Centralized Telephone Programming Quick Reference

Place the Programming Overlay on the dial pad of the system display phone at extension 10 or 11 (Extension 11 programming: \( P_+ \geq R3.0 \), \( PII \geq R1.0 \))

**TO ENTER PROGRAMMING MODE**

- **PRESS** [Feature] [\[]\[2]
- **PRESS** [System Program] [System Program] [Central Tel Program]
- DIAL the extension number to be programmed
- Buttons on which lines or pools are assigned for the extension light up to show the current Line Ringer setting; remaining buttons can be programmed with Auto Dial numbers or features

**TO PROGRAM ANOTHER FEATURE AT THE SAME EXTENSION**

After you program one feature, continue with the instructions in the box for the next feature

**TO CHANGE SETTING FOR ANOTHER EXTENSION**

- **PRESS** [Central Tel Program]
- **PRESS** [Feature] [\[]\[2]

---

**NOTE:** Program Automatic Line Selection or Extension Name Display first.

### AUTOMATIC LINE SELECTION

- \( P_+ \geq R1.0 \) (p. 5-18)
- \( PII \geq R1.0 \) (p. 5-19)

**PRESS** [\[]\[\[\]
**PRESS** the line/pool/intercom
- **PRESS** left [Intercom]

Key Extension: Outside lines 01-24, Pool 01-12, \( P_+ \) left [Intercom]

Pooled Extension: (\( PII \) only) Pool 881-883, individual lines

### EXTENSION NAME DISPLAY

- \( P_+ \geq R3.1 \) (p. 5-53)
- \( PII \geq R3.1 \) (p. 5-55)

**PRESS** left [Intercom]
Enter the character codes for the name (See Table 5-1 ‘Character Codes’ on p. 5-51 \( P_+ \) or 5-78 \( PII \))

### PERSONAL SPEED DIAL NUMBERS

- \( P_+ \geq R1.0 \) (p. 5-114)
- \( PII \geq R1.0 \) (p. 5-149)

**PRESS** [Feature]

**DIAL** the phone number—up to 28 digits

- **DIAL** a two-digit code (80-99)

**PRESS** [Feature] [\[]\[2]

### AUTO DIAL NUMBERS—OUTSIDE AND INSIDE

- \( P_+ \geq R1.0 \) (p. 5-14)
- \( PII \geq R1.0 \) (p. 5-14)

**PRESS** a programmable button

**To program an outside number:**

- **DIAL** the phone number—up to 28 digits
- \( \geq R4.0 \), 20 digits \( \leq R3.1 \), including special functions (see “Special Dialing Functions,” p. 5-127 \( P_+ \) or 5-164 \( PII \))

**To program an extension number:**

- **PRESS** left [Intercom]
- **DIAL** the extension number (to ring the extension) or
- \( \geq R4.0 \) plus the extension number

### ACCOUNT CODE ENTRY

- \( P_+ \geq R3.0 \) (p. 5-5)
- \( PII \geq R3.0 \) (p. 5-5)

**PRESS** a programmable button

**PRESS** left [Intercom]

### BACKGROUND MUSIC

- \( P_+ \geq R3.1 \) (p. 5-22)
- \( PII \geq R3.1 \) (p. 5-34)

**PRESS** a programmable button

**PRESS** left [Intercom]

### CALL COVERAGE

- \( P_+ \geq R4.0 \) (p. 5-36)

**PRESS** a programmable button

**DIAL** (optional) two-digit originating extension number

**DIAL** (optional) two-digit covering extension number

### CALL FORWARDING/CALL FOLLOW-ME

- \( P_+ \geq R3.0 \) (p. 5-24)
- \( PII \geq R1.0 \) (p. 5-49)

**PRESS** a programmable button

**DIAL** up to show the current Line Ringer setting; remaining buttons can be programmed with Auto Dial numbers or features

**DIAL** (optional) two-digit originating extension number

**DIAL** (optional) two-digit destination extension number

**PRESS** left [Intercom]

### CALL PICKUP

- \( P_+ \geq R1.0 \) (p. 5-29)
- \( PII \geq R1.0 \) (p. 5-49)

**PRESS** a programmable button

**PRESS** left [Intercom]

**DIAL** the two-digit extension number

### CALLER ID INSPECT

- \( PII \geq R3.0 \) (p. 5-50)

**PRESS** a programmable button with lights

### CALLER ID NAME DISPLAY

- \( PII \geq R3.0 \) (p. 5-52)

**PRESS** a programmable button with lights

### CONFERENCE DROP

- \( P_+ \geq R1.0 \) (p. 5-34)
- \( PII \geq R1.0 \) (p. 5-56)

**PRESS** a programmable button

### CONFERENCE PICKUP

**PRESS** a programmable button

**TO END PROGRAMMING MODE**

- **PRESS** left [Intercom]
- **PRESS** left [Intercom]

---

**NOTE:** All page references are to PARTNER Plus and PARTNER II release 4.1 documentation.

To order additional copies, call the DDC at 1-800-252-4076 or fax at 513-768-5514. Refer to document number MG9150J.
### System Features Continued

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROUP CALLING—RING/PAGE</strong></td>
<td>Press a programmable button, press [P+ or PII] left [Intercom] [7], dial a Calling Group number (1-4) for ringing the group. For paging the group: press P+ or PII, press a programmable button, press [P+] or [PII] left [Intercom] [7], dial a Calling Group number (1-4).</td>
</tr>
<tr>
<td><strong>GROUP HUNTING—RING/VOICE SIGNAL</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Hunt Group number (1-7) for ringing the Hunt Group Extension. For voice signaling the Hunt Group Extension: press a programmable button, press P+ left [Intercom] [7], [1], dial a Hunt Group number (1-7).</td>
</tr>
<tr>
<td><strong>GROUP PICKUP</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Pickup Group number (1-7).</td>
</tr>
<tr>
<td><strong>LAST NUMBER REDIAL</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial the last dialed number.</td>
</tr>
<tr>
<td><strong>LOUDSPEAKER PAGING</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], say your message into the microphone.</td>
</tr>
<tr>
<td><strong>MANUAL SIGNALING</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Calling Group number (1-4).</td>
</tr>
<tr>
<td><strong>MESSAGE LIGHT OFF</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Calling Group number (1-4).</td>
</tr>
<tr>
<td><strong>MESSAGE LIGHT ON</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Calling Group number (1-4).</td>
</tr>
<tr>
<td><strong>PRIVACY</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Calling Group number (1-4).</td>
</tr>
<tr>
<td><strong>RECALL</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Calling Group number (1-4).</td>
</tr>
<tr>
<td><strong>SAVE NUMBER REDIAL</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial the number you want to save.</td>
</tr>
<tr>
<td><strong>SIMULTANEOUS PAGING</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Pickup Group number (1-7).</td>
</tr>
<tr>
<td><strong>STATION LOCK</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Station Lock number (1-7).</td>
</tr>
<tr>
<td><strong>TOUCH-TONE ENABLE</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Touch-Tone Enable number (1-7).</td>
</tr>
<tr>
<td><strong>VMS COVER</strong></td>
<td>Press a programmable button with lights, press [P+] left [Intercom] [7], dial a VMS Cover number (1-7).</td>
</tr>
<tr>
<td><strong>VOICE INTERRUPT ON BUSY TALK-BACK</strong></td>
<td>Press a programmable button with lights, press [P+] left [Intercom] [7], dial a Voice Interrupt number (1-7).</td>
</tr>
<tr>
<td><strong>VOICE MAILBOX TRANSFER</strong></td>
<td>Press a programmable button, press [P+] left [Intercom] [7], dial a Voice Mailbox Transfer number (1-7).</td>
</tr>
</tbody>
</table>

---

![Feature Symbols](image_url)

- ✔ = Factory setting
- ☛ = Button with lights required
- ☝ = Button with lights recommended
- ✖ = Indicates release when feature was first added to system e.g. ≥ R3.0
TO END SYSTEM PROGRAMMING
PRESS [Feature] [6] [6]
PRESS [System Program] [1]

TO CYCLE THROUGH AVAILABLE SETTINGS
PRESS [Next Procedure] or [Prev Procedure]
TO RETURN TO FACTORY SETTING
PRESS [Remove]

TO CYCLE THROUGH SYSTEM PROGRAMMING PROCEDURES
PRESS [Next Procedure] or [Prev Procedure]

NOTE: Procedures #399, #609, and #728—shown below in dashed boxes—are skipped when cycling.

SYSTEM DATE
P+ > R1.0 (p. 5-135)
PII > R1.0 (p. 5-179)
DIAL #101
DIAL the date in MMDDYY form

SYSTEM DAY
P+ > R1.0 (p. 5-136)
PII > R1.0 (p. 5-179)
DIAL #102
DIAL 1 = Sunday ✔ 5 = Thursday ✔ 2 = Monday ✔ 6 = Friday ✔ 3 = Tuesday ✔ 7 = Saturday ✔ 0 = Sunday ✔
4 = Wednesday ✔

SYSTEM DAY
P+ > R1.0 (p. 5-133)
PII > R1.0 (p. 5-176)
DIAL #103
DIAL the time in HHMM 24-hour military format

NUMBER OF LINES
*See IMPORTANT on facing page
P+ > R1.0 (p. 5-108)
PII > R1.0 (p. 5-143)
DIAL #104
DIAL two digits (01–12 P+, 01–24 PII) for the number of outside lines to be assigned to every extension ✔ 2 per 206 or 200 module ✔ 4 per 400 module

TRANSFER RETURN RINGS
P+ > R1.0 (p. 5-150)
PII > R1.0 (p. 5-194)
DIAL #105
DIAL one digit (0–9) for the number of rings before the call returns ✔ 4 rings 0 rings = no return

RECALL TIMER DURATION
P+ > R1.0 (p. 5-120)
PII > R1.0 (p. 5-162)
DIAL #107
DIAL two digits (01–80) to set the length of a switchhook flash ✔ 18 (450 msec)

OUTGOING CALL RESTRICTION BUTTON
P+ > R3.1 (p. 5-111)
PII > R3.1 (p. 5-140)
DIAL 1 = Assigned ✔ 2 = Not Assigned ✔ 3 = Select Button then press a programmable button

WAKE UP SERVICE BUTTON
P+ > R3.1 (p. 5-160)
PII > R3.1 (p. 5-204)
DIAL #115
DIAL 1 = Assigned ✔ 2 = Not Assigned ✔ 3 = Select Button then press a programmable button

CALL COVERAGE RINGS
PII > R4.0 (p. 5-40)
DIAL #116
DIAL one digit (1–9) for the number of rings before the call is sent to the covering extension ✔ 2 rings

VMS COVER RINGS
PII > R4.0 (p. 5-153)
DIAL #117
DIAL one digit (1–9) for the number of rings before the call is sent to the voice messaging system ✔ 3 rings

RING ON TRANSFER
P+ > R4.1 (p. 5-121)
PII > R4.1 (p. 5-163)
DIAL #119
DIAL 1 = Active ✔ 2 = Not Active

AUTOMATIC SYSTEM ANSWER MODE
PII > R4.1 (p. 5-27)
DIAL #121
DIAL 1 = Hold ✔ 2 = Disconnect ✔ 3 = Ring

ASA & DXD RECORD/PLAYBACK
ASA = 1891 1 = Record 2 = Play
DXD = 1892 # = Stop

Example: [Feature] 103

ROTARY DIALING TIMEOUT
P+ > R1.0 (p. 5-122)
PII > R1.0 (p. 5-164)
DIAL #108
DIAL 1 = 4 sec ✔ 2 = 8 sec ✔

OUTSIDE CONFERENCE DENIAL
P+ > R1.0 (p. 5-113)
PII > R1.0 ≠ R2.0 (p. 5-148)
DIAL #109
DIAL 1 = Allowed ✔ 2 = Disallowed

AUTOMATIC SYSTEM ANSWER DELAY
PII > R3.0 (p. 5-24)
DIAL #110
DIAL a ring delay number (0–9) ✔ = 2 rings

AUTOMATIC SYSTEM ANSWER BUTTON
PII > R3.0 (p. 5-21)
DIAL #111
DIAL 1 = Assigned ✔ 2 = Not Assigned ✔ 3 = Select Button then press a programmable button

DIRECT EXTENSION DIAL DELAY
PII > R3.0 (p. 5-82)
DIAL #112
DIAL a ring delay number (0–9) ✔ = 2 rings

DIRECT EXTENSION DIAL BUTTON
PII > R3.0 (p. 5-59)
DIAL #113
DIAL 1 = Assigned ✔ 2 = Not Assigned ✔ 3 = Select Button then press a programmable button

ASA & DXD RECORD/PLAYBACK
ASA = 1891 1 = Record 2 = Play
DXD = 1892 # = Stop
IMPORTANT: In Key mode, the Number of Lines procedure changes Line Assignment (#301), Line Access Restriction (#302), Automatic Line Selection, and Line Ringing to factory settings. To change line assignments without affecting other settings, use Line Assignment (#301).

In Hybrid mode, the Number of Lines procedure changes Pool Line Assignment (#207), Pool Extension Assignment (#314), and Pool Access Restriction (#315) for existing pools back to factory settings. Additionally, it changes Line Assignment (#301), Line Access Restriction (#302), Automatic Line Selection, and Line Ringing for individual lines back to factory settings. To change pool assignments without affecting other settings, use Pool Line Assignment (#207) and Pool Extension Assignment (#314).

Procedures #207, #313, #314 and #315—shown in square dotted boxes—are not available when the system is configured for Key mode.

PROCEDURES

**Lines**

- **DIAL MODE**
  - P+ > R1.0 (p. 5-36)
  - PII > R1.0 (p. 5-58)
  - DIAL #201
  - DIAL a line number (01–12 P+, 01–24 PII)
  - DIAL 1 = Touch-Tone ✔
  - 2 = Rotary
  - PRESS [Next Item] to program another line

- **HOLD DISCONNECT TIME**
  - P+ > R1.0 (p. 5-74)
  - PII > R1.0 (p. 5-106)
  - DIAL #203
  - DIAL a line number (01–24)
  - DIAL 1 = Long (450 msec) ✔
  - 2 = Short (50 msec)
  - PRESS [Next Item] to program another line

- **AUTOMATIC SYSTEM ANSWER LINES**
  - PII > R3.0 (p. 5-25)
  - DIAL #204
  - DIAL a line number (01–24)
  - DIAL 1 = Assigned
  - 2 = Not Assigned ✔
  - PRESS [Next Item] to program another line

- **DIRECT EXTENSION DIAL LINES**
  - PII > R3.0 (p. 5-63)
  - DIAL #205
  - DIAL a line number (01–24)
  - DIAL 1 = Assigned
  - 2 = Not Assigned ✔
  - PRESS [Next Item] to program another line

- **GROUP CALL DISTRIBUTION**
  - P+ > R3.1 (p. 5-62)
  - PII > R3.0 (p. 5-94)
  - DIAL #206
  - DIAL a group number (1–6, 7 for VMS)
  - DIAL a line number (01-12P+, 01–24 PII)
  - DIAL 1 = Assigned
  - 2 = Not Assigned ✔
  - 3 = VMS Line Cover (only for hunt group 7)
  - PRESS [Next Item] to program another line

- **POOL LINE ASSIGNMENT**
  - PII > R4.0 (p. 5-157)
  - DIAL #207
  - DIAL a line number (01–24)
  - DIAL 1 = No Pool
  - 2 = Main Pool 880 ✔
  - 3 = Pool 881
  - 4 = Pool 882
  - 5 = Pool 883
  - PRESS [Next Item] to program another line

- **LINE COVERAGE EXTENSION**
  - P+ > R4.0 (p. 5-88)
  - PII > R4.0 (p. 5-122)
  - DIAL #208
  - DIAL a line number (01–12 P+, 01–24 PII)
  - DIAL an extension number (10–33 P+, 10–57 PII)
  - PRESS [Next Item] to program another line
  - PRESS [Remove] to unassign ownership

- **OLDER VERSION CODES**
  - #106 PBX Dial Out Code [PII > R4.0], 0-9 [✔ = 9]
  - #721 PBX/Centrex Mode [PII > R4.0], 1 = Active, 2 = Not Active ✔
  - #722 Reset - Line Assignments [PII > R4.0]
  - #723 Button Down Mode [PII > R4.0], 1 = Active, 2 = Not Active ✔
# System Programming Quick Reference

**Place the Programming Overlay on the dial pad of the system display phone at extension 10 or 11**

**TO START SYSTEM PROGRAMMING**

- Press [Feature] [2] [3]
- Press [System Program]
- Press [System Program]

**TO USE A SPECIFIC PROCEDURE**

DIAL [4] and three-digit procedure code


**TO CYCLE THROUGH SYSTEM PROGRAMMING PROCEDURES**

- Press [Next Procedure] or [Prev Procedure]

**NOTE:** Procedures #399, #609, and #728—shown below in dashed boxes—are skipped when cycling.

**TO CYCLE THROUGH AVAILABLE SETTINGS**

- Press [Next Data] or [Prev Data]

- Press [Remove]

---

## Extensions

### LINE ASSIGNMENT

**P+ ≥ R1.0**

- **PⅡ ≥ R1.0**

**DIAL #301**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

To remove all existing line assignments, press [Remove] before selecting a line.

**DIAL** a line number (01–12 P+, 01–24 PⅡ)

**DIAL** 1 = Assigned ✔

**DIAL** 2 = Not Assigned

**DIAL** 3 = Select Button

- Press a programmable button (to assign the line to that button) P+ ≥ R3.0, PⅡ ≥ R1.0

If you use option 3 after a line has been assigned, the line moves from the old button to the new button you select.

**PRESS [Next item]** to program another line for this extension.

**To program another extension:**

- Press [Next Procedure] or [Prev Procedure]

- Enter a new extension number, and repeat above steps

---

**LINE ACCESS RESTRICTION**

**P+ ≥ R1.0**

- **PⅡ ≥ R1.0**

**DIAL #302**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** a line number (01–12 P+, 01–24 PⅡ)

**DIAL** 1 = No Restriction ✔

**DIAL** 2 = Outgoing Only

**DIAL** 3 = Incoming Only

**DIAL** 4 = No Access (line appears on button, but you can use line only to pick up a transferred or held call)

**PRESS [Next item]** to program another line

**To program another extension:**

- Press [Next Procedure] or [Prev Procedure]

- Enter a new extension number, and repeat above steps

---

**DISPLAY LANGUAGE**

**P+ ≥ R1.0**

- **PⅡ ≥ R1.0**

**DIAL #303**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** 1 = English ✔

**DIAL** 2 = Spanish

**DIAL** 3 = French

**PRESS [Next item]** to program another extension

---

## AUTOMATIC EXTENSION PRIVACY

**P+ ≥ R1.0**

- **PⅡ ≥ R1.0**

**DIAL #304**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** 1 = Assigned ✔

**DIAL** 2 = Not Assigned

**PRESS [Next item]** to program another extension

---

## ABBREVIATED RINGING

**P+ ≥ R1.0**

- **PⅡ ≥ R1.0**

**DIAL #305**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** 1 = Active (1 ring) ✔

**DIAL** 2 = Not Active (repeated ringing)

**PRESS [Next item]** to program another extension

---

## TRANSFER RETURN EXTENSION

**P+ ≥ R2.0**

- **PⅡ ≥ R2.0**

**DIAL #306**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** number of the extension (10–33 P+, 10–57 PⅡ) to which call should return if not answered ✔ Extension transferring call

**PRESS [Next item]** to program another extension

---

## FORCED ACCOUNT CODE ENTRY

**P+ ≥ R3.0**

- **PⅡ ≥ R3.0**

**DIAL #307**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** 1 = Assigned ✔

**DIAL** 2 = Not Assigned

**PRESS [Next item]** to program another extension

---

## DISTINCTIVE RING

**P+ ≥ R3.0**

- **PⅡ ≥ R3.0**

**DIAL #308**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** 1 = Active

**DIAL** 2 = Not Active

**PRESS [Next item]** to program another extension

---

## INTERCOM DIAL TONE

**P+ ≥ R2.0**

- **PⅡ ≥ R2.0**

**DIAL #309**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** 1 = Regular ✔

**DIAL** 2 = Machine

**PRESS [Next item]** to program another extension

---

## AUTOMATIC VMS COVER

**P+ ≥ R3.1**

- **PⅡ ≥ R3.1**

**DIAL #310**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** 1 = Assigned ✔

**DIAL** 2 = Not Assigned

**PRESS [Next item]** to program another extension

---

## EXTERNAL HOTLINE (was EMERGENCY TELEPHONE)

**P+ ≥ R3.1**

- **PⅡ ≥ R3.1**

**DIAL #311**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** 1 = Assigned ✔

**DIAL** 2 = Not Assigned

**PRESS [Next item]** to program another extension

---

## VOICE INTERRUPT ON BUSY

**P+ ≥ R3.1**

- **PⅡ ≥ R3.1**

**DIAL #312**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** 1 = Assigned

**DIAL** 2 = Not Assigned

**PRESS [Next item]** to program another extension

---

## LINE ACCESS MODE

**PRESS [Next item]**

- **PRESS [Prev item]**

---

## COPY SETTINGS

**Press [Next item]**

- **Press [Prev item]**

---

## POOL EXTENSION ASSIGNMENT

**P+ ≥ R4.0**

- **PⅡ ≥ R4.0**

**DIAL #314**

**DIAL** an extension number (10–57)

To remove all existing pool assignments, press [Remove] before selecting a line.

**DIAL** a pool access code (880, 881, 882, or 883)

**PRESS [Next item]** to program another pool for this extension.

**To program another extension:**

- Press [Next Procedure] or [Prev Procedure]

- Enter a new extension number, and repeat above steps

---

## POOL ACCESS RESTRICTION

**P+ ≥ R4.0**

- **PⅡ ≥ R4.0**

**DIAL #315**

**DIAL** an extension number (10–57)

**DIAL** a pool number (880, 881, 882, or 883)

**PRESS [Next item]** to program another pool

**To program another extension:**

- Press [Next Procedure] or [Prev Procedure]

- Enter a new extension number, and repeat above steps

---

## CALL WAITING

**P+ ≥ R4.0**

- **PⅡ ≥ R4.0**

**DIAL #316**

**DIAL** an extension number (10–33)

**P+, 10–57 PⅡ**

**DIAL** 1 = Assigned

**DIAL** 2 = Not Assigned

**PRESS [Next item]** to program another extension

---

## SYSTEM PROGRAMMING

**Place the Programming Overlay on the dial pad of the system display phone at extension 10 or 11**

**TO START SYSTEM PROGRAMMING**

- Press [Feature] [2] [3]
- Press [System Program]
- Press [System Program]

**TO USE A SPECIFIC PROCEDURE**

DIAL [4] and three-digit procedure code


**TO CYCLE THROUGH SYSTEM PROGRAMMING PROCEDURES**

- Press [Next Procedure] or [Prev Procedure]

**NOTE:** Procedures #399, #609, and #728—shown below in dashed boxes—are skipped when cycling.

**TO CYCLE THROUGH AVAILABLE SETTINGS**

- Press [Next Data] or [Prev Data]

- Press [Remove]
OUTGOING CALL RESTRICTION

P+ ≥ R1.0  (p. 5-109)
Pil ≥ R1.0  (p. 5-144)

DIAL #401
DIAL an extension number (10-33 P+, 10-57 Pil)
DIAL 1 = No Restriction ✓
2 = Inside (intercom) Only
3 = Local (intercom and local) Only
PRESS [Next Item] to program another extension

TOLL CALL PREFIX

P+ ≥ R1.0  (p. 5-143)
Pil ≥ R1.0  (p. 5-186)

DIAL #402
DIAL 1 = 0/1 plus Area Code and Number ✓
2 = Area Code and Number Only

SYSTEM PASSWORD

P+ ≥ R1.0  (p. 5-137)
Pil ≥ R1.0  (p. 5-190)

DIAL #403
DIAL four digits to set the password

DISALLOWED PHONE NUMBER LISTS

P+ ≥ R1.0  (p. 5-41)
Pil ≥ R1.0  (p. 5-71)

DIAL #404
DIAL a list entry (1–4)
1 = Assigned
2 = Not Assigned
PRESS [Next Item] to program another list entry

DISALLOWED LIST ASSIGNMENTS

P+ ≥ R1.0  (p. 5-40)
Pil ≥ R1.0  (p. 5-70)

DIAL #405
DIAL an extension number (10-33 P+, 10-57 Pil)
1 = Assigned
2 = Not Assigned
PRESS [Next Item] to assign another list

EMERGENCY PHONE NUMBER LIST

P+ ≥ R1.0  (p. 5-50)
Pil ≥ R1.0  (p. 5-82)

DIAL #406
DIAL a list entry (01–10)
To add entry:
DIAL the telephone number (up to 12 digits)
PRESS [Enter]
PRESS [Remove] to remove a list entry
PRESS [Next Item] to program another list entry

ALLOWED PHONE NUMBER LISTS

P+ ≥ R1.0  (p. 5-9)
Pil ≥ R1.0  (p. 5-9)

DIAL #407
DIAL a list entry (1–4)
DIAL a list entry (01–10)
To add entry:
DIAL the telephone number (up to 12 digits)
PRESS [Enter]
PRESS [Remove] to remove a list entry
PRESS [Next Item] to program another list entry

ALLOWED LIST ASSIGNMENTS

P+ ≥ R1.0  (p. 5-40)
Pil ≥ R1.0  (p. 5-70)

DIAL #408
DIAL an extension number (10-33 P+, 10-57 Pil)
1 = Assigned
PRESS [Enter]
PRESS [Remove] to remove a list entry
PRESS [Next Item] to program another list entry

FORCED ACCOUNT CODE LIST

P+ ≥ R3.1  (p. 5-60)
Pil ≥ R3.1  (p. 5-92)

DIAL #409
DIAL a list entry (01–99)
To add entry:
DIAL the account code (up to 6 digits)
PRESS [Enter]
PRESS [Remove] to remove a list entry
PRESS [Next Item] to program another list entry

CLEAR – SYSTEM RESET – PROGRAMMING NOT SAVED

P+ ≥ R1.0
Pil ≥ R1.0

IMPORTANT: Using this procedure disconnects any active calls and ERASES all system and station programming back to the factory settings.
DIAL #989 or 25327

System Speed Dial Numbers

P+ R1.0–R3.1: 60 SS w/2 Digit Codes 20-79, R4.0 160 SS w/3 Digit Codes 600–699 (p. 5-139)
Pil R1.0–R3.1: 60 SS w/2 Digit Codes 20-79, R4.0 100 SS w/3 Digit Codes 600–699 (p. 5-192)

To program a number:
PRESS [Feature] [a] [a] to enter programming mode
PRESS [Feature] to program another number
DIAL a three-digit code (600–699)
DIAL the telephone number—up to 28 digits (20 prior to R4.0) including special characters (see page 5-127) To “mark” it (to override restrictions), dial [x] before the telephone number
To program another number, or to change a number, repeat
PRESS [Feature] [a] [a] to exit programming mode

To remove a number:
PRESS [Feature] [a] [a] to enter programming mode
PRESS [Feature] to exit programming mode
DIAL the System Speed Dial number’s code (600–699)
PRESS [abc]
To remove another number, repeat
PRESS [Feature] [a] [a] to exit programming mode

✔ = Factory setting
= Button with lights required
= Indicates release when feature was first added to system e.g. ≥ R3.0

P+/Pil R4.1
System Programming Quick Reference

Place the Programming Overlay on the dial pad of the system display phone at extension 10 or 11
TO START SYSTEM PROGRAMMING
PRESS [Feature] [\[] [4
PRESS [System Program] [Next Procedure]

TO USE A SPECIFIC PROCEDURE
DIAL [\[] [\[] [\[] for System Date
Example: [\[] [\[] [\[] [\[] for System Date

TO CYCLE THROUGH SYSTEM PROGRAMMING PROCEDURES
PRESS [Next Procedure] or [Prev Procedure]

NOTE: Procedures #399, #609, and #728—shown below in dashed boxes—are skipped when cycling.

TO RETURN TO FACTORY SETTING
PRESS [Remove]

Groups

PICKUP GROUP EXTENSIONS
P+ ≥ R1.0 (1 Grp < R2.0) (p. 5-116) P+ ≤ R1.0 (p. 5-131)
DIAL #501
DIAL a group number (1–4)
DIAL an extension number (10-33
P+, 10-57 PII)
DIAL 1 = Assigned to group
2 = Not Assigned to group
PRESS Next Item to assign another extension

CALLING GROUP EXTENSIONS
P+ ≥ R1.0 (1 Grp < R2.0) (p. 5-31)
Ph ≤ R1.0 (p. 5-53)
DIAL #502
DIAL a group number (1–4)
DIAL an extension number (10-33
P+, 10-57 PII)
DIAL 1 = Assigned to group
2 = Not Assigned to group
PRESS Next Item to assign another extension

NIGHT SERVICE GROUP EXTENSIONS
P+ ≥ R1.0
Ph ≤ R1.0
DIAL #503
DIAL a group number (1–4)
DIAL an extension number (10-33
P+, 10-57 PII)
DIAL 1 = Assigned to group
2 = Not Assigned to group
PRESS Next Item to assign another extension

NIGHT SERVICE BUTTON
Ph ≥ R1.0
Ph ≤ R1.0 (p. 5-105)
Ph ≤ R1.0 (p. 5-140)
DIAL #503
DIAL 1 = Assigned
2 = Not Assigned
3 = Select button then press a programmable button (to assign Night Service to that button)
If you use option 3 after a Night Service button has been assigned, the Night Service button moves from the old button to the new button you select (P+ ≥ R3.0).

HUNT GROUP EXTENSIONS
P+ ≥ R1.0
Ph ≤ R1.0
DIAL #504
DIAL a group number (1-6, 7 for VMS)
DIAL an extension number (10-33
P+, 10-57 PII)
DIAL 1 = Assigned to group
2 = Not Assigned to group
PRESS Next Item to assign another extension

DOORPHONE 1 EXTENSION
P+ ≥ R1.0
Ph ≤ R1.0
DIAL #604
DIAL an extension number (P+/PII: 12–15, 18–21, 24–27, 30–33, PII only: 36-39, 42-45, 48-51, or 54-57)
To remove the doorphone extension:
PRESS [Remove]

DOORPHONE 2 EXTENSION
P+ ≥ R1.0
Ph ≤ R1.0
DIAL #605
DIAL an extension number (P+/PII: 12–15, 18–21, 24–27, 30–33, PII only: 36-39, 42-45, 48-51, or 54-57)
To remove the doorphone extension:
PRESS [Remove]

DOORPHONE ALERT EXTENSIONS
P+ ≥ R1.0
Ph ≤ R1.0
DIAL #606
DIAL an extension number (except a doorphone extension)
1 = Not an alert
2 = Doorphone 1 alert
3 = Doorphone 2 alert
4 = Doorphones 1 and 2
PRESS Next Item to identify another extension

MUSIC ON HOLD
P+ ≥ R1.0
Ph ≤ R1.0
DIAL #602
DIAL 1 = Active
2 = Not Active

AA EXTENSIONS
P+ ≥ R2.0
Ph ≥ R1.0
DIAL #607
DIAL an extension number (10-33
P+, 10-57 PII)
1 = Assigned
2 = Not Assigned
PRESS Next Item to assign another extension

SMDR RECORD TYPE
P+ ≥ R3.0
Ph ≥ R1.0
DIAL #608
DIAL 1 = All calls
2 = Outgoing calls only

SMDR TOP OF PAGE
P+ ≥ R3.0
Ph ≥ R1.0
DIAL #609

AA EXTENSIONS
P+ ≥ R2.0
Ph ≥ R1.0
DIAL #607
DIAL an extension number (10-33
P+, 10-57 PII)
1 = Assigned
2 = Not Assigned
PRESS Next Item to assign another extension

SMDR OUTPUT FORMAT
P+ ≥ R4.1
Ph ≥ R4.1
DIAL #610
DIAL 1 = 15 digits
2 = 24 digits

SMDR TALK TIME
P+ ≥ R4.1
Ph ≥ R4.1
DIAL #611
DIAL 1 = Active
2 = Not Active

* = Factory setting
** = Button with lights required
= Indicates release when feature was first added to system e.g. ≥ R3.0
Programming Mixed Telephone Types

Overview

This appendix provides information about programming from a PARTNER-34D phone to MLS-model phones and from an MLS-34D phone to PARTNER-model phones. In these situations, you should be aware that the button that you press at extension 10 or 11 (the programming extension) is likely to be in a different location than the button on the phone to which the programming applies (the target phone). If you are programming from a PARTNER-18D or MLS-18D phone, the button locations are the same.

You can use the illustrations in this appendix to facilitate programming from one telephone type to the other. Figure 1 shows the buttons on the PARTNER-34D Programming Overlay and the relative location of those buttons on each MLS-model phone. Figure 2 shows the buttons on the MLS-34D Programming Overlay and the relative location of those buttons on each PARTNER-model phone. (The letters on the PARTNER-34D Overlay in Figure 1 are printed on the Overlay. To help you program from an MLS-34D phone, you may want to write the letters shown on the MLS-34D Overlay in Figure 2 on your Overlay.)

If you want to program features on specific buttons at target phones, it is recommended that you:

1. Look at the figure with the overlay that matches the phone at your programming extension.
2. Find the location of the button in the picture of the target phone.
3. Note the letter associated with that particular button.
4. Find the letter in the picture of the Programming Overlay.
5. Press that button on the programming extension.

For example, if you are using a PARTNER-34D phone at extension 10 and you want to program Do Not Disturb on the top, leftmost button of an MLS-18D phone: refer to Figure 1; find the top, leftmost button on the MLS-18D phone; then press the button labeled M on the PARTNER-34D Programming Overlay.
Figure 1. Programming from a PARTNER-34D Phone
Figure 2. Programming from a MLS-34D Phone
The System Identifier feature allows a PARTNER, PARTNER PLUS or PARTNER II system to identify its release number to NSAC personnel. While speaking with the customer, ask them to dial `[feature] [x] [1]`. The beeps heard immediately after entering this code is used to identify the user's model and release number according to the table.

<table>
<thead>
<tr>
<th>SYSTEM</th>
<th>PARTNER</th>
<th>PARTNER PLUS</th>
<th>PARTNER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1</td>
<td>1</td>
<td>2</td>
<td>2–1</td>
</tr>
<tr>
<td>Release 2</td>
<td>3</td>
<td>4</td>
<td>2–2</td>
</tr>
<tr>
<td>Release 3</td>
<td>1–3</td>
<td>2–4</td>
<td>3–1</td>
</tr>
<tr>
<td>Release 3.1</td>
<td>1–3</td>
<td>1–2</td>
<td>1–4</td>
</tr>
<tr>
<td>Release 4.0</td>
<td>2–3</td>
<td>3–2</td>
<td>3–3</td>
</tr>
<tr>
<td>Release 4.0.1</td>
<td>—</td>
<td>—</td>
<td>3–4</td>
</tr>
<tr>
<td>Release 4.1</td>
<td>4–1</td>
<td>4–2</td>
<td>4–3</td>
</tr>
</tbody>
</table>

**Example:** PARTNER II release 3 would return 3 beeps, a 1.5 second pause, followed by 1 additional beep.

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**Notes**