDR Output Format (1)** 

Dial #610

1=15 digits, 2=24 digits

### SMDR Talk Time (1)

Communicat

Dial #611 1=Active, 2=Not active

### **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 R4.1 – Centralized Programming

<u>Centralized Programming</u> – From extension 10 or 11(Any MLS or Partner 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 <u>only</u> be changed in **Centralized Programming**. To program another extension, press the **Right Intercom** button. Dial **Feature** 00 to end the programming session.

<u>Automatic Line Selection</u> (Do this procedure first before programming other features) Dial extension (10-57)

Dial \*\*

Touch line or pool 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 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 II R4.1 – 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 (10-57) 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

\*Voice Interrupt On Busy = 18

\*\*Background Music = 19

\*\*Call Coverage = 20

\*\*Station Lock = 21

<sup>\*</sup>Requires a button with lights

<sup>\*\*</sup>Button with lights recommended

### **Quick Reference Guide For Partner II R4.1 – 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

**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)

# Quick Reference Guide ForPartner II R4.1 – 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 11 G at 10 M S

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 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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