

Lucent Technologies
Bell Labs Innovations



PARTNER® II Communications Systems
PARTNER Plus Communications System
Release 3.1
System Planner

518-455-319
Issue 2
July 1994

Notice

Every effort was made to ensure that the information in this Planner was complete and accurate at the time of printing. However, information is subject to change.

Trademarks

PARTNER is a registered trademark and PARTNER MAIL, PARTNER MAIL VS, and PassageWay are trademarks of Lucent Technologies.

Ordering Information

The order number for this Planner is 518-455-319. To order additional copies, call 1-800-457-1235 in the continental U.S. For more information on how to order other system reference materials, see the PARTNER II Communications System Programming and Use guide or the PARTNER Plus Communications System Programming and Use guide.

Support Telephone Numbers

In the continental U.S., Lucent Technologies provides a toll-free customer helpline 24 hours a day. Call the Lucent Technologies Helpline at 1-800-628-2888 if you need assistance when programming or using you system.

Outside the continental U.S., contact your local Lucent Technologies Authorized Dealer.

Intellectual property related to this product (including trademarks) and registered to AT&T Corporation has been transferred to Lucent Technologies Incorporated.

Any references within this text to American Telephone and Telegraph Corporation or AT&T should be interpreted as references to Lucent Technologies Incorporated. The exception is cross references to books published prior to December 31, 1996, which retain their original AT&T titles.

Lucent Technologies—formed as a result of AT&T's planned restructuring — designs, builds, and delivers a wide range of public and private networks, communication systems and software, consumer and business telephone systems, and microelectronic components. The world-renowned Bell Laboratories is the research and development arm for the company.

Contents

Introduction	1
Form A Supplemental Instructions: System Configuration	2
Form B1 Supplemental Instructions: System Extensions	4
Form B2 Supplemental Instructions: Customized Extension Settings	5
Form C Supplemental Instructions: Button Templates	7
Form D Supplemental Instructions: Number Lists	12
Form E Supplemental Instructions: Speed Dial Numbers	14
Form A: System Configuration	
Form B1: System Extensions	
Form B2: Customized Extension Settings	
Form C1: 34-Button Telephone	
Form C2: Intercom Autodialer	
Form C3: 18-Button Telephone	
Form C4: 12-Button Telephone	
Form C5: 6-Button Telephone	
Form D: Number Lists	
Form E: System Speed Dial Numbers	

Introduction

Setup decisions for the PARTNER® II Communications System or PARTNER Plus Communications System should be recorded on the forms in this Planner. The forms **must be filled out before installation** to provide guidance for the technician who installs and programs the system.

The forms should also be used by the customer to record changes after installation, so there is an ongoing record of the programming for the system. If programming is inadvertently erased (for example, in the event of an extended power failure), the forms can be used to reprogram the system.

As part of the planning process, the customer should identify a person in the company to act as System Manager. The System Manager is the person who is responsible for the telephone system. The System Manager should work with you to fill out the forms, and should participate (with an alternate) in the training for the system. The System Manager can then provide training, answer questions for telephone users, and perform programming for the system after installation.

Filling Out Planning Forms for the Customers

The planning forms were designed to be as self explanatory as possible. The first few times you fill out the forms, it may be helpful to refer to the supplemental instructions on the pages that follow. For detailed information about system features, see the PARTNER II Communications System or PARTNER Plus Communications System *Programming and Use* guide.

We suggest you complete the forms as follows:

1. Fill out Form A (to describe the customer's overall system configuration) and Form B1 (to record basic information for each system extension). If you want to customize extension settings for different users, complete Form B2 as well.

NOTE: For system options that require programming, the forms show the name of the procedure and the programming code in the form **{#NNN}** (for example, **Line Assignment {#301}**); centralized programming procedures for individual extensions are identified by the letters **{CTP}** for "Centralized Telephone Programming" (for example, **Line Ringing {CTP}**).

2. Provide advice to help the customer fill out any additional forms needed for installation.
 - If button features should be programmed onto user telephones centrally (instead of letting users do it themselves), the desired button programming should be specified using the appropriate telephone templates or feature checklists on Form C1 through Form C5.
 - If the customer plans to use dialing restrictions, Form D should be used to specify a list of emergency telephone numbers that will override restrictions. Form D can also be used to specify lists of Disallowed and Allowed numbers to fine tune the dialing capabilities for individual extensions, to identify emergency telephones that dial a specified telephone number as soon as the handset is lifted, and to specify up to 99 account codes for account code verification.
 - If the customer wants System Speed Dial numbers programmed that will be available to all system users, Form E should be filled out.

After the forms are completed, take the original and leave a copy with the customer.

Customer Training

An AT&T representative will provide training at the customer's place of business when the system is installed and programmed. The representative will demonstrate how to:

- Handle calls and use system features
- Program features and phone numbers onto phone buttons
- Change the programming for the system and for individual telephones
- Use the *Quick Reference* card and the *Programming and Use* guide

To prepare for training, please tell the customer to . . .

- Set aside 30–60 minutes of **uninterrupted** time for training on installation day, preferably in a quiet place away from distractions.
- Designate one person (generally the System Manager) and an alternate to participate in the training. These persons will then train the rest of the company staff.

This training will ensure that the customer takes maximum advantage of their new AT&T system. Thank you for your cooperation.

Form A Supplemental Instructions: System Configuration

Salesperson completes items 1–11.

Sales Support Representative completes items 12–14.

7. System Lines

Enter information about individual lines in the table. Be sure to list the lines assigned to *all* extensions first, followed by personal and dedicated lines.

Write R If Rotary (Dial Pulse) Line {#201}

Leave blank for touch-tone lines.

Line Coverage—You can select one per line

If desired, identify an automated answering option for incoming calls on each line. (If all calls on a line should be covered by a human operator, leave all line coverage columns blank for that line.) To avoid confusing callers, **It is recommended that *only one of the AA, DXD, or VMS-AA options be used to handle incoming calls throughout the system.***

AA	<i>Automated Attendant service by PARTNER Attendant, which must be purchased separately.</i>
DXD	<i>Direct Extension Dialing (PARTNER II system only) lets callers dial extensions without waiting for the receptionist.</i>
VMS-AA	<i>Automated Attendant service of PARTNER MAIL™ or PARTNER MAIL VS™, which must be purchased separately. If the receptionist does not answer an incoming call, VMS-AA lets the caller select an extension or route.</i>
ASA	<i>Automatic System Answer (PARTNER II system only) plays a recorded message and places a call on hold until the receptionist is free.</i>
Hunt Group	<i>Hunt Group sends incoming calls directly to an extension in the specified group.</i>
VMS-Mail	<i>Voice Mail coverage of personal line by PARTNER MAIL or PARTNER MAIL VS, which must be purchased separately. Sends unanswered incoming calls directly to the line owner's mailbox.</i>

Write User's Name for Personal Line or Identify Equipment for Dedicated Line

For a personal or a dedicated line, write the user name or equipment description (for example, "Fax"); otherwise, leave blank. (If another user provides backup call coverage on the line, note the name of that user in parentheses.) Use Form B2 to record custom extension assignments.

Check If Caller ID Service

(PARTNER II system only) Check this column to indicate lines on which local telephone company Caller ID service is provided. For dial-code features that support this service, see Form C.

8. System Settings

Receptionist answers calls during business hours?

If "Yes," be sure to record settings on these forms that will allow the receptionist to answer the phone before automatic coverage is applied.

Number of Lines {#104}

This programming should be used *only* for installation—using it later erases custom settings for *all* extensions. Use Line Assignment {#301} to assign lines after installation.

Transfer Return Rings {#105}

By default, a transferred call that is not answered within 4 rings returns to the transfer return extension (see Write Transfer Return Ext. No. {#306} on Form B1). To change the default, write the preferred number of rings (0–9). For no return, write "0".

Outside Conference Denial {#109}

To prevent *all* users from conferencing with more than one outside party, write "No" in the space provided.

Toll Call Prefix {#402}

If dialing a "0" or "1" to make toll calls is **not** required, write "No" in the space provided.

System Password {#403}

If a System Password is desired, write the 4-digit password. Whoever knows the password can place any type of call at any time, regardless of dialing restrictions.

NOTE: If a System Password is programmed, it must be entered to turn Night Service on and off. Also, users at Night Service Group extensions must enter the password before placing outside calls—except Marked System Speed Dial numbers and numbers on the Emergency Phone Number List.

9. Coverage

DXD

If DXD was specified in Item 7, write the number of times that the telephone should ring before the system answers the call and the message callers should hear when the system answers. Be sure to specify a Direct Extension Dial Button {#113} for extension 10 on Form C to activate this feature.

VMS-AA

If VMS-AA was specified in Item 7, specify the VMS Hunt Delay and the VMS Hunt Schedule:

■ VMS Hunt Delay {#506}

Check “Delayed” if the receptionist is to handle incoming calls; Voice Mail Service will answer calls if the receptionist is busy. Check “Immediate” if Voice Mail Service is to handle all incoming calls.

■ VMS Hunt Schedule {#507}

Specify when Voice Mail Service should answer incoming calls.

ASA

If ASA was specified in Item 7, write the number of times that the telephone should ring before the system answers the call and the message callers should hear when the system answers. Be sure to specify an Automatic System Answer Button {#111} for extension 10 on Form C to activate this feature.

10. Auxiliary Equipment (System)

Check boxes that apply for auxiliary equipment connected to the control unit or to system wiring:

Music on Hold {#602}

It is recommended that customers who purchase a PARTNER MAIL or PARTNER MAIL VS system use this feature so that callers hear music or recorded messages (rather than silence) when the voice mail system transfers their call. This feature also requires a music on hold audio source.

SMDR Record Type {#608}

If a call-reporting device (such as a printer or call accounting processor) is connected, indicate whether information should be collected for all calls or for outgoing calls only.

Loudspeaker Paging

If a loudspeaker paging system connected to the control unit supports multiple zones, indicate the number of zones.

Uninterruptible Power Supply

If the customer cannot afford to lose the PARTNER II system, PARTNER Plus system, PARTNER MAIL, or PARTNER MAIL VS configuration information due to a power loss, an uninterruptible power supply (UPS) should be ordered.

Caller ID Devices

If the customer wants to connect a Caller ID device (such as a PC to process Caller ID information) directly to a system line, check this box. Separate wiring runs are required to connect each device directly to the network interface jack for a line.

11. Notes

Write any additional information that you wish to communicate to the installer.

Form B1 Supplemental Instructions: System Extensions

This form provides basic information for each system extension. To customize line restrictions or other extension settings, you must also use Form B2.

Write Name/Description

Write a user name or a description for auxiliary equipment (such as “Fax,” “VMS,” or “Conference Room”) to be installed at the extension. If system display phones should show the name/description of the caller for internal calls, check the Check if Ext. Name Display {CTP} column and write the 12 characters you want to display.

For a hotline extension, write “Hotline” in this column and write “T” for touch-tone or “R” for rotary in the Standard column (under Identify Telephone) to indicate the phone type. (A hotline extension should have a standard touch-tone or rotary phone; an alert extension can have any phone type.)

Identify Telephone Attached to this Extension

Check the appropriate column to indicate the type of phone.

If a system and standard phone are combined on an extension, check the two appropriate Identify Telephone columns. If a phone and an auxiliary device are combined on the extension, check the appropriate Identify Telephone and Identify Auxiliary Equipment columns.

Identify Auxiliary Equipment Attached to this Extension

Except as noted, check the appropriate column to indicate the type of auxiliary equipment.

PARTNER MAIL

Check the 2 or 4 extensions used to connect the PARTNER MAIL system and write “VMS” in the Write Name/Description column.

NOTE: In addition to the VMS extensions, you must specify an extension (with no lines assigned) where a remote maintenance device is installed. Write “VMS-RMD” in the Write Name/Description column.

PARTNER MAIL VS

Check the 2 extensions used for PARTNER MAIL VS and write “VMS” in the Write Name/Description column. Note that the PARTNER MAIL VS module is installed in a control unit slot, and so takes up 6 extensions. Only the bottom 2 extensions, however, answer VMS calls—the other 4 can be used as guest mailboxes.

Extra Alert

Check the extensions to which an extra alert, such as a light or bell, is connected.

IROB

Check the extensions to which an In-Range Out-of-Building protector is connected to prevent electrical surges.

AA Extension {#607}

Check the extension to which a PARTNER Attendant is connected.

Write Transfer Return Ext. No. {#306}

By default, a transferred call returns to the originating extension if the call is not picked up. To specify a different transfer return extension, write the extension number in this column. For extensions where you are connecting a PARTNER MAIL system, PARTNER MAIL VS system, or PARTNER Attendant, indicate a transfer return extension—usually extension 10—where an actual person can pick up calls that are transferred by the VMS or AA extension but not answered.

If DXD line coverage is used (see Form A), you should also specify a transfer return extension for extension 10 to provide backup coverage for calls that are not answered at extension 10 or at an extension that the caller selects.

Line Ringing {CTP}

The default is immediate ringing for all lines at all extensions. For each extension, specify the lines that should ring after a delay (about 20 seconds) or that should not ring. Also specify the lines that should **not** be assigned.

Settings for a Receptionist's Extension

If a receptionist at extension 10 is to answer calls, coordinate line assignments and line ringing for extension 10 with settings for other extensions, to determine how incoming calls are handled.

- If the receptionist is to answer all calls (**Immediate call handling**), assign all lines to extension 10 with immediate ringing; assign lines as needed to other extensions with no ringing. The receptionist will answer all calls and transfer them to the appropriate extensions. If you want another extension to provide backup coverage for the receptionist, assign all lines to that extension with delayed ringing.
- If the receptionist is to answer calls only when users do not pick up immediately (**delayed call handling**), set lines to immediate ringing at user extensions and to delayed ringing at extension 10.

Form B2 Supplemental Instructions: Customized Extension Settings

Each row on Form B2 specifies settings—including group assignments—that can be copied to other extensions using Copy Settings {#399}. Default settings are shown at the top of Form B2.

Settings for Auxiliary Equipment

The following settings may be useful for auxiliary equipment:

- For a dedicated line (such as a Fax line), assign the line to the equipment extension and remove it from other extensions (see Form B1).
- To prevent other extensions from interrupting calls, write “A (Assigned)” in the Automatic Extension Privacy {#304} column.
- In general, do not assign auxiliary equipment extensions to a Pickup Group, Calling Group, Hunt Group, or Night Service Group.

Identify Extension Settings if Different than Default

For each extension, identify extension settings that are different than the default.

Display Language {#303}

(For system display phones only) Indicate the language for display messages if different than English.

Automatic Extension Privacy {#304}

By default, any user sharing a line can join calls at another extension (Privacy is Not Assigned). If all calls are to be private, write “A” (Assigned) in this column. Always use this feature for Fax and modem extensions.

Abbreviated Ringing {#305}

(System phones only) By default, a new call rings only *once* when a phone is in use (Abbreviated Ringing is Active); the line button light flashes until the call is answered or the caller hangs up. To change the default so a new call rings *repeatedly*, write “NA” (Not Active) in this column.

Forced Account Code Entry {#307}

(System phones only) If a user should be required to enter an account code before placing an outside call, write “A” (Assigned) in this column.

Distinctive Ringing {#308}

By default, outside, intercom, and transferred calls each have their own ringing pattern (Distinctive Ringing is Active). To change the default so that all calls ring the same, write “NA” (Not Active) in this column.

Automatic VMS Cover {#310}

If PARTNER MAIL or PARTNER MAIL VS is installed and an extension should automatically be covered when its calls are not answered, write “A” (Assigned) in this column. To program a VMS Cover button to turn coverage on and off at an extension, see Form C.

Emergency Telephone {#311}

To identify an extension as an Emergency Telephone, write “A” (Assigned) in this column. Record the telephone number that is dialed automatically from this extension using Emergency Telephone {#311} on Form D.

Voice Interrupt on Busy {#312}

To identify an extension as being eligible for intercom calls while busy with another intercom or outside call, write “A” (Assigned) in this column.

Identify Restrictions/Permissions

The default setting for all extensions and lines is no restrictions. Specify restrictions and permissions for each extension.

Line Access Restriction {#302}

Write the line numbers to be restricted in the Out, In, and No columns, as follows:

- Out — Outgoing calls only—can place outside calls and receive only transferred calls on specified line
- In — Incoming calls only—cannot place outside calls on specified line
- No — No access—cannot place or receive outside calls on specified line (but if line is assigned, button lights show calling activity)

Outgoing Call Restriction {#401}

Write “In” or “Loc” to indicate restrictions for all outgoing calls on all lines at that extension, as follows:

- In — User can make only intercom calls to other system extensions
- Loc — User can make only intercom and local outside calls (no toll calls)

Any available outside lines can still be used to dial numbers on an Allowed Phone Number List assigned to the extension, numbers on the Emergency Phone Number List, or Marked System Speed Dial numbers.

Identify Group Assignments

To assign extensions to any of the following groups (each extension can be in one or more groups), write the group number or place a check mark in the appropriate columns.

Pickup Group Extensions {#501}

Any extension can answer an outside call ringing at an extension in the Pickup Group, without knowing which extension is ringing and without being in the group. For PARTNER II systems only, this also applies to intercom and transferred calls.

Calling Group Extensions {#502}

A user can ring or page (voice signal) all extensions in a Calling Group simultaneously (or for PARTNER II systems only, transfer a call by ringing the group). Once an extension answers, the ringing or paging stops at the other extensions in the group. Do not assign extensions connected to auxiliary equipment or Emergency Telephones to a calling group.

NOTE: When the user voice signals an extension that has a system phone, the phone beeps and the user's voice is heard through its built-in speaker. System phones are the only ones that can be voice signaled.

Hunt Group Extensions 1–6 {#505}

Calls can ring or be transferred to the first non-busy extension in a Hunt Group. A call rings at an extension in a Hunt Group three times; if it is not answered, it hunts to the next non-busy extension, continuing until someone answers or the caller hangs up. (If you voice signal a Hunt Group, only the first extension is signaled; the call does not keep hunting if there is no answer.) Incoming calls on specific lines can be directed to a Hunt Group using Group Call Distribution {#206}.

VMS Only (Hunt Group 7)

For an extension where PARTNER MAIL or PARTNER MAIL VS is connected, check this box to assign the extension to Hunt Group 7. The system recognizes any extensions assigned to Hunt Group 7 as Voice Mail Service (VMS—either PARTNER MAIL VS or PARTNER MAIL VS) extensions. Do not assign any extensions other than VMS extensions to Hunt Group 7. Also, do not assign PARTNER MAIL or PARTNER MAIL VS extensions to any other Hunt Groups, to any Calling or Pickup Groups, or to the Night Service Group.

Night Service Group Extensions {#504}

Check this box if the extension should be in the Night Service Group. When Night Service is on, incoming calls on assigned lines ring *immediately* at the extensions in the Night Service Group, even if Line Ringing for those extensions is set for “delayed ring” or “no ring”. Do not put PARTNER MAIL or PARTNER MAIL VS extensions in the Night Service Group.

Form C Supplemental Instructions: Button Templates

There are five pages to Form C—one page for each type of system phone and one page for Intercom Autodialers. Use Form C to record line assignments and to indicate programming for system telephone buttons that do not have lines assigned if the programming is to be performed from extension 10 or 11 during system installation. After installation, users can program additional features using the instructions in their *Quick Reference* cards.

A telephone button can be programmed as a *line button* (to access an outside line), as an *Auto Dial button* (to dial a phone number or a PBX/Centrex feature access code with one touch), or as a *dial-code feature button* (to access a dial-code feature with one touch). Line buttons must have status lights; some features also require buttons with lights (see “Button Feature Summary”).

Using the information from Line Ringing on Form B1 and Line Access Restriction on Form B2, fill out Form C as follows:

- Make as many copies of each page of Form C as you need. Where line and button assignments are identical for two or more phones of the same type, you can use one copy of the form and indicate the extension numbers sharing the programming in the space provided at the bottom of the form.
- Use either the button template (to record the exact location of buttons and the programming assigned to them) or the Check Desired Features checklist (to identify features to be programmed), or both. By default, lines are assigned to buttons in the following order:

34-Button Telephone

27	28	29	30	31	32
21	22	23	24	25	26
15	16	17	18	19	20
9	10	11	12	13	14
5	6	7	8		
1	2	3	4		

18-Button and 12-Button Telephones. NOTE: On 12-button phones, only buttons 1–10 have lights.

13	14	15	16
9	10	11	12
5	6	7	8
1	2	3	4

6-Button Telephone

1	2	3	4
---	---	---	---

- Indicate the order in which a line is selected when the user lifts the handset or presses [*Spkr.*] to place a call without first pressing a line button (Automatic Line Selection) **if** the order is to be different than the default (outside lines in ascending numerical order followed by intercom).

Intercom Autodialer

The buttons on an Intercom Autodialer are automatically programmed as Intercom Auto Dial buttons for all system extensions in the following order:

Intercom Autodialer 1

10	22
11	23
12	24
13	25
14	26
15	27
16	28
17	29
18	30
19	31
20	32
21	33

Intercom Autodialer 2 (PARTNER II system only)

34	46
35	47
36	48
37	49
38	50
39	51
40	52
41	53
42	54
43	55
44	56
45	57

Individual buttons can be reprogrammed to ring or voice signal the extension. On PARTNER II systems only, the buttons can be programmed to ring, voice signal, or manually signal; and you can change the order. On both PARTNER Plus and PARTNER II systems, only one button (on both the phone and Intercom Autodialer) can be programmed for each extension.

Example Templates

These examples show a 34-button telephone and Intercom Autodialers programmed for a PARTNER II system receptionist, and an 18-button telephone programmed for a PARTNER II system user. Buttons that are not used for lines have dial-code features. (The abbreviations are explained in "Button Feature Summary" beginning on page 9.) The 34-button telephone has 16 lines assigned, and the Intercom Autodialers are programmed with Intercom

34-Button Telephone

☐ NightSvc ☐	☒ ASA ☒	☐ CF 10 22 ☐	☐ Fax-48 ☐	☐ VMSCover ☐	☐ VMBox ☐
☐ GCallP-1 ☐ Sales	☐ GCall-2 ☐ Parts	☐ Hunt-1 ☐ Customer Service	☒ D-Name ☒	☒ D-Inspect ☒	☐ VMMsgs-777 ☐ Messages
☐ 15 ☐ IN only	☐ 16 ☐ IN only	☐ LNR ☐	☐ SNR ☐	☐ ExHold ☐	☐ Loudspk ☐
☐ 09 ☐	☐ 10 ☐	☐ 11 ☐	☐ 12 ☐	☐ 13 ☐	☐ 14 ☐
☐ 05 ☐	☐ 06 ☐	☐ 07 ☐	☐ 08 ☐	Ext.	
☐ 01 ☐	☐ 02 ☐	☐ 03 ☐	☐ 04 ☐	☐ Intercom ☐	☐ Intercom ☐

18-Button Telephone

☐ DND ☐	☐ Priv ☐	☐ LNR ☐	☐ VMMsgs-777 ☐ Messages
☐ ExtVS-23 ☐ Lou	☐ Ext-10 ☐ Pat	☐ SNR ☐	☐ VIOB ☐
☐ 05 ☐	☐ 06 ☐	☐ 07 ☐	☐ 08 ☐
☐ 01 ☐	☐ 02 ☐	☐ 03 ☐	☐ 04 ☐
☐ Intercom ☐	☐ Intercom ☐	Ext.	

Auto Dial and Manual Signaling buttons for 45 extensions; the order of extensions has been changed to begin with extension 11 on the top left button on the first Autodialer. The user's 18-button telephone has only 8 lines assigned; the other 8 buttons are used for Intercom Auto Dialing and dial-code features.

NOTE: Shaded areas indicate features that are available only on a PARTNER II system.

Intercom Autodialers

☐ Ext-11 ☐ Sally	☐ Ext-22 ☐ Joe
☐ Ext-12 ☐ Fran	☐ Ext-23 ☐ Lou
☐ Ext-13 ☐ Ted	☐ Ext-24 ☐ Dawn
☐ Ext-14 ☐ Linda	☐ Ext-25 ☐ Hank
☐ Ext-15 ☐ Hans	☐ Ext-26 ☐ Jim
☐ Ext-16 ☐ Kim	☐ ExtVS-27 ☐ Paul
☐ Ext-17 ☐ Don	☐ Ext-28 ☐ Mike
☐ Ext-18 ☐ Raoul	☐ Ext-29 ☐ Kyle
☐ ExtVS-19 ☐ Laura	☐ Ext-30 ☐ Kathy
☐ Ext-20 ☐ Lila	☐ Ext-31 ☐ John
☐ Ext-21 ☐ Avni	☐ ExtVS-32 ☐ Ken
☐	☐

☐ ExtVS-33 ☐ Helen	☐ MS-44 ☒ Jack
☒ MSVS-34 ☒ Steve	☐ Ext-45 ☐ June
☐ Ext-35 ☐ Rich	☒ MSVS-46 ☒ Kay
☐ Ext-36 ☐ Mark	☐ ExtVS-47 ☐ Raj
☐ Ext-37 ☐ Nan	☒ MSVS-49 ☒ Jon
☐ Ext-38 ☐ Eve	☒ MSVS-50 ☒ Lynn
☒ MSVS-39 ☒ Bill	☐ Ext-51 ☐ Tom
☐ Ext-40 ☐ Zack	☐ Ext-52 ☐ Ray
☒ MSVS-41 ☒ Deb	☐ Ext-53 ☐ Rob
☐ ExtVS-42 ☐ Jean	☒ MSVS-54 ☒ Sid
☐ ExtVS-43 ☐ Jeff	☒ MS-55 ☒ Maria
☐	☒ MS-56 ☒ Kate

Button Feature Summary

This section lists button features in order by feature type and feature name. For each feature, the first line shows the following information:

- The name of the feature.
- Whether a button with lights is required () or recommended ().
- An abbreviation that can be entered on the Form C templates.
- The entries needed to program the feature on a button. Some features can include a two-digit extension number (shown as **xx**) or a single-digit group number (shown as **g**).

Extension 10 Features

These features can be assigned only to the phone at extension 10. Auto dialing and dial-code features can also be used at extension 10; of particular interest are the Intercom Auto Dialing and Manual Signaling (PARTNER II system only) features, which use button lights to show extension calling activity.

Automatic System Answer Button  **ASA** **{#111}**
(PARTNER II system only) Turns Automatic System Answer on and off. When the feature is on, a call that is not answered by the receptionist is answered by the system; the system plays a brief message, then places the call on hold for later retrieval. To use Automatic System Answer, extension 10 must be programmed with an ASA button.

Direct Extension Dial Button  **DXD** **{#113}**
(PARTNER II system only) Turns Direct Extension Dial on and off. When the feature is on, a call that is not answered by the receptionist is answered by the system; the system plays a brief message, then lets the caller dial an extension number or wait for the receptionist. To use Direct Extension Dialing, extension 10 must be programmed with a DXD button.

Night Service Button  **NightSvc** **{#503}**
Turns Night Service on and off. Phones in the Night Service Group ring immediately when the feature is active, regardless of normal ringing. To use Night Service, extension 10 must be programmed with a Night Service button. Night Service Group extensions should be identified on Form B2.

Outgoing Call Restriction Button  **OCR** **{#114}**
Allows the user at extension 10 to change the outgoing call restriction for a particular extension. An Auto Dial button with lights must be programmed for each extension to be changed.

Wake Up Service Button  **Wake** **{#115}**
Allows the user at extension 10 to schedule an intercom call to a target extension at a designated time. If Music on Hold {#602} is active, music is played when the phone is answered; otherwise, nothing is heard.

Auto Dialing Features

Auto Dial numbers can include the digits [0]-[9], [*], [#], and special functions that you store by pressing [*Hold*] (Pause), [*Mic*] (Stop), [*Spkr*] (Recall), and [*Transfer*] (Touch-Tone Enable). To store an intercom number, you must press the left [*Intercom*] button before entering the extension number. Only one Auto Dial number for an extension can be stored on the buttons available at an extension for both the phone and Intercom Autodialer.

Auto Dialing (Outside Phone Number) **xxx-xxxx**
Places a call to an outside telephone number. Outside telephone numbers can be up to 20 digits. If a dial-out code is required to dial outside numbers (for example, on PBX or Centrex lines), include it in the stored number.

Auto Dialing (PBX/Centrex Feature Code) **xxx (NAME)**
Dials a PBX/Centrex feature code. To program the button so that you can access the feature while on a call, specify "R" on Form C before the feature code, and include the Recall signal on the Auto Dial button.

Fax Management  **Fax-xx** [*Intercom*] **xx**
Transfers calls to the fax machine at the designated extension with one touch. If on a button with lights, the lights show when the fax is busy or when it is having trouble and not answering—for example, when it is out of paper.

Intercom Auto Dialing—Ring  **Ext-xx** [*Intercom*] **xx**
Places a ringing intercom call to an extension, or transfers a call. If on a button with lights, the lights show calling activity at the destination extension.

Intercom Auto Dialing—Voice Signal  **ExtVS-xx** [*Intercom*] [*] **xx**
Places a voice-sigaled intercom call to the extension's phone speaker, or transfers a call with a voice-sigaled announcement. If on a button with lights, the lights show calling activity at the destination extension.

Manual Signaling—Ring**MS-xx***[Feature]* [1][2] xx

(PARTNER II system only) Beeps the designated extension. If you press *[Intercom]* first, pressing the button places a ringing intercom call to the extension, or transfers a call. If on a button with lights, the lights show calling activity at the destination extension.

Manual Signaling—Voice Signal**MSVS-xx***[Feature]* [1][2][3] xx

(PARTNER II system only) Beeps the designated extension. If you press *[Intercom]* first, pressing the button places a voice-signaled intercom call to the extension, or transfers a call with a voice-signaled announcement. If on a button with lights, the lights show calling activity at the destination extension.

Dial-Code Features**Account Code Entry****ACE***[Feature]* [1][2]

Allows a user to enter an account code for's call by pressing the button, entering up to 16 digits for the account code, then pressing the button again. If on a button with lights, the lights show when the feature is in use.

Background Music**Music***[Feature]* [1][2]

Turns background music on and off at the speaker of an idle system phone.

Call Forwarding/Call Follow-me**CF(xx xx)***[Feature]* [1][1] xx xx

Forwards all calls to the designated extension. If on a button with lights, the lights show when the feature is in use. Unless Do Not Disturb is on, phone beeps once each time a call is forwarded. Do not forward calls to extensions in Hunt Group 7. For PARTNER II system only, you may program source and destination extension numbers on the button.

Call Pickup**Pickup-xx***[Intercom]* [6] xx

Picks up a call ringing at the designated extension.

Caller ID Inspect**ID-Inspect***[Feature]* [1][2]

(PARTNER II system only) When a user at a display phone is already on a call, this feature shows Caller ID information for another line (if Caller ID information is available on that line), without disconnecting the current call or putting it on hold. When the feature is active, the button light is on.

Caller ID Name Display**ID-Name***[Feature]* [1][6]

(PARTNER II system only) When a user at a display phone is on a call on a line that has Caller ID information available, this feature lets the user switch between the caller's telephone number (the default display) and the caller's name (if available). When the feature is active—indicating that the caller's name should be displayed—the button light is on.

Conference Drop**Drop***[Feature]* [0][6]

Drops the last outside party added to a conference call.

Direct Line Pickup—Active Line**DLPA***[Intercom]* [6][6]

Allows you to access a ringing, active, or held call on a line that is not assigned to the extension. Direct Line Pickup is subject to Line Access Restrictions programmed for the extension.

Direct Line Pickup—Idle Line**DLPI***[Intercom]* [6]

Allows you to access an idle (non-busy) line that is not assigned to the extension. Direct Line Pickup is subject to Line Access Restrictions programmed for the extension.

Do Not Disturb**DND***[Feature]* [0][1]

Prevents calls from ringing at the extension. When the feature is active, the button light is on. Transferred calls return to sender, intercom calls get a busy signal, and outside callers hear ringing. Use only if someone else answers the extension's outside calls. If VMS Cover and Do Not Disturb are both active, intercom and transferred calls go directly to the extension's voice mailbox.

Exclusive Hold**ExHold***[Feature]* [0][2]

Places a call on hold and prevents other extensions with the line from picking it up.

Group Calling—Page**GCallP-g***[Intercom]* [3][2] g

Places a voice-signaled intercom call to all extensions in the designated Calling Group (no transfer capability). The caller is connected to the first extension that answers.

Group Calling—Ring**GCall-g***[Intercom]* [2] g

Places a ringing intercom call to all extensions in the designated Calling Group. The caller is connected to the first extension that answers. For PARTNER II system only, can be used to transfer a call to an extension in the group.

Group Hunting—Ring**Hunt-g***[Intercom]* [2][2] g

Rings the first available extension in the designated Hunt Group, or transfers a call to an extension in the group. If unanswered after 3 rings, the call moves to the next available extension, and so on, until the call is answered or until the caller hangs up.

Group Hunting—Voice Signal**HuntVS-g***[Intercom]* [3][2][2] g

Voice signals the first available extension in the designated Hunt Group, or transfers a call to the extension with a voice-signaled announcement. The caller is connected only if that extension answers.

Group Pickup**P/U Grp-g***[Intercom]* [6][6] g

Picks up an outside call ringing at any extension in the designated Pickup Group. For PARTNER II system only, applies to intercom and transferred calls as well.

Last Number Redial	LNR [<i>Feature</i>][2][5]
Automatically redials the last outside number dialed up to a maximum of 20 digits. This feature can be used to redial <i>only</i> the <i>last</i> outside number dialed.	
Loudspeaker Paging	Loudspk [<i>Intercom</i>][Z][2]
Connects you to the loudspeaker paging system, if one is connected to the system.	
Message Light Off	MsgOff-xx [<i>Feature</i>][1][2]xx
Turns off the message light on the phone at the designated extension. For PARTNER II system only, you may also program an extension number on the button.	
Message Light On	MsgOn-xx [<i>Feature</i>][2][2]xx
Turns on the message light on the phone at the designated extension. For PARTNER II system only, you may also program an extension number on the button.	
Privacy	 Priv [<i>Feature</i>][2][Z]
Prevents other people with the same line from joining calls being conducted at this extension. When the feature is active, the button light is on. This feature overrides Automatic Extension Privacy {#304}.	
Recall	Recall [<i>Feature</i>][2][3]
"Recalls" a dial tone to access a PBX/Centrex feature while on a call on a PBX/Centrex line (pressing Recall disconnects an intercom call).	
Save Number Redial	SNR [<i>Feature</i>][2][4]
<i>This feature can be programmed onto more than one button.</i> Using this feature while on an outside call saves the number dialed into temporary memory. The number stays in memory until a different one is saved; this feature can be used again to redial the number at any time. (Unlike Last Number Redial, you must use this feature to save the number as well as to redial it; Save Number Redial lets you make other outside calls before redialing the saved number.) Account codes cannot be saved and redialed using this button.	
Touch-Tone Enable	TT-EN [<i>Feature</i>][2][2]
Lets users with rotary lines access phone services that require touch-tone digits. For example, after calling a bank-by-phone service and being prompted to enter touch-tone digits, using this feature changes the digits dialed to touch tones for the rest of the call.	
VMS Cover	 VMSCover [<i>Feature</i>][1][5]
Turns voice mail coverage for the extension on and off if PARTNER MAIL or PARTNER MAIL VS is installed. When the feature is active, the button light is on.	

Voice Interrupt on Busy Talk-Back	 VIOB [<i>Feature</i>][1][2]
Lets user respond to voice interrupt on busy call while still active on the existing call.	
Voice Mail Messages	VMMsgs-777 [<i>Intercom</i>][Z][Z][Z]
Places an intercom call to the PARTNER MAIL or PARTNER MAIL VS system (if available), so that a user can check messages, send messages, or administer greetings.	
Voice Mailbox Transfer	VMBox [<i>Feature</i>][1][4]
Transfers a caller directly to a specific extension's voice mailbox, so that the caller can leave a message without having to first ring the extension.	

Form D Supplemental Instructions: Number Lists

Use this form to specify lists of Disallowed, Allowed, and Emergency telephone numbers. Also use this form to identify the phone numbers dialed automatically by emergency telephones.

NOTE: To restrict long-distance calling, Toll Call Prefix {#402} (indicating whether you must dial a 0 or 1 to place long distance calls) must be set correctly (see Form A).

Creating Disallowed and Allowed Lists

You can create up to 4 lists each of Disallowed and Allowed telephone numbers. Each list can have up to 10 numbers; each number can be up to 12 digits long, including the digits []-[], [Hold] (to represent any single digit), and for the PARTNER II system only, [] and [].

1. Under the List number, write a name for the list (for example, "Suppliers").
2. In the "Telephone Number" column, write the entries for the list. You can specify complete telephone numbers or categories of numbers.
 - **To specify a complete number**, write it exactly as it would be dialed, including (if needed) a dial-out code, toll call prefix, and area code.
 - **To specify a category**, provide one or more entries to describe an entire class of calls (such as an area code or local exchange). Preventing calls to a category may require more than one entry, to allow for different ways of dialing a number (see "Examples of Disallowed List Entries").

After a list has been created, it can be assigned to an extension (see Form B2).

Disallowed Phone Number Lists {#404}

With Disallowed lists, you can prevent users from dialing specific telephone numbers or categories (for example, calls to 976 exchanges for pre-recorded messages such as horoscopes, and calls to 900 area code "chat lines").

Examples of Disallowed List Entries

Preventing Calls to 976 Exchange Numbers

In this example, !0! and !1! represent "any area code."

Entries needed . . .	if 0 or 1 toll prefix is required	if 0 or 1 toll prefix is not required
	976	976
	0976	!0!976
	1976	!1!976
	0!1!976	
	0!0!976	
	1!1!976	
	1!0!976	

Preventing Calls to 900 Area Code

Entries needed . . .	if 0 or 1 toll prefix is required	if 0 or 1 toll prefix is not required
	0900	900
	1900	

Preventing International (011) Calls

Entry needed . . . 011

Allowed Phone Number Lists {#407}

Allowed telephone numbers are exceptions to restrictions. For example, you might put 976 numbers on a Disallowed list, but allow dialing of 976-1212 for weather reports. Or you might restrict an extension to local dialing only, but assign an Allowed list to permit the user to call specific customers or suppliers.

Emergency Phone Number List {#406}

You can create a list of emergency numbers that can be *dialed at any time by any extension that has access to an outside line*. The list can have up to 10 entries; each entry can be up to 12 digits long, including the digits [1]-[9]. Emergency numbers override all other dialing restrictions, including Night Service with a System Password.

NOTE: Various factors influence the effectiveness of dialing restrictions. Avoid putting 800 numbers in your Emergency Phone Number List. If you need to allow restricted users to access 800 numbers, put those numbers in an Allowed Phone Number List instead.

Important Notices

- Consult your local phone directory to determine the numbers for police, fire, and ambulance service, because “911” is not available everywhere.
- When programming emergency numbers and/or making test calls to emergency numbers:
 1. Stay on the line and briefly explain to the dispatcher the reason for the call before hanging up.
 2. Perform such activities during off-peak hours, such as in the early morning or late evening.

Example Emergency List

911
611 (local phone company service)
555-2345 (Boss's home)
555-4567 (auto club)
555-1357 (company doctor)

Emergency Telephone {#311}

For each extension that has been designated as an Emergency Telephone on Form B2, write the telephone number that is dialed automatically when the handset is lifted. The telephone number can be up to 20 digits.

Forced Account Code List {#409}

If an extension has been designated for Forced Account Code entry on Form B2, the user must dial an account code before an outside telephone number can be dialed. Account codes, each up to 16 digits in length, can be used to associate telephone calls with a particular department or client. Account codes print on SMDR call reports and on reports generated by call accounting packages.

If Forced Account Code Verification is desired, entries must be made in the Forced Account Code List {#409}. When the system verifies an account code, it compares only the first six digits of the user-entered account code to the entries in the Forced Account Code List. For a match to be successful, the user must dial at least the account code's associated list entry, even though the user can dial up to 16 digits for an account code.

Form E Supplemental Instructions: Speed Dial Numbers

14

With Speed Dialing, a user can dial a stored number by pressing three buttons: the [*Feature*] button ([#] on a standard phone) followed by a 2-digit code. Storing a telephone number as a Speed Dial number lets users dial more quickly. Other kinds of numbers—such as account codes and other dialing sequences—can also be stored as Speed Dial numbers. The system allows up to 60 System Speed Dial numbers that everyone on the system can use, as well as up to 20 Personal Speed Dial numbers for each extension (for the personal use of the extension user). Users should record their Personal Speed Dial numbers on their *Quick Reference* card.

Please have the System Speed Dial Numbers form filled out when the technician arrives to install the system. After installation, photocopy this form and distribute a copy to everyone using the system. Users should keep this form near their phones for reference when placing calls.

General Guidelines

Each System Speed Dial number is assigned a 2-digit code from 20–79. For example, suppose the staff frequently calls Acme Supplies and Acme's telephone number is stored for code 20. To call Acme, a user simply dials [*Feature*] [2] [0]. If Acme moves, or the phone number changes, program the new telephone number and users still dial [*Feature*] [2] [0] to reach them.

Record the following information for each System Speed Dial number:

Write Name/Company

Write the name of the person or company to which the number belongs. For other types of numbers, such as account codes, enter a description of the number.

* Column (Marked System Speed Dial Numbers)

If users should be able to call a particular System Speed Dial number, regardless of any dialing restrictions placed on their extensions, “mark” the number so it can be dialed at all times. Mark the number by placing a check mark in this column, and by pressing [*] before the number when storing it.

For marked numbers, the stored number does not appear on a display phone when a user dials the Speed Dial code. Account codes cannot be marked.

Write Telephone Number

Write the number exactly as it should be dialed. Numbers can be up to 20 digits, including the digits [0]–[9], [*], [#], and the special dialing functions discussed next. To store a telephone number, include the dial-out code, toll-call prefix, and area code (if needed), along with the number.

Special Dialing Functions

Function	Button to Press	Display	Description
Pause	[<i>Hold</i>]	P	Pauses for 1.5 seconds before dialing the rest of the stored number
Recall	[<i>Spkr</i>]	R	Sends a timed switchhook flash (useful for your telephone company's custom calling features)
Stop	[<i>Mic</i>]	S	Interrupts the dialing sequence until the code is dialed again
Touch-tone Enable	[<i>Transfer</i>]	T	Sends touch tones on a rotary line



Form A: System Configuration

PAGE
1 of 2

Required for PARTNER II system and PARTNER Plus system.

For additional instructions, see page 2.

1. Customer Billing Name			
2. Installation Address			
3. Contact Name		Phone () -	
4. Person to be Trained	Phone () -	Alternate Trainee's Name	Phone () -
5. Sold by ☐ AT&T Sales Force	Salesperson's Name		Phone () -
☐ Dealer: _____		() -	

6. Features Customer is most interested in (most important first)

7. System Lines

	Line Jack No.	Write the Telephone Numbers in order customer desires (list personal and dedicated lines last)	Write R if Rotary (Dial Pulse) Line {#201}	Line Coverage—You can select one per line						Write User's Name for Personal Line or Identify Equipment for Dedicated Line	Check if Caller ID Service	Identify other Local Telephone Company Subscription Services (e.g., Call Waiting)
				AA ¹ {#607}	DXD ² {#205}	VMS-A A ³ {#206}	ASA ⁴ {#204}	Hunt Group ⁵ {#206}	VMS-Mail ⁶ {#206}			
				Only one of these types per system								
PARTNER II System and PARTNER Plus System	01											
	02											
	03											
	04											
	05											
	06											
	07											
	08											
	09											
	10											
	11											
	12											
PARTNER II System Only	13											
	14											
	15											
	16											
	17											
	18											
	19											
	20											
	21											
	22											
	23											
	24											

1. Check if desired. Also see Form B1, AA Extension {#607} column.

2. Check if desired. Also see Form A, Item 9—DXD, and Form C, Direct Extension Dial Button {#113}.

3. Check if desired. Also see Form A, Item 9—VMS-AA, and Form B1, PARTNER MAIL or PARTNER MAIL VS column. Programmed using option 1 of Group Call Distribution {#206}.

4. Check if desired. Also see Form A, Item 9—ASA, and Form C, Automatic System Answer Button {#111}.

5. Write group number (1–6) covering this line. Also see Form B2, Hunt Group Extensions {#505} 1–6.

Programmed using option 1 of Group Call Distribution {#206}.

6. Check if desired. Also write user's name for personal line in next column and see Form B1, PARTNER MAIL or PARTNER MAIL VS column. Programmed using option 3 of Group Call Distribution {#206}.



Form A: System Configuration

PAGE
2 of 2

Required for PARTNER II system and PARTNER Plus system.
For additional instructions, see page 2.

8. System Settings. Write response on line for each item.

- Receptionist answers calls during business hours? Write "Yes" or "No" _____.
- Number of Lines {#104}—number of outside lines assigned automatically to all extensions (2 lines per 208 module and 4 lines per 400 module ✓). Write number _____.
- Transfer Return Rings {#105}—number of times transferred call rings before returning to the transfer return extension (0–9, 4 ✓). Write number if different than default _____.
- Outside Conference Denial {#109}—allows or disallows conference calls with up to 2 outside parties (allow ✓). Write "No" if 2 outside parties are disallowed _____.
- Toll Call Prefix {#402}—indicates if 0 or 1 must be dialed before the area code for a long distance call (required ✓). Write "No" if 0 or 1 is not required _____.
- System Password {#403}—password needed to turn Night Service on and off and to override dialing restrictions (no password ✓). Write 4 digits if password is desired _____.

9. Coverage. Complete items based on Line Coverage selection on Form A, Item 7.

DXD: If DXD is checked, specify the following:

Direct Extension Dial Delay {#112}—number of times call should ring before it is answered by the system (0–9, 2 ✓). Write number if different than the default _____.

Direct Extension Dial Record/Playback (I 892)—message of up to 20 seconds that caller hears when call is answered with the Direct Extension Dial feature. Write message below and record from extension 10 or 11:

VMS-AA: If VMS-AA is checked, specify the following:

VMS Hunt Delay {#506}—check one box:

- ☐ VMS answers call immediately (Immediate ✓)
- ☐ VMS answers calls if not picked up by 4th ring (Delayed)

VMS Hunt Schedule {#507}—check one box:

- ☐ VMS is on all the time (Always ✓)
- ☐ Day only
- ☐ Night only

9. (Continued)

ASA: If ASA is checked, specify the following:

Automatic System Answer Delay {#110}—number of times call should ring before it is answered by the system (0–9, 2 ✓). Write number if different than the default _____.

ASA Record/Playback (I 891)—message of up to 10 seconds that caller hears when the call is placed on hold by the Automatic System Answer feature. Write message below and record from extension 10 or 11:

10. Auxiliary Equipment (System). Specify if applicable:

Music on Hold {#602}—check one box:

- ☒ Active ✓
- ☐ Inactive

SMDR Record Type {#608}—check one box:

- ☒ Record all calls ✓
- ☐ Record outgoing calls only

☐ Loudspeaker Paging
Number of zones _____

- ☐ Uninterruptible Power Supply
- ☐ Caller ID Devices

11. Notes

12. Installation Date

13. Order Nos.

14. Sales Support Representative's Name

Telephone No.

✓ = default
I = Intercom button



Form B1: System Extensions

PAGE
1 of 2

Required for PARTNER II system and PARTNER Plus system.

For additional instructions, see page 4.

Ext. Jack No.	Write Name/Description (If Extension Name Display column is checked, use first 12 characters for programming)	Check if Ext. Name Display {CTP}	Identify Telephone Attached to this Extension							Identify Auxiliary Equipment Attached to this Extension											Write Transfer Return Ext. No. {#306}	Line Ringing {CTP}							
			34-Button Display	Intercom Autodialer ¹	18-Button Display	12-Button Display	12-Button	6-Button	Cordless	Standard ²	PARTNER MAIL ³	PARTNER MAIL VS ³	Answering Machine	Extra Alert	IROB	Modem	PassageWay	FAX Machine Extension {#601}	Hotline {#603} ⁴	Alert Extension for Hotline		Doorphone 1 Extension {#604} ⁵	Alert Extensions {#606} for Doorphone 1	Doorphone 2 Extension {#605} ⁵	Alert Extensions {#606} for Doorphone 2	AA Extension {#607} ⁶	Write in Other Equipment	Delayed	No Ring
10																													
11																													
12																													
13																													
14																													
15																													
16																													
17																													
18																													
19																													
20																													
21																													
22																													
23																													
24																													
25																													
26																													
27																													
28																													
29																													
30																													
31																													
32																													
33																													

IMPORTANT: A system display phone is required for programming at extension 10 or 11. Extension 10 typically is the receptionist's extension. Extension 11 is recommended as a second programming extension (typically the System Manager's extension).

1. On a PARTNER II system, write "1" or "2" to indicate how many Intercom Autodialers are connected to the extension.
2. Write "T" for touch-tone or "R" for rotary.
3. Also see Write Transfer Return Ext. No. {#306} on this form and Form B2, Hunt Group 7 (VMS Only).

4. Also write extension number of corresponding alert extension in the next column. (Write "70" if Loudspeaker Paging System is the Alert Extension.)
5. Also check corresponding alert extensions in the next column.
6. Also see Write Transfer Return Ext. No. {#306} on this form.
7. Programmed using Line Assignment {#301}.

✓ = default
{CTP} = Centralized Telephone Programming



Form B1: System Extensions

PAGE
2 of 2

Required for PARTNER II system extensions 34 through 57.

For additional instructions, see page 4.

Ext. Jack No.	Write Name/Description (If Extension Name Display column is checked, use first 12 characters for programming)	Check if Ext. Name Display (CTP)	Identify Telephone Attached to this Extension							Identify Auxiliary Equipment Attached to this Extension													Write Transfer Return Ext. No. {#306}	Line Ringing {CTP} ✓ = Immediate Ring Write line numbers for Delayed, No Ring, and Lines Not Assigned					
			34-Button Display	Intercom Autofinder ¹	18-Button Display	12-Button Display	12-Button	6-Button	Cordless	Standard ²	PARTNER MAIL ³	PARTNER MAIL VS ³	Answering Machine	Extra Alert	I/OB	Modem	PassageWay	FAX Machine Extension {#601}	Hotline {#603} ⁴	Alert Extension for Hotline	Doorphone 1 Extension {#604} ⁵	Alert Extensions {#606} for Doorphone 1		Doorphone 2 Extension {#605} ⁵	Alert Extensions {#606} for Doorphone 2	AA Extension {#607} ⁶	Write in Other Equipment	Delayed	No Ring
34																													
35																													
36																													
37																													
38																													
39																													
40																													
41																													
42																													
43																													
44																													
45																													
46																													
47																													
48																													
49																													
50																													
51																													
52																													
53																													
54																													
55																													
56																													
57																													

- For extensions 10 and 11 only.
- Write "T" for touch-tone or "R" for rotary.
- Also see Write Transfer Return Ext. No. {#306} on this form and Form B2, Hunt Group 7 (VMS Only).
- Also write extension number of corresponding alert extension in the next column. (Write "70" if Loudspeaker Paging System is the Alert Extension.)
- Also check corresponding alert extensions in the next column.
- Also see Write Transfer Return Ext. No. {#306} on this form.
- Programmed using Line Assignment {#301}.

✓ = default
{CTP} = Centralized Telephone Programming



Form B2: Customized Extension Settings

PAGE
1 of 2

Required if you want to change extension setting defaults for PARTNER II system and PARTNER Plus system. For additional instructions, see page 5.

Ext. Jack No.	Identify Extension Settings if Different than Default								Identify Restrictions/Permissions			Identify Group Assignments						
	Display Language {#303} ¹	Automatic Extension Privacy {#304}	Abbreviated Ringing {#305}	Forced Account Code Entry {#307}	Distinctive Ringing {#308}	Automatic VMS Cover {#310}	Emergency Telephone {#311} ²	Voice Interrupt On Busy {#312}	Line Access Restriction {#302} Write line numbers for outgoing calls only (Out), incoming calls only (In), or no access (No).	Outgoing Call Restriction {#401} ³	Disallowed List Assignment {#405} ⁴	Allowed List Assignment {#408} ⁵	Pickup Group Extensions {#501} ⁶	Calling Group Extensions {#502} ⁶	Hunt Group Extensions {#505} ⁷	VMS Only	Night Service Group Extensions {#504}	
	E ✓	NA ✓	A ✓	NA ✓	A ✓	NA ✓	NA ✓	NA ✓		NR ✓	NR ✓	1-4 NA ✓	1-4	1-4 NA ✓	1-4 NA ✓	1-6 7 NA ✓		NA ✓
10									Out	In	No							
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
32																		
33																		

Assignments

- ✓ = Default
- A = Assigned or Active
- E = English
- NA = Not Assigned or Not Active
- NR = No Restriction

1. Write "S" for Spanish or "F" for French.
2. Also see Form D—Emergency Telephone {#311}.
3. Write "In" for Inside Only or "Loc" for Local Only.

4. Write list numbers (1-4). Also see Form D—Disallowed Phone Number Lists {#404}.
5. Write list numbers (1-4). Also see Form D—Allowed Phone Number Lists {#407}.
6. Write group numbers (1-4).
7. Write group numbers (1-6).



Form B2: Customized Extension Settings

Required if you want to change extension setting defaults for PARTNER II system extensions 34–57. For additional instructions, see Page 5.

Ext. Jack No.	Identify Extension Settings if Different than Default								Identify Restrictions/Permissions			Identify Group Assignments					
	Display Language {#303} ¹	Automatic Extension Privacy {#304}	Abbreviated Ringing {#305}	Forced Account Code Entry {#307}	Distinctive Ringing {#308}	Automatic VMS Cover {#310}	Emergency Telephone {#311} ²	Voice Interrupt On Busy {#312}	Line Access Restriction {#302} Write line numbers for outgoing calls only (Out), incoming calls only (In), or no access (No).	Outgoing Call Restriction {#401} ³	Disallowed List Assignment {#405} ⁴	Allowed List Assignment {#408} ⁵	Pickup Group Extensions {#501} ⁶	Calling Group Extensions {#502} ⁶	Hunt Group Extensions {#505} ⁷	VMS Only	Night Service Group Extensions {#504}
	E ✓	NA ✓	A ✓	NA ✓	A ✓	NA ✓	NA ✓	NA ✓	NR ✓	1-4	1-4	1-4	1-4	1-4	1-6	7	NA ✓
34									Out	In	No	NR ✓	NA ✓	NA ✓	NA ✓		
35																	
36																	
37																	
38																	
39																	
40																	
41																	
42																	
43																	
44																	
45																	
46																	
47																	
48																	
49																	
50																	
51																	
52																	
53																	
54																	
55																	
56																	
57																	

Assignments

✓ = Default

A = Assigned or Active

E = English

NA = Not Assigned or Not Active

NR = No Restriction

1. Write "S" for Spanish or "F" for French.

2. Also see Form D—Emergency Telephone {#311}.

3. Write "In" for Inside Only or "Loc" for Local Only.

4. Write list numbers (1–4). Also see Form D—Disallowed Phone Number Lists {#404}.

5. Write list numbers (1–4). Also see Form D—Allowed Phone Number Lists {#407}.

6. Write group numbers (1–4).

7. Write group numbers (1–6).



Form C1: 34-Button Telephone

PAGE
1 of 5

Make as many copies as you need. Use template and/or checklist.
For instructions, see page 7.

Template Instructions

- If desired, write in line number, auto dial number, or dial-code feature
- For line buttons, if desired, write in Line Ringing (Delayed or No) from Form B1
- For line buttons, if desired, write in Line Access Restriction (Out, In, or No) from Form B2

SAMPLE

☐	04
☐	DEL
☐	IN

☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐
☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐
☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐
☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐
☐ ☐	☐ ☐	☐ ☐	☐ ☐	Ext.	
☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐ Intercom	☐ ☐ Intercom

Specify Automatic Line Selection: _____

Identify extensions programmed as shown above: _____

Check Desired Features

		Ext. 10 Only	Button with Lights Required
☐	Automatic System Answer Button {#111} ¹	ASA	
☐	Direct Extension Dial Button {#113} ¹	DXD	
☐	Night Service Button {#503}	NightSvc	
☐	Outgoing Call Restriction Button {#114} ²	OCR	
☐	Wake Up Service Button {#115}	Wake	
☐	Caller ID Inspect (F 17) ¹	ID-Inspect	
☐	Caller ID Name Display (F 16) ¹	ID-Name	
☐	Do Not Disturb (F 01)	DND	
☐	Privacy (F 07)	Priv	
☐	VMS Cover (F 15)	VMSCover	
☐	Voice Interrupt on Busy Talk-Back (F 18)	VIOB	
☐	Account Code Entry (F 12) ³	ACE	
☐	Background Music (F 19)	Music	
☐	Call Forward/Call Follow-Me (F 11 XX XX) ^{3,4}	CF	
☐	Call Pickup (I 6 XX)	Pickup-XX	
☐	Conference Drop (F 06)	Drop	
☐	Direct Line Pickup-Active Line (I 68)	DLPA	
☐	Direct Line Pickup-Idle Line (I 8)	DLPI	
☐	Exclusive Hold (F 02)	ExHold	
☐	Fax Management (I XX) ³	Fax-XX	
☐	Group Call-Ring/Page (I 7 G or I "7 G)	GCall-G, GCallP-G	
☐	Group Hunt-Ring/Signal(I 77 G or I "77 G)	Hunt-G, HuntVS-G	
☐	Group Pickup (I 66 G)	P/U Grp-G	
☐	Intercom Autodial (I XX or I "XX) ³	Ext-XX, ExtVS-XX	
☐	Last Number Redial (F 05)	LNR	
☐	Loudspeaker Paging (I 70)	Loudspk	
☐	Manual Signal (F 13 XX or F 13 "XX) ^{1,3}	MS-XX, MSVS-XX	
☐	Message Light Off (F 10 XX) ⁵	MsgOff-XX	
☐	Message Light ON (F 09 XX) ⁵	MsgOn-XX	
☐	Recall (F 03)	Recall	
☐	Save Number Redial (F 04)	SNR	
☐	Touch-Tone Enable (F 08)	TT-EN	
☐	Voice Mail Messages Button (I 777)	VMMsgs-777	
☐	Voice MailboxTransfer (F 14)	VMBox	

F = Feature button G = Group I = Left Intercom button XX = Extension

1. PARTNER II system only.
2. Requires Auto Dial button for each extension.
3. Button with lights is recommended, but not required.
4. For PARTNER II system only, you can program the origination and destination extension.
5. For PARTNER II system only, you can program the extension number.



Form C2: Intercom Autodialer

PAGE
2 of 5

For PARTNER II System only, make two copies if appropriate.
For additional instructions, see page 7.

Instructions for PARTNER II System

Extensions 10 and 11 each support up to two Intercom Autodialers.

- Write in extension number _____
- If desired, write in Ring, VS (Voice Signal), or MS (Manual Signal) _____
- If desired, write in user name for this extension _____

SAMPLE

The diagram shows a rectangular box divided into three horizontal sections. The top section contains the number '15'. The middle section contains the text 'MS'. The bottom section contains the text 'S. Jones'. To the left of the box, there are three horizontal lines, each ending in a small square, representing pointers or connections to the three sections of the box.

Instructions for PARTNER Plus System

Extensions 10 and 11 each support only one Intercom Autodialer.

- Write in extension number _____
- If desired, write in Ring or VS (Voice Signal) _____
- If desired, write in user name for this extension _____

SAMPLE

☐	15
☐	Ring
☐	S. Jones

Extensions programmed as shown (circle choices): 10 11

[illegible][illegible]



Form C3: 18-Button Telephone

PAGE
3 of 5

Make as many copies as you need. Use template and/or checklist.
For instructions, see page 7.

Template Instructions

- If desired, write in line number, auto dial number, or dial-code feature
- For line buttons, if desired, write in Line Ringing (Delayed or No) from Form B1
- For line buttons, if desired, write in Line Access Restriction (Out, In, or No) from Form B2

SAMPLE

☐	04
☐	DEL
☐	IN

☐ ☐	☐ ☐	☐ ☐	☐ ☐
☐ ☐	☐ ☐	☐ ☐	☐ ☐
☐ ☐	☐ ☐	☐ ☐	☐ ☐
☐ ☐	☐ ☐	☐ ☐	☐ ☐
☐ ☐ Intercom	☐ ☐ Intercom	Ext.	

Check Desired Features

		Ext. 10 Only	Button with Lights Required
☐	Automatic System Answer Button {#111} ¹	ASA	
☐	Direct Extension Dial Button {#113} ¹	DXD	
☐	Night Service Button {#503}	NightSvc	
☐	Outgoing Call Restriction Button {#114} ²	OCR	
☐	Wake Up Service Button {115}	Wake	
☐	Caller ID Inspect (F 17) ¹	ID-Inspect	
☐	Caller ID Name Display (F 16) ¹	ID-Name	
☐	Do Not Disturb (F01)	DND	
☐	Privacy (F 07)	Priv	
☐	VMS Cover (F 15)	VMSCover	
☐	Voice Interrupt on Busy Talk-Back (F 18)	VIOB	
☐	Account Code Entry (F 12) ³	ACE	
☐	Background Music (F 19)	Music	
☐	Call Forward/Call Follow-Me (F 11 XX XX) ^{3,4}	CF	
☐	Call Pickup (I 6 XX)	Pickup-XX	
☐	Conference Drop (F 06)	Drop	
☐	Direct Line Pickup-Active Line (I 68)	DLPA	
☐	Direct Line Pickup-Idle Line (I 8)	DLPI	
☐	Exclusive Hold (F 02)	ExHold	
☐	Fax Management (I XX) ¹	Fax-XX	
☐	Group Call-Ring/Page (I 7 G or I "7 G)	GCall-G, GCallP-G	
☐	Group Hunt-Ring/Signal (I 77 G or I "77G)	Hunt-G, HuntVS-G	
☐	Group Pickup (I 66 G)	P/U Grp-G	
☐	Intercom Autodial (I XX or I "XX) ³	Ext-XX, ExtVS-XX	
☐	Last Number Redial (F05)	LNR	
☐	Loudspeaker Paging (I 70)	Loudspk	
☐	Manual Signal (F 13 XX or F 13 "XX) ^{1,3}	MS-XX, MSVS-XX	
☐	Message Light Off (F 10 XX) ⁵	MsgOff-XX	
☐	Message Light On (F 09 XX) ⁵	MsgOn-XX	
☐	Recall (F03)	Recall	
☐	Save Number Redial (F 04)	SNR	
☐	Touch-Tone Enable (F 08)	TT-EN	
☐	Voice Mail Messages Button (I 777)	VMMsgs-777	
☐	Voice Mailbox Transfer (F 14)	VMBox	

F = Feature button G = Group I = Left Intercom button XX = Extension

Specify Automatic Line Selection: _____

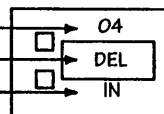
Identify extensions programmed as shown above: _____

1. PARTNER II system only.
2. Requires Auto Dial button for each extension.
3. Button with lights is recommended, but not required.
4. For PARTNER II system only, you can program the origination and destination extension.
5. For PARTNER II system only, you can program the extension number.



Template Instructions

- If desired, write in line number, auto dial number, or dial-code feature _____
- For fine buttons, if desired, write in Line Ringing (Delayed or No) from Form B1 _____
- For line buttons, if desired, write in Line Access Restriction (Out, In, or No) from Form B2 _____



			
  	  		
  	  	  	  
  	  	  	  
 Intercom  	 Intercom  	Ext.	

Ext.

Check Desired Features

	Automatic System Answer Button {#111} ¹	ASA	Ext 10 Only
	Direct Extension Dial Button {#113} ¹	DXD	
	Night Service Button {#503}	NightSvc	
	Outgoing Call Restriction Button {#114} ²	" OCR	
	Wake Up Service Button {#115}	Wake	
	Caller ID Inspect (F 17) ¹	ID-Inspect	
	Caller ID Name Display (F 16) ¹	ID-Name	
	Do Not Disturb (F 01)	DND	
	Privacy (F 07)	Priv	
	VMS Cover (F 15)	VMSCover	
	Voice Interrupt on Busy Talk-Back (F 18)	VI0B	Buttons with Lights Required
	Account Code Entry (F 12) ³	ACE	
	Background Music (F 19)	Music	
	Call Forward/Call Follow-Me (F 11 XX XX) ^{3,4}	CF	
	Call Pickup (I 6 XX)	Pickup-XX	
	Conference Drop (F 06)	Drop	
	Direct Line Pickup-Active Line (I 68)	DLPA	
	Direct Line Pickup-Idle Line(I 8)	DLPI	
	Exclusive Hold (F 02)	ExHold	
	Fax Management (I XX) ³	Fax-XX	
	Group Call-Ring/Page (I 7 G or I "7 G)	GCall-G, GCallP-G	
	Group Hunt-Ring/Signal(I 77 G or I "77G)	Hunt-G, HuntVS-G	
	Group Pickup(I 66 G)	P/U Grp-G	
	Intercom Autodial (I XX or I "XX) ³	Ext-XX, ExtVS-XX	
	Last Number Redial (F 05)	LNR	
	Loudspeaker Paging(I 70)	Loudspk	
	Manual Signal (F 13 XX or F 13 "XX ^{1,3} MS-XX, MSVS-XX		
	Message Light Off (F 10 XX) ⁵	MsgOff-XX	
	Message Light On (F 09 XX) ⁵	MsgOn-XX	
	Recall (F 03)	Recall	
	Save Number Redial (F 04)	SNR	
	Touch-Tone Enable (F 08)	TT-EN	
	Voice Mail Messages Button(I 777)	VMMsgs-777	
	Voice Mailbox Transfer (F 14)	VMBox	

F = Feature button G = Group I = Left Intercom button XX = Extension

Specify Automatic Line Selection: _____

Identify extensions programmed as shown above:

1. PARTNER II system only.
2. Requires Auto Dial button for each extension.
3. Button with lights is recommended, but not required.
4. For PARTNER II system only, you can program the origination and destination extension.
5. For PARTNER II system only, you can program the extension number.



Form C5: 6-Button Telephone

PAGE
5 of 5

Make as many copies as you need. Use template and/or checklist.
For instructions, see page 7.

Template Instructions

- If desired, write in line number, auto dial number, or dial-code feature
- For line buttons, if desired, write in Line Ringing (Delayed or No) from Form B1
- For line buttons, if desired, write in Line Access Restriction (Out, In, or No) from Form B2

SAMPLE

☐	04
☐	DEL
☐	IN

☐ ☐	☐ ☐	☐ ☐	☐ ☐
☐ Intercom	☐ Intercom	Ext.	

Check Desired Features

On-Board Features		Button with Lights Required
Caller ID Inspect (F 17) ¹	ID-Inspect	
Caller ID Name Display (F 16) ¹	ID-Name	
Do Not Disturb (F 01)	DND	
Privacy (F 07)	Priv	
VMS Cover (F 15)	VMSCover	
Voice Interrupt on Busy Talk-Back (F 18)	VIOB	
Account Code Entry (F 12) ²	ACE	
Background Music (F 19)	Music	
Call Forward/Call Follow-Me (F 11 XX XX) ^{2,3}	CF	
Call Pickup (I 6 XX)	Pickup-XX	
Conference Drop (F 06)	Drop	
Direct Line Pickup-Active Line(I 68)	DLPA	
Direct Line Pickup-Idle Line (I 8)	DLPi	
Exclusive Hold (F 02)	ExHold	
Fax Management (I XX) ²	Fax-XX	
Group Call-Ring/Page (I 7 G or I "7 G)	GCall-G, GCallP-G	
Group Hunt-Ring/Signal(I 77 G or I "77 G)	Hunt-G, HuntVS-G	
Group Pickup (I 66 G)	P/U Grp-G	
Intercom Autodial (I XX or I "XX) ²	Ext-XX, ExtVS-XX	
Last Number Redial (F 05)	LNR	
Loudspeaker Paging (I 70)	Loudspk	
Manual Signal (F 13 XX or F 13 "XX) ^{1,2}	MS-XX, MSVS-XX	
Message Light Off (F 10 XX) ⁴	MsgOff-XX	
Message Light On (F 09 XX) ⁴	MsgOn-XX	
Recall (F 03)	Recall	
Save Number Redial (F 04)	SNR	
Touch-Tone Enable (F 08)	TT-EN	
Voice Mail Messages Button (I 777)	VMMsgs-777	
Voice Mailbox Transfer (F 14)	VMBox	

F = Feature button G = Group I = Left Intercom button XX = Extension

1. PARTNER II system only.
2. Button with lights is recommended, but not required.
3. For PARTNER II system only, you can program the origination and destination extension.
4. For PARTNER II system only, you can program the extension number.

Specify Automatic Line Selection: _____

Identify extensions programmed as shown above: _____



Disallowed Phone Number Lists {#404}

Write the telephone numbers that users are prevented from dialing.

Emergency Phone Number List {#406}

Entry	Telephone Number ¹	Person/Place
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

Required if Allowed List Assignment {#408} is checked on Form B2.

List 1			List 2			List 3			List 4		
Entry	Telephone	Number ⁱ	Entry	Telephone	Number ⁱ	Entry	Telephone	Number ⁱ	Entry	Telephone	Number ⁱ
01			01			01			01		
02			02			02			02		
03			03			03			03		
04			04			04			04		
05			05			05			05		
06			06			06			06		
07			07			07			07		
08			08			08			08		
09			09			09			09		
10			10			10			10		

Required if Emergency Telephone {#311}
is checked on Form B2.

[illegible]

1. Telephone number can be up to 12 digits long. Press Hold for wild card entry ("!").
2. Telephone number can be up to 20 digits long. Press Hold for wild card entry ("!").



Form D: Number Lists

PAGE
2 of 2

Required only if Forced Account Code Verification is desired.
For additional instructions, see page 13.

Forced Account Code List {#409}

Entry	Account Code (up to 6 digits) ¹	Write Description
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		

Entry	Account Code (up to 6 digits) ¹	Write Description
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		
62		
63		
64		
65		
66		

Entry	Account Code (up to digits) ¹	Write Description
67		
68		
69		
70		
71		
72		
73		
74		
75		
76		
77		
78		
79		
80		
81		
82		
83		
84		
85		
86		
87		
88		
89		
90		
91		
92		
93		
94		
95		
96		
97		
98		
99		

1. Valid entries are 0-9. Press Hold for wildcard entry ("!").



Form E: System Speed Dial Numbers

PAGE
1 of 1

Optional for PARTNER II system and PARTNER Plus system.
For additional instructions, see page 14.

To dial System Speed Dial numbers: On system phones, press [*Feature*] + 2-digit code.

On standard phones, press [#] + 2-digit code while receiving intercom dial tone.

Code	Write Name/Company	★	Write Telephone Number ¹
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			

Code	Write Name/Company	★	Write Telephone Number ¹
50			
51			
52			
53			
54			
55			
56			
57			
58			
59			
60			
61			
62			
63			
64			
65			
66			
67			
68			
69			
70			
71			
72			
73			
74			
75			
76			
77			
78			
79			

★ You can dial System Speed Dial numbers that are marked with ★ at any time, regardless of dialing restrictions placed on your extension. System Speed Dial numbers are programmed by the System Manager (report problems and suggested revisions to your System Manager).

¹ Telephone number can be up to 20 digits, including 0-9, *, # and special dialing functions.