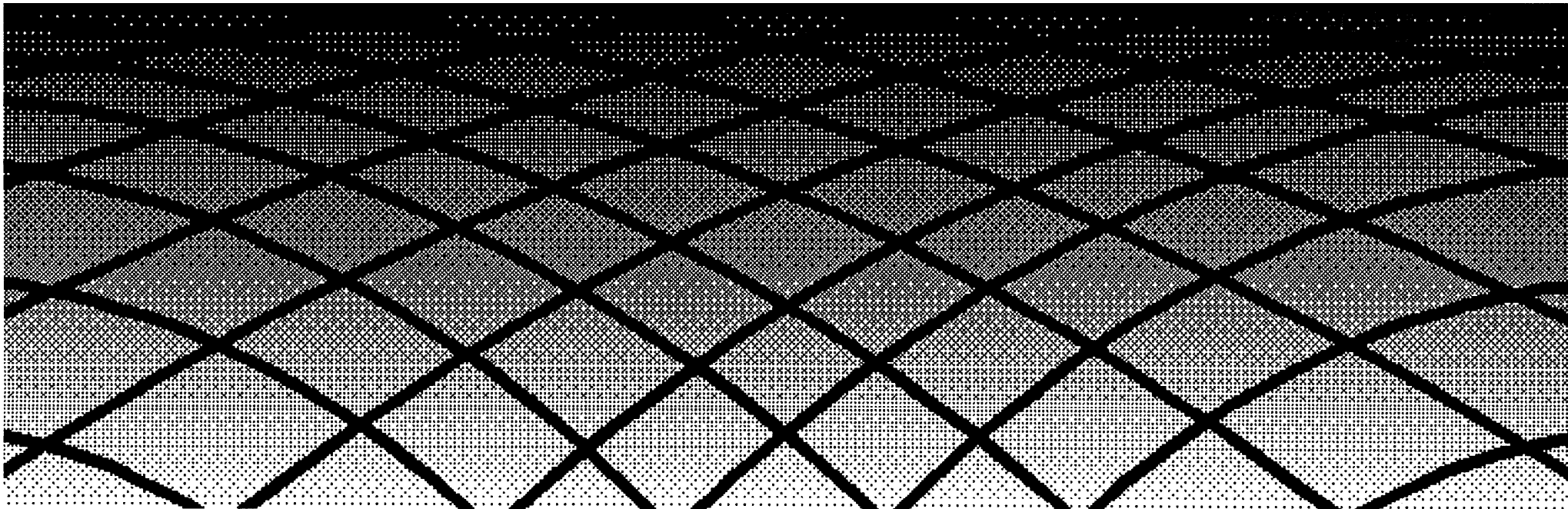




PARTNER® II Communications System
PARTNER Plus Communications System
Release 4.0
System Planner

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Notice

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Ordering Information

The order number for this Planner is 518-455-328. To order additional copies, call 1 800 457-1235 or 1 317 361-5353. 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., AT&T provides a toll-free customer helpline 24 hours a day. Call the AT&T Helpline at **1 800 628-2888** if you need assistance when programming or using your system.

Outside the continental U.S., contact your AT&T Representative or local Authorized Dealer.

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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 Phone 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 External Hotline phones 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* booklet and the *Programming and Use* guide

To prepare for training, please tell the customer to:

- Set aside approximately 2 hours 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 1–12.

Sales Support Representative completes items 13–15.

6. Configure Hardware for Hybrid Mode

For PARTNER II systems only, check “Yes” if the customer wants line pooling capabilities; otherwise check “No.”

By default, the system is configured for Key mode. Changing to Hybrid mode requires AT&T Authorized Personnel to modify the processor module at installation.

IMPORTANT: A PARTNER II system installation for Hybrid mode requires Federal Communications Commission (FCC) registration information to be reported to the customer’s local telephone company in some jurisdictions. This includes the system’s operating mode (KF for Key mode or MF for Hybrid mode) and its FCC registration number, which can be found on the right side of the primary carrier. Although it is the customer’s responsibility to report FCC registration information, it is highly recommended that you report this information for the customer.

8. 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.

Hybrid Mode Only—Indicate Auxiliary Pool 881, 882, or 883 {#207}

(PARTNER II system only) The default for Hybrid mode is all lines assigned to the main pool (880). To create auxiliary pools, specify the auxiliary pool access code 881, 882, or 883. To identify lines that can be assigned to pooled extensions as individual lines, write “No Pool.”

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 *Automated Attendant service by PARTNER Attendant, which must be purchased separately.*

DXD *Direct Extension Dialing (PARTNER II system only) lets callers dial extensions without waiting for the receptionist.*

VMS-AA *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.*

ASA *Automatic System Answer (PARTNER II system only) plays a recorded message and places a call on hold until the receptionist is free.*

Hunt Group *Hunt Group sends incoming calls directly to an extension in the specified group 1–6.*

VMS-Mail *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.*

NOTE: You can use option 3 of Group Call Distribution {#206} or Line Coverage Extension {#208} to specify VMS-Mail lines for ownership. With the #206 option, calls are routed to the user’s voice mailbox after four rings. The #208 option provides more flexibility because calls are routed after the number of rings specified with VMS Cover Rings {#117}, if the extension has VMS Cover on. The user also can turn on Do Not Disturb to send calls on the owned line immediately to VMS coverage.

Write Ext. No. for Call Cover

(PARTNER II system only) If the customer wants a specific user who has a personal or individual line to be able to activate Call Coverage for that line, identify that user’s extension number in this column as the line owner using Line Coverage Extension {#208}.

NOTE: Only one owner can be assigned to a specific line. However, multiple lines can be assigned ownership to the same extension.

Write User’s Name for Personal or Owned Line or Identify Equipment for Dedicated Line

For a personal, owned, or 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.

9. 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 procedure should be used *only* for installation—using it later erases custom settings for *all* extensions. After installation, use Line Assignment {#301} to assign lines and, for PARTNER II systems only, Pool Extension Assignment {#314} to assign lines to pools.

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).

Outside Conference Denial {#109}

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

Call Coverage Rings {#116}

(PARTNER II system only) By default, covered calls ring at the extension two times before they are sent to the covering extension. To change the default, write the preferred number of rings (1-9).

VMS Cover Rings {#117}

By default, intercom calls, transferred calls (i.e. outside calls transferred by VMS-AA and inside transferred calls), and outside calls on owned lines (those specified using Line Coverage Extension {#208}) for extensions that have VMS Cover or Automatic VMS Cover {#310} active ring 3 times before they are sent to the extension's voice mailbox. To change the default, write the preferred number of rings (1-9).

Toll Call Prefix {#402}

If dialing a “0” or “1” to make long distance 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.

10. Line Coverage

DXD

If DXD was specified in Item 8, 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 8, specify the following:

■ VMS Hunt Delay {#506}

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

■ VMS Hunt Schedule {#507}

Specify when Voice Mail Service should answer incoming calls.

ASA

If ASA was specified in Item 8, 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.

11. 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 full communications capability during a power outage, 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. A separate wiring run is required to connect each device directly to the network interface jack for a line.

12. 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, write the 12 characters you want to display and check the Check if Ext. Name Display {CTP} column.

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; a hotline 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.

These VMS extensions should be assigned to Hunt Group 7 using Hunt Group Extensions {#505}.

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.

These VMS extensions should be assigned to Hunt Group 7 using Hunt Group Extensions {#505}.

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.

External Hotline {#311}

Check the extensions to be used as External Hotlines. Specify the telephone number that is dialed automatically from each External Hotline on Form D.

AA Extension {#607}

Check the extensions to which PARTNER Attendants are 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 to which 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.

Call Waiting {#316}

(Standard phones only) By default, the system’s Call Waiting feature is set for Not Active. To change the default, check extensions with standard phones that are to receive a tone while on a call to indicate a second incoming call.

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, see Form A), assign the line to the equipment extension and remove it from other extensions.
- 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}

(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 Ring {#308}

(Standard devices only) 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 an extension, see Form C.

Voice Interrupt on Busy {#312}

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

Line Access Mode {#313}

(PARTNER II system only) If the system has been set up for Hybrid mode, all extensions (except 10) operate as pooled extensions by default. To identify extensions that are to operate as key extensions, write “K” (Key) in this column. Extension 10 always operates as a key extension.

Hybrid Mode Only—List individual lines {#301}

For pooled extensions, list line numbers to identify individual lines to be assigned to extensions. By default, all lines are assigned to extension 10.

Line Ringing {CTP}

The default is immediate ringing for all individual lines at all extensions. For pools, the default is no ring. For each extension, specify the lines or pools that should ring immediately, after a delay (about 20 seconds), or that should not ring. Also specify the lines or pools 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 or pools 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.

In Hybrid mode, immediate call handling is the factory setting for extension 10. (Lines are assigned to individual line buttons on the phone at extension 10 and all pools assigned to users' extensions are set to no ring.)

- If the receptionist is to answer calls only when users do not pick up immediately (**delayed call handling**), set lines or pools to immediate ringing at users' extensions and to delayed ringing at extension 10.

Identify Restrictions/Permissions

Specify restrictions and permissions for each extension.

Line Access Restriction {#302} or

Pool Access Restriction {#315}

By default, access to all lines and pools is set to No Restriction. To change the default, write the line numbers or pool access codes in the appropriate columns, as follows:

- Outgoing only – User can place outside calls and receive only transferred calls on specified line or pool
- Incoming only – User cannot place outside calls but can receive calls on specified line or pool
- No Access – User cannot place or receive outside calls on specified line or pool (but can receive transferred calls, pick up calls on hold, or join calls in Key mode and on key extensions in Hybrid mode.)

NOTE: Pool Access Restriction for key extensions in Hybrid mode is set to No Access.

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 calls that require a "0" or "1" prefix)

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 intercom, transferred, or outside call ringing at an extension in the Pickup Group, without knowing which extension is ringing and without being in the group. Do not put PARTNER MAIL or PARTNER MAIL VS extensions in a Pickup Group.

Calling Group Extensions {#502}

A user can ring or page (voice signal) all extensions in a Calling Group simultaneously or 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, PARTNER MAIL, PARTNER MAIL VS, or External Hotlines to a Calling Group.

If a loudspeaker paging system is connected and Simultaneous Paging is desired, put all desired system phones with speakers in Calling Group 1.

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}. Do not put PARTNER MAIL or PARTNER MAIL VS extensions in Hunt Groups 1–6.

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 or pools 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 and pool button assignments and to indicate programming for system telephone buttons that do not have lines or pools 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* booklets.

A telephone button can be programmed as a *line button* (to access an outside line), as a *pool button* (to access a pool), 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 and pool buttons must have status lights; some features also require buttons with lights (see “Button Feature Summary”).

Using the information from Line Ringing and Line/Pool 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, pool, and other 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

21	22	23	24
17	18	19	20
13	14	15	16
9	10	11	12
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 and can have lines.

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

6-Button Telephone

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

In Hybrid mode, the main pool (880) is assigned to the two leftmost buttons on the bottom row (shown with ★ on Button Template forms) of all pooled extensions; the location of these buttons cannot be changed. However, the main pool can be removed from extensions, in which case the buttons are available for other line, pool, Auto Dial, or dial-code feature assignments.

Lines also can be assigned to auxiliary pools (881, 882, or 883) and these auxiliary pools can be assigned to any buttons with lights.

- Indicate the order in which a line or pool is selected when the user lifts the handset or presses [*Spkr*] to place a call without first pressing a line or pool button (Automatic Line Selection) *if* the order is to be different than the default (key extensions: outside lines in ascending numerical order followed by intercom; pooled extensions: main pool button 1, button 2, 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

You can program the buttons to ring, voice signal, or manually signal; and you can change the order. 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 in Hybrid mode for a user at a pooled extension. Buttons that are not used for lines or pools have dial-code features. (The abbreviations are explained in "Button Feature Summary" beginning on page 10.) The 34-button telephone has 16 lines assigned, and the Intercom

34-Button Telephone

☐ NightSvc ☐	☒ ASA ☒	☐ CF-1022 ☐	☐ Fax-48 ☐	☐ VMSCover ☐	☐ VMBox ☐
☐ GCallP-1 ☐ Sales	☐ GCall-2 ☐ Parts	☐ Hunt-1 ☐ Customer Service	☒ ID-Name ☒	☒ ID-Inspect ☒	☐ VMMsgs-777 ☐ Messages
☐ 13 ☐ IN	☐ 14 ☐ IN	☐ 15 ☐	☐ 16 ☐	☐ ExHold ☐	☐ Loudspk ☐
☐ 09 ☐	☐ 10 ☐	☐ 11 ☐	☐ 12 ☐	☐ LNR ☐	☐ SNR ☐
☐ 05 ☐	☐ 06 ☐	☐ 07 ☐	☐ 08 ☐	Ext.	
☐ 01 ☐	☐ 02 ☐	☐ 03 ☐	☐ 04 ☐	☐ Intercom ☐	☐ Intercom ☐

18-Button Telephone

☐ DND ☐	☐ Priv ☐	☒ Cover ☒	☐ VMMsgs-777 ☐ Messages
☐ ExtVS-23 ☐ Lou	☐ Ext-22 ☐ Joe	☐ Ext-10 ☐ Pat	☐ SNR ☐
☐ 14 ☐	☐ VI0B ☐	☐ Music ☐	☐ LNR ☐
☐ Pool 880 ☐	☐ Pool 880 ☐	☐ Pool 881 ☐	☐ 13 ☐
☐ Intercom ☐	☐ Intercom ☐	Ext.	

Autodialers are programmed with Intercom 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 the main pool, an auxiliary pool, and 2 individual lines assigned; the other 11 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 ☐ Hsien	☐ 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 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 28 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 followed by pauses, if necessary.

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-signaled intercom call to the extension's phone speaker, or transfers a call with a voice-signaled announcement. If on a button with lights, the lights show calling activity at the destination extension.

Manual Signaling—Ring**MS-xx***[Feature]* [1] [3] xx

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] [3] [★] xx

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 a 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] [9]

Turns background music on and off at the speaker of an idle system phone. If on a button with lights, the lights show when the feature is in use.

Call Coverage**Cover-xx xx***[Feature]* [2] [0] xx xx

(PARTNER II system only) Directs all intercom, transferred, and outside calls on lines assigned ownership to the designated extension. You may program originating and covering extension numbers on the button. If on a button with lights, the lights show when the feature is in use.

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

Forwards all calls to the designated extension. 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. You may program originating and destination extension numbers on the button. If on a button with lights, the lights show when the feature is in use.

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

Picks up a call ringing at the designated extension.

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

(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] [8]

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]* [8]

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. 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, transferred, and outside calls on owned lines go directly to the extension's voice mailbox. If Call Coverage and Do Not Disturb are both active, intercom and transferred calls and outside calls on lines assigned ownership go directly to the covering extension.

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]* [★] [Z] 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. g = 1–4

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

Places a ringing intercom call to all extensions in the designated Calling Group. The caller is connected to the first extension that answers. Also can be used to transfer a call to an extension in the group. g = 1–4

Group Hunting—Ring**Hunt-g***[Intercom]* [Z] [Z] 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. g = 1–6

Group Hunting—Voice Signal**HuntVS-g***[Intercom]* [★] [Z] [Z] 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. g = 1–6

Group Pickup

Picks up an intercom, transferred, or outside call ringing at any extension in the designated Pickup Group. g = 1–4

P/U Grp-g [Intercom][g][g]g

Last Number Redial

Automatically redials the last outside number dialed up to a maximum of 28 digits. This feature can be used to redial *only* the last outside number dialed.

LNR [Feature][0][5]

Loudspeaker Paging

Connects you to the loudspeaker paging system, if one is connected to the system.

Loudspk [Intercom][Z][0]

Message Light Off

Turns off the message light on the phone at the designated extension. You may also program an extension number on the button.

MsgOff-xx [Feature][1][0]xx

Message Light On

Turns on the message light on the phone at the designated extension. You may also program an extension number on the button.

MsgOn-xx [Feature][0][9]xx

Privacy

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}.



Priv [Feature][0][7]

Recall

"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).

Recall [Feature][0][3]

Save Number Redial

This feature can be programmed onto more than one button. 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 feature.

SNR [Feature][0][4]

Simultaneous Paging

Accesses the loudspeaker paging system and all idle system phones with speakers assigned to Calling Group 1.

SPage [Intercom][*][Z][0]

Touch-Tone Enable

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.

TT-EN [Feature][0][8]

VMS Cover

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. This feature overrides Automatic VMS Cover.



VMSCover [Feature][1][5]

Voice Interrupt on Busy Talk-Back

Lets user respond to voice interrupt on busy call while still active on the existing call.



VIOB [Feature][1][8]

Voice Mail Messages

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.

VMMsgs777 [Intercom][Z][Z][Z]

Voice Mailbox Transfer

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.

VMBox [Feature][1][4]

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 External Hotlines.

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, Item 9).

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 [0]-[9], [*Hold*] (to represent any single digit), [*★*] 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

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

Preventing Calls to 900 Area Code

<i>Entries needed . . .</i>	<i>if 0 or 1 toll prefix is required</i>	<i>if 0 or 1 toll prefix is not required</i>
	0900	900
	1900	

Preventing International (011) Calls

<i>Entry needed . . .</i>	011
---------------------------	-----

Preventing Long Distance Calls After Using a Local Telephone Company Feature Consisting of a ★ and Two Digits, Such as Call Blocking ★ 67.

<i>Entries needed . . .</i>	*! !0
	*! !1

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 [0]-[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)

External Hotline {#311}

For each extension that has been designated as an External Hotline on Form B1, write the telephone number that is dialed automatically when the handset is lifted. The telephone number can be up to 28 digits.

Forced Account Code List {#409}

If an extension has been designated for Forced Account Code Entry {#307} 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. Wildcard entries are allowed on this list.

Form E Supplemental Instructions: System Speed Dial Numbers

With System Speed Dialing, a user can dial a stored number by pressing four buttons: the [Feature] button ([#] on a standard phone) followed by a 3-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 100 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*.

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 3-digit code from 600-699. For example, suppose employees frequently call Acme Supplies and Acme's telephone number is stored for code 620. To call Acme, a user simply dials [Feature] [6][2][0]. If Acme moves, or the phone number changes, program the new telephone number and users still dial [Feature][6][2][0] to reach them.

Record the following information for each System Speed Dial number:

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.

Telephone Number

Write the number exactly as it should be dialed. Numbers can be up to 28 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	[Hold]	P	Pauses for 1.5 seconds before dialing the rest of the stored number
Recall	[Spkr]	R	Sends a timed switchhook flash (useful for your telephone company's custom calling features)
Stop	[Mic]	S	Interrupts the dialing sequence until the code is dialed again
Touch-Tone Enable	[Transfer]	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 ☐ Dealer: _____		Salesperson's Name Phone () -	

6. Configure Hardware for Hybrid Mode (PARTNER II system only):
No ☐ Yes ☐ If yes, call local telephone company—
MF Mode and FCC # AS5 USA-21312-MF-E

7. Features Customer is most interested in (most important first):

8. 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}	Hybrid Mode Only: Write auxiliary pool 881, 882, 883 or No Pool {#207}	Line Coverage—You can select one per line				Write Ext. No. for Call Cover {#208}	Write User's Name for Personal or Owned Line or Identify Equipment for Dedicated Line	Check if Caller ID Service	Identify other Local Telephone Company Subscription Services (e.g., Repeat Call)
				AA {#607}	DXD {#205}	VMS- ³ AA {#206}	ASA ⁴ {#204}				
01											
02											
03											
04											
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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 10—DXD, and Form C, Direct Extension Dial Button {#113}.
3. Check if desired. Also see Form A, Item 10—VMS-AA, and Form B1, PARTNER MAIL or PARTNER MAIL VS column. Programmed using option 1 of Group Call Distribution {#206} for Hunt Group 7.
4. Check if desired. Also see Form A, Item 10—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.

6. Programmed using option 3 of Group Call Distribution {#206} or Line Coverage Extension {#208}. Check desired line for #206 or enter line owner's extension number for #208. Also see Form B1, PARTNER MAIL, PARTNER MAIL VS column.
7. Write extension number of line owner eligible for Call Coverage feature. Also write line owner's name in next column. Programmed using Line Coverage Extension {#208}.



Form A: System Configuration

PAGE
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Required for PARTNER II System and PARTNER Plus System.
For additional instructions, see pages 3 and 4.

9. 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 in Key Mode or to pool 880 in Hybrid Mode (2 lines per 206 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 ✓ 0 means no transfer return.). 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 ____.
- Call Coverage Rings {#116}(PARTNER II only)—number of times call should ring before it is sent to the covering extension (1–9, 2 ✓). Write number if different than default ____.
- VMS Cover Rings {#117}—number of times call should ring at extension before it is sent to user's voice mailbox (1–9, 3 ✓). Write number if different than default ____.
- 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 override dialing restrictions and to turn Night Service on and off (no password ✓). Write 4 digits if password is desired ____.

10. Line Coverage. Complete items based on Line Coverage selection on Form A, Item 8.

DXD: (PARTNER II system only) 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

ASA: (PARTNER II system only) 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:

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

Music on Hold {#602}—check one box:

- ☐ Active ✓
- ☐ Inactive
- ☐ Magic on Hold

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

12. Notes

13. Installation Date

14. Order Nos.

15. Sales Support Representative's Name

Telephone No.

✓ = default

I = Intercom button

Required for PARTNER II System and PARTNER Plus System.
For additional instructions, see page 5.

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}	Call Waiting {#316} 8					
			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}	External Hotline {#311} 4	Hotline {#603} 5	Alert Extension for Hotline			Doorphone 1 Extension {#604} 6	Alert Extensions {#606} for Doorphone 1	Doorphone 2 Extension {#605} 6	Alert Extensions {#606} for Doorphone 2	AA Extension {#607} 7
10																												
11																												
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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).

- On a PARTNER II System, write 1 or 2 to indicate how many Intercom Autodialers are connected to the extension.
- Write T for touch-tone or R for rotary.
- Also write Transfer Return Ext. No. {#306} on this form (usually extension 10). Programmed as Hunt Group 7 using Hunt Group Extensions {#505}.
- Also see Form D External Hotline {#311}.

- Also write in extension number of corresponding alert extension in next column.
- Also check corresponding alert extensions in next column.
- Also write Transfer Return Ext. No. {#306} on this form.
- If extension has standard phone, check this column if Call Waiting is desired.



Form B1: System Extensions

PAGE
2 of 2

Required for PARTNER II System extensions 34 through 57.
For additional instructions, see page 5.

Ext. Jack No.	Write Name/Description (If Extension Name Display column is checked, use first 12 characters for programming)	Identify Telephone Attached to this Extension								Identify Auxiliary Equipment Attached to this Extension											Write Transfer Return Ext. No. {#306}	Call Waiting {#316} ⁸					
		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	ROB	Modem	PassageWay	FAX Machine Extension {#601}	External Hotline {#311} ⁴	Hotline {#603} ⁵	Alert Extension for Hotline			Doorphone 1 Extension {#604} ⁶	Alert Extensions {#606} for Doorphone 1	Doorphone 2 Extension {#605} ⁶	Alert Extensions {#606} for Doorphone 2	AA Extension {#607} ⁷
34																											
35																											
36																											
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57																											

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 write Transfer Return Ext. No. {#306} on this form (usually extension 10). Programmed as Hunt Group 7 using Hunt Group Extensions {#505}.
4. Also see Form D, External Hotline {#311}.
5. Also write in extension number of corresponding alert extension in next column.
6. Also check corresponding alert extensions in next column.
7. Also write Transfer Return Ext. No. {#306} on this form.
8. If extension has standard phone, check this column if Call Waiting is desired.



Form B2: Customized Extension Settings

PAGE
1 of 2

Required if you want to change extension settings from defaults for PARTNER II System and PARTNER Plus System. For additional instructions, see pages 6 and 7.

Ext. Jack No.	Identify Extension Settings if Different than Default									Identify Line Ringing {CTP} Option If Different than Default				Identify Restrictions/Permissions If Different than Defaults						Identify Group Assignments				
	Display Language {#303} ¹	Automatic Extension Privacy {#304}	Abbreviated Ringing {#305}	Forced Account Code Entry {#307}	Distinctive Ring {#308}	Automatic VMS Cover {#310}	Voice Interrupt On Busy {#312}	Line Access Mode {#313} ²	Hybrid Mode Only: List individual lines {#301} for Pooled Extensions	Write line numbers or pool access codes in each column to show desired Line Ringing options				Write line numbers or pool access codes for Line Access Restriction {#302} or Pool Access Restriction {#315}			Outgoing Call Restriction {#401} ⁴	Disallowed List ⁵ Assignment {#405}	Allowed List ⁶ Assignment {#408}	Pickup Group ⁷ Extensions {#501}	Calling Group ⁸ Extensions {#502}	Hunt Group ⁹ Extensions {#505}	Night Service Group Extensions {#504}	
	E✓	NA✓	A✓	NA✓	A✓	NA✓		P✓	NA✓	Immediate ✓ lines	Delayed	No Ring ✓ pools	Lines/Pools ³ Not Assigned	Outgoing only	Incoming only	No Access	NR✓	1-4	1-4	1-4	1-4	1-6	NA✓	
10									ALL															
11									PARTNER II System															
12																								
13																								
14																								
15																								
16																								
17																								
18																								
19																								
20																								
21																								
22																								
23																								
24																								
25																								
26																								
27																								
28																								
29																								
30																								
31																								
32																								
33																								

1. Write S for Spanish or F for French.
2. In Hybrid Mode only, write K for Key extension. Extension 10 always operates as a Key extension.
3. In Key Mode, use Line Assignment {#301} to remove lines from or assign lines to extensions. In Hybrid Mode, use Pool Extension Assignment {#314} to remove pools from or assign pools to extensions.
4. Write IN for Inside or LOC for Local Only to indicate restrictions for all outgoing calls on *all* lines.

5. Write list number (1-4). Also see Form D, Disallowed Phone Number Lists {#404}.
6. Write list number (1-4). Also see Form D, Allowed Phone Number Lists {#407}.
7. Write group number (1-4).
8. Write group number (1-4). If a loudspeaker is connected and Simultaneous Paging is desired, put appropriate extensions in Calling Group 1. Also see Form C, Simultaneous Paging.
9. Write group number (1-6).

Assignments

- ✓ = Default
- A = Assigned or Active
- E = English
- NA = Not Assigned or Not Active
- NR = No Restriction
- P = Pooled
- {CTP} = Centralized Telephone Programming



Form B2: Customized Extension Setting

PAGE
2 of 2

Required if you want to change extension settings from defaults for PARTNER II System extensions 34 through 57. For additional instructions, see pages 6 and 7.

Ext. Jack No.	Identify Extension Settings if Different than Default									Identify Line Ringing {CTP} Option If Different than Default				Identify Restrictions/Permissions If Different than Defaults						Identify Group Assignments				
	Display Language {#303} ¹	Automatic Extension Privacy {#304}	Abbreviated Ringing {#305}	Forward Account Code Entry {#307}	Distinctive Ring {#308}	Automatic VMS Cover {#310}	Voice Interrupt On Busy {#312}	Line Access Mode {#313} ²	Hybrid Mode Only List individual lines {#301} for Pooled Extensions	Write line numbers or pool access codes in each column to show desired Line Ringing options				Write line numbers or pool access codes for Line Access Restriction {#302} or Pool Access Restriction {#315}			Outgoing Call Restriction {#401} ⁴	Disallowed List ⁵ Assignment {#405}	Allowed List ⁶ Assignment {#408}	Pickup Group ⁷ Extensions {#501}	Calling Group ⁸ Extensions {#502}	Hunt Group ⁹ Extensions {#505}	Night Service Group Extensions {#504}	
	E✓	NA✓	A✓	NA✓	A✓	NA✓		P✓	NA✓	Immediate ✓ lines	Delayed	No Ring ✓ pools	Lines/Pools ³ Not Assigned	Outgoing only	Incoming only	No Access	NR✓	1-4	1-4	1-4	1-4	1-6	NA✓	
34																								
35																								
36																								
37																								
38																								
39																								
40																								
41																								
42																								
43																								
44																								
45																								
46																								
47																								
48																								
49																								
50																								
51																								
52																								
53																								
54																								
55																								
56																								
57																								

1. Write S for Spanish or F for French.
2. In Hybrid Mode only, write K for Key extension. Extension 10 always operates as a Key extension.
3. In Key Mode, use Line Assignment {#301} to remove lines from or assign lines to extensions. In Hybrid Mode, use Pool Extension Assignment {#314} to remove pools from or assign pools to extensions.
4. Write IN for Inside Only or LOC for Local Only to indicate restrictions for all outgoing calls on *all lines*.

5. Write list number (1–4). Also see Form D, Disallowed Phone Number Lists {#404}.
6. Write list number (1–4). Also see Form D, Allowed Phone Number Lists {#407}.
7. Write group number (1–4).
8. Write group number (1–4). If a loudspeaker is connected and Simultaneous Paging is desired, put appropriate extensions in Calling Group 1. Also see Form C, Simultaneous Paging.
9. Write group number (1–6).

Assignments

- ✓ = Default
A = Assigned or Active
E = English
NA = Not Assigned or Not Active
NR = No Restriction
P = Pooled
{CTP} = Centralized Telephone Programming



Form C1: 34-Button Telephone

PAGE
1 of 5

Make as many copies as you need. Use template and/or checklist. For additional instructions, see page 8.

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction (Out, In, or No) from Form B2

SAMPLE

☐	04
☐	DEL
☐	IN

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

* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two buttons are associated with this pool.

Specify Automatic Line Selection: _____

Identify extensions programmed as shown above: _____

Check Desired Features

Also write in extension or group number

Automatic System Answer Button {#111} ¹	ASA	Ext. 10 Only	LED Required
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) ³	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		
Account Code Entry (F 12) ³	ACE		
Background Music (F 19) ³	Music		
Call Coverage (F 20 XX XX) ¹³⁴	Cover-XX XX		
Call Forwarding/Call Follow-Me (F 11 XX XX) ³⁴	CF-XX XX		
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 Calling-Ring/Page (I 7 G or I *7 G)	GCall-g		
Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g		
Group Pickup (I 66 G)	P/U Grp-g		
Intercom Autodial (I XX or I *XX) ³	Ext-XX		
Last Number Redial (F 05)	LNR		
Loudspeaker Paging (I 70)	Loudspk		
Manual Signaling (F 13 XX or F 13 *XX) ³	MS-XX		
Message Light Off (F 10 XX) ³	MsgOff-XX		
Message Light On (F 09 XX) ³	MsgOn-XX		
Recall (F 03)	Recall		
Save Number Redial (F 04)	SNR		
Simultaneous Paging (I *70)	SPage		
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. Requires Auto Dial button for each extension.
3. Button with lights is recommended, but not required.
4. You can program the origination extension only or both the origination and destination extension.
5. You can program the extension number.



Form C2: Intercom Autodialer

PAGE
2 of 5

For PARTNER II only, make two copies if appropriate. For additional instructions, see page 8.

Template Instructions

- If desired, write in Intercom Ring (Ext-XX) or Voice Signal (ExtVS-XX), or Manual Signal Ring (MS-XX) or Voice Signal (MSVS-XX)
- If desired, write in user name for this extension _____

SAMPLE

☐	MSVS-30
☐	
☐	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 additional instructions, see page 8.

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction (Out, In, or No) from Form B2

SAMPLE

☐	04
☐	DEL
☐	IN

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

* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two buttons are associated with this pool.

Specify Automatic Line Selection: _____

Identify extensions programmed as shown above: _____

Check Desired Features

Also write in extension or group number

Automatic System Answer Button {#111} ¹	ASA	Ext. 10 Only	LED Required
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) ³	Music		
Call Coverage (F 20 XX XX) ¹³⁴	Cover-XX XX		
Call Forwarding/Call Follow-Me (F 11 XX XX) ³⁴	CF-XX XX		
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 Calling-Ring/Page (I 7 G or I *7 G)	GCall-g		
Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g		
Group Pickup (I 66 G)	P/U Grp-g		
Intercom Autodial (I XX or I *XX) ³	Ext-XX		
Last Number Redial (F 05)	LNR		
Loudspeaker Paging (I 70)	Loudspk		
Manual Signaling (F 13 XX or F 13 *XX) ³	MS-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		
Simultaneous Paging (I *70)	SPage		
Touch-Tone Enable (F 08)	TT-EN		
Voice Mail Messages Button (I 777)	VMMsgs-777		
Voice Mailbox Transfer (F 14)	VMBBox		

F = Feature button G = Group I = Left Intercom button L = Line 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. You can program the origination and destination extension.
5. You can program the extension number.



Form C4: 12-Button Telephone

PAGE
4 of 5

Make as many copies as you need. Use template and/or checklist.
For additional instructions, see page 8.

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction (Out, In, or No) from Form B2

SAMPLE

☐	04
☐	DEL
☐	IN

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

* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two buttons are associated with this pool.

Specify Automatic Line Selection: _____

Identify extensions programmed as shown above: _____

Check Desired Features

Also write in extension or group number

	Ext. 10 Only	LED 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) ^{1,6}	ID-Inspect	
Caller ID Name Display (F 16) ^{1,6}	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) ³	Music	
Call Coverage (F 20 XX XX) ^{1,3,4}	Cover-XX XX	
Call Forwarding/Call Follow-Me (F 11 XX XX) ^{3,4}	CF-XX XX	
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 Calling-Ring/Page (I 7 G or I *7 G)	GCall-g	
Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g	
Group Pickup (I 66 G)	P/U Grp-g	
Intercom Autodial (I XX or I *XX) ³	Ext-XX	
Last Number Redial (F 05)	LNR	
Loudspeaker Paging (I 70)	Loudspk	
Manual Signaling (F 13 XX or F 13 *XX) ³	MS-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	
Simultaneous Paging (I * 70)	SPage	
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 L = Line 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. You can program the origination and destination extension.
5. You can program the extension number.
6. Applies only to MLS-12D



Form C5: 6-Button Telephone

Make as many copies as you need. Use template and/or checklist.
For additional instructions, see page 8.

Template Instructions

- If desired, write in line number, pool access code, dial code feature, or auto dial number
- If desired, write in Line Ringing (Imm, Del, or No) from Form B2
- If desired, write in Line Access Restriction or Pool Access Restriction (Out, In, or No) from Form B2

SAMPLE

☐	→	O4
☐	→	DEL
☐	→	IN

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

* For PARTNER II systems in Hybrid mode only, if pool 880 is assigned, these two buttons are associated with this pool.

Check Desired Features

Also write in extension or group number

☐	Do Not Disturb (F 01)	DND	LED Required
☐	Privacy (F 07)	Priv	
☐	VMS Cover (F 15)	VMSCover	
☐	Voice Interrupt on Busy Talk-Back (F 18)	VI OB	
☐	Account Code Entry (F 12) ³	ACE	
☐	Background Music (F 19) ³	Music	
☐	Call Coverage (F 20 XX XX) ^{13,4}	Cover-XX XX	
☐	Call Forwarding/Call Follow-Me (F 11 XX XX) ^{3,4}	CF-XX XX	
☐	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) ⁴	FAX-XX	
☐	Group Calling-Ring/Page (I 7 G or I *7 G)	GCall-g	
☐	Group Hunt-Ring/Signal (I 77 G or I *77 G)	Hunt-g	
☐	Group Pickup (I 66 G)	PIU Grp-g	
☐	Intercom Autodial (I XX or I *XX) ³	Ext-XX	
☐	Last Number Redial (F 05)	LNR	
☐	Loudspeaker Paging (I 70)	Loudspk	
☐	Manual Signaling (F 13 XX or F 13 *XX) ³	MS-XX	
☐	Message Light Off (F 10 XX) ⁵	MsgOff-X	
☐	Message Light On (F 09 XX) ⁵	MsgOn-XX	
☐	Recall (F 03)	Recall	
☐	Save Number Redial (F 04)	SNR	
☐	Simultaneous Paging (I *70)	SPage	
☐	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 L = Line 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. You can program the origination and destination extension.
5. 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.

List 1		List 2		List 3		List 4	
Entry	Telephone Number ^{1,2,3}	Entry	Telephone Number ^{1,2,3}	Entry	Telephone Number ^{1,2,3}	Entry	Telephone Number ^{1,2}
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	

Emergency Phone Number List {#406}

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

Allowed Phone Number Lists {#407}

Write the telephone numbers that users can dial regardless of assigned restrictions.

List 1		List 2		List 3		List 4	
Entry	Telephone Number ^{1,2,3}	Entry	Telephone Number ^{1,2,3}	Entry	Telephone Number ^{1,2,3}	Entry	Telephone Number ^{1,2,3}
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	

External Hotline {#311}

Write Extension Jack number specified on Form B1, and the corresponding telephone number to be assigned to Personal Speed Dial Code 80 for that extension.

[illegible]

1. Telephone number can be up to 12 digits long.
2. Telephone number can contain 0-9,*, and # characters.
3. Press Hold for wildcard entry ("!").
4. Telephone number can be up to 28 characters (0-9, *, #, and special dialing functions).
5. You can have more than 10 External Hotline numbers.

NOTE: An External Hotline phone is a phone that dials the specified telephone number when the handset is lifted.



Form D: Number Lists

PAGE
2 of 2

Required only if Forced Account Code Verification is desired.
For additional instructions, see page 14.

Forced Account Code List {#409}

Entry	Account Code (up to 6 digits) ¹	Write Description	Entry	Account Code (up to 6 digits) ¹	Write Description	Entry	Account Code (up to 6 digits) ¹	Write Description
01			34			67		
02			35			68		
03			36			69		
04			37			70		
05			38			71		
06			39			72		
07			40			73		
08			41			74		
09			42			75		
10			43			76		
11			44			77		
12			45			78		
13			46			79		
14			47			80		
15			48			81		
16			49			82		
17			50			83		
18			51			84		
19			52			85		
20			53			86		
21			54			87		
22			55			88		
23			56			89		
24			57			90		
25			58			91		
26			59			92		
27			60			93		
28			61			94		
29			62			95		
30			63			96		
31			64			97		
32			65			98		
33			66			99		

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



Form E: System Speed Dial Number

PAGE
1 of 1

Optional for PARTNER II system and PARTNER Plus system.
For additional instructions, see page 15.

To Dial System Speed Dial numbers: On system phones, press [*Feature*] + 3-digit code. On standard phones, press [#] + 3-digit code while receiving intercom dial tone.

Code	Name/Company	★ ¹	Telephone Number
600			
601			
602			
603			
604			
605			
606			
607			
608			
609			
610			
611			
612			
613			
614			
615			
616			
617			
618			
619			
620			
621			
622			
623			
624			
625			
626			
627			
628			
629			
630			
631			
632			
633			

Code	Name/Company	★ ¹	Telephone Number ²
634			
635			
636			
637			
638			
639			
640			
641			
642			
643			
644			
645			
646			
647			
648			
649			
650			
651			
652			
653			
654			
655			
656			
657			
658			
659			
660			
661			
662			
663			
664			
665			
666			

Code	Name/Company	★ ¹	Telephone Number ²
667			
668			
669			
670			
671			
672			
673			
674			
675			
676			
677			
678			
679			
680			
681			
682			
683			
684			
685			
686			
687			
688			
689			
690			
691			
692			
693			
694			
695			
696			
697			
698			
699			

1 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).

2 Telephone number can be up to 28 digits, including 0-9, ★, # and special dialing functions (see page 15 of instructions for detailed information).