Notes:
1. PARTNER Advanced Communications System may be abbreviated to PARTNER ACS in some places.
2. Some features mentioned on these cards may not be supported on your system. To find out, ask your System Manager or check the guide that came with your system.

Contents

▼▼▼▼▼▼▼▼▼▼▼▼ *Personal Speed Dial* ▼▼▼▼▼▼▼▼▼▼▼▼

► *To program:*
1. Press [_Feature_] [_0_] [_0_].
2. Press [_Feature_] then code.
3. Dial the telephone number.
4. Repeat steps 2 and 3 for more numbers.
5. Press [_Feature_] [_0_] [_0_].

► *To change:*
To change an existing number, enter the new number in step 3.

► *To use:*
Press [_Feature_] then code.

Code	Name	Code	Name
80		90	
81		91	
82		92	
83		93	
84		94	
85		95	
86		96	
87		97	
88		98	
89		99	

Tab 1

▼▼▼▼▼▼▼▼▼▼▼▼▼ *System Speed Dial* ▼▼▼▼▼▼▼▼▼▼▼▼▼

▶ *To use:* Press [_Feature_] the code. See System Manager for codes.

Name	Code	Name	Code

Tab 2

▾▾▾▾▾▾▾▾▾▾▾▾▾▾▾ *System Extensions* ▾▾▾▾▾▾▾▾▾▾▾▾▾▾▾

▶ *To use:* Press [*Intercom*] then Ext.

Name	Ext.	Name	Ext.

Tab 3

▼▼▼▼▼▼ Hold, Park, Transfer, and Conference ▼▼▼▼▼

▶ *To put a call on hold:*

- Press [_Hold_]. Anyone with the line can pick it up.
- To pick up a held call, press the button next to the winking green light.

▶ *To park a call:*

1. Press [_Transfr_].
2. Dial your extension number.
3. Hang up.
- To retrieve a parked call, dial [_Intercom_] [_6_], then the extension number where the call is parked.

▶ *To transfer a call:*

1. Press [_Transfr_].
2. Dial the extension number.
3. Announce the call.
4. Hang up.

▶ *To initiate a conference call:*

1. While on a call, press [_Conf_].
2. Press an idle intercom, line, or pool* button.
3. Call another person.
4. After the person answers, press [_Conf_] again.
5. To add another person, repeat steps 1–4.
   You can add 4 people (5 total) to a conference call; however, you cannot add more than two outside parties.
6. To drop the last outside party added to the call, press [_Feature_] [_0_] [_6_].
7. Hang up to end the conference call.

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* PARTNER II R4.0 or later/PARTNER ACS R2.0 or later only.

Tab 4

▼▼▼▼▼ *Call Forwarding, Pickup, and Coverage* ▼▼▼▼▼

▶ *To forward your calls:*
1. Press [_Feature_] [_1_] [_1_].
2. Dial your extension number.
3. Dial the destination extension number.
● To cancel Call Forwarding, follow steps 1–3, but enter your extension number in step 3.

▶ *To pick up a ringing or parked call at another extension:*
1. Press [_Intercom_].
2. Lift the handset.
3. Press [_6_], then the number of the extension where the call is ringing or parked.

▶ *To send calls to a covering extension*:*
1. Press [_Feature_] [_2_] [_0_].
2. Dial your extension number.
3. Dial the covering extension number
4. To send calls to the covering extension as soon as they start to ring, press the Do Not Disturb† button.
● To cancel Call Coverage, follow steps 1–3, but enter *your* extension number in step 3.

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* PARTNER II R4.0 or later/PARTNER ACS R2.0 or later only.
†Button must be programmed. See Tab 9.

Tab 5

▼▼▼▼▼▼▼▼▼▼ **Calling and Pickup Groups** ▼▼▼▼▼▼▼▼▼▼

▶ **To call a Calling Group:**
1. Press [Intercom].
2. Lift the handset.
3. Dial [7] then a group number* (1–4) to ring the group, or dial [*] [7] and a group number to page the group.

▶ **To answer a call ringing at any extension in a Pickup Group:**
1. Press [Intercom].
2. Lift the handset.
3. Dial [6] [6] then the group number* (1–4).

▼▼▼▼▼▼▼▼▼▼▼▼▼▼ **Station Lock** ▼▼▼▼▼▼▼▼▼▼▼▼▼▼

▶ **To lock your extension (the phone can be idle or you can be on a call):**
1. Press [Feature] [2] [1].
2. Enter a code of 4 digits (0–9).
3. Re-enter the 4-digit code.

▶ **To unlock your extension:**
1. Press [Feature] [2] [1].
2. Enter the 4-digit code you used to lock the extension.

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* See your System Manager for group assignments.

Tab 6

▼▼▼▼▼▼ *Voice Mail and Loudspeaker Paging* ▼▼▼▼▼▼

The following instructions apply only if a voice messaging system is connected to your phone system.

▶ *To call your voice mailbox:*
  Press [_Intercom_] [_7_] [_7_] [_7_].

▶ *To send calls immediately to your voice mailbox:*
  Press the Do Not Disturb button*.

▶ *To transfer a caller to a subscriber's voice mailbox:*
1. Press [_Feature_] [_1_] [_4_].
2. Enter the subscriber's extension number.
3. Hang up.

The following instructions apply only if a paging system is connected to the Page Jack on your phone system.

▶ *To make a loudspeaker paging annoucement:*
1. Press [_Intercom_].
2. Lift the handset.
3. Press [_7_] [_0_], or [_*_] [_7_] [_0_] if you also want to make the announcement over the speakers of the system phones in Calling Group 1.
4. Follow the instructions for your paging system.

---

* Automatic VMS Cover must be assigned, or you must first
  press the VMS Cover button, if programmed.

Tab 7

▼▼▼▼▼▼▼▼▼▼▼▼▼ *Dial-Code Features* ▼▼▼▼▼▼▼▼▼▼▼▼▼

Follow these instructions to use features by dialing their codes.

▶ **For:**	▶ **Dial:**
Account Code Entry	[*Feature*] [1] [2] + account code + [*Feature*] [1] [2]
Background Music	[*Feature*] [1] [9] to turn on/off
Direct Line Pickup—Active Line	[*Intercom*] [6] [8] + line no.
Direct Line Pickup—Idle Line	[*Intercom*] [8] + line no.
Exclusive Hold	[*Feature*] [0] [2]
Group Hunting *to ring:*	[*Intercom*] [7] [7] + group no.
to voice signal:	[*Intercom*] [*] [7] [7] + group no.
Group Pickup	[*Intercom*] [6] [6] + group no.
Last Number Redial	[*Feature*] [0] [5]
Message Light *to turn on:*	[*Feature*] [0] [9] + ext. no.
On/Off *to turn off:*	[*Feature*] [1] [0] + ext. no.
Recall	[*Feature*] [0] [3]
Save Number Redial	[*Feature*] [0] [4] before hanging up *(To redial later,* dial [*Feature*] [0] [4] again)
System Release Status*	[*Feature*] [5] [9]
Touch-Tone Enable	[*Feature*] [0] [8]

* PARTNER ACS only

▼▼▼▼▼▼▼▼▼▼▼▼ *Volume/Display Control* ▼▼▼▼▼▼▼▼▼▼▼▼

To adjust ringer, speaker, handset, or Background Music
volume, press 😊 to increase or 😞 to decrease. To adjust
display contrast, press [*], then 😊 or 😞.

Tab 8

▼▼▼▼▼▼▼ *Button Programming (Tabs 9 & 10)* ▼▼▼▼▼▼▼

► **To program:**
1. Press [_Feature_] [_0_] [_0_].
2. Press a button.
3. Follow **"Dial"** below.

4. Press [_Feature_] [_0_] [_0_].

► **To remove:**
After step 2, press [_Mic/HFAI_], then [_Feature_] [_0_] [_0_].

► **For:**

► **Dial:**

For:	Dial:
Account Code Entry 🔲	[_Feature_] [_1_] [_2_]
Auto Dial Inside 🔲 /Outside	Left [_Intercom_] + ext./phone no.
Background Music 🔲	[_Feature_] [_1_] [_9_]
Call Coverage 🔲	[_Feature_] [_2_] [_0_] + your ext. no.† + covering ext. no.†
Call Forwarding/ Call Follow-Me 🔲	[_Feature_] [_1_] [_1_] + your ext. no.† + destination ext. no.†
Call Pickup	Left [_Intercom_] [_6_] + ext. no.
Caller ID Inspect‡ ⌻ [2.0]	[_Feature_] [_1_] [_7_]
Caller ID Logging ⌻ [2.0]	[_Feature_] [_2_] [_3_]
Caller ID Name Display‡ ⌻	[_Feature_] [_1_] [_6_]
Conference Drop	[_Feature_] [_0_] [_6_]
Contact Closure 1/2§ 🔲	[_Feature_] [_4_] [_1_] / [_Feature_] [_4_] [_2_]
Direct Line Pickup—Active	Left [_Intercom_] [_6_] [_8_]
Direct Line Pickup—Idle	Left [_Intercom_] [_8_]
Do Not Disturb ⌻	[_Feature_] [_0_] [_1_]
Exclusive Hold	[_Feature_] [_0_] [_2_]

†PARTNER II/ACS only   §PARTNER ACS only   [2.0] PARTNER ACS R2.0 or later only
🔲 Button w/ lights recommended   ⌻ Button w/ lights required   †Ext. no. optional

Tab 9

▶ *For:*	▶ *Dial:*
Group Calling *to ring:*	Left [*Intercom*] [7] + group no.
to page:	Left [*Intercom*] [★] [7] + group no.
Group Hunting *to ring:*	Left [*Intercom*] [7] [7] + group no.
to voice signal:	Left [*Intercom*] [★] [7] [7] + group no.
Group Pickup	Left [*Intercom*] [6] [6] + group no.
Last Number Redial	[*Feature*] [0] [5]
Loudspeaker Paging	Left [*Intercom*] [7] [0]
Manual Signaling *to ring:*	[*Feature*] [1] [3] + ext. no.
▐ *to voice signal:*	[*Feature*] [★] [1] [3] + ext. no.
Message Light *to turn on:*	[*Feature*] [0] [9] + ext. no.†
On/Off *to turn off:*	[*Feature*] [1] [0] + ext. no.†
Privacy ☼	[*Feature*] [0] [7]
Recall	[*Feature*] [0] [3]
Save Number Redial	[*Feature*] [0] [4]
Simultaneous Paging	Left [*Intercom*] [★] [7] [0]
Station Lock	[*Feature*] [2] [1]
Touch-Tone Enable	[*Feature*] [0] [8]
VMS Cover ☼	[*Feature*] [1] [5]
Voice Interrupt on Busy Talk-Back ☼	[*Feature*] [1] [8]
Voice Mail Messages	Left [*Intercom*] [7] [7] [7]
Voice Mailbox Transfer	[*Feature*] [1] [4]

▐ Button w/ lights recommended ☼ Button w/ lights required †Ext. no. optional

Tab 10