Lucent Technologies
Bell Labs Innovations

PARTNER® Advanced Communications System

Release 1.0
System Planner

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Ordering Information
The order number for this Planner is 518-456-051. To order additional copies, call 1 800 457-1235 or 1 317 361-5353. For information on how to order other reference materials, see the *PARTNER Advanced Communications System Programming and Use* guide.

Support Telephone Number
In the continental U.S., Lucent Technologies provides a toll-free customer hotline 24 hours a day. Customers can call the hotline at **1 800 628-2888** if they need assistance when programming or using the system. Consultation charges may apply.

Outside the continental U.S., customers should contact their Lucent Technologies Representative or local Authorized Dealer.

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Introduction

Setup decisions for the PARTNER® Advanced Communications System (ACS) 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) and a backup of system programming is not available, the forms can be used to reprogram the system.

Identifying a System Manager

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 help to refer to the supplemental instructions on the pages that follow. For detailed information about system features, see the *PARTNER Advanced 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 users' 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 C8.
   - 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

In the U.S., a Lucent Technologies representative will provide training at the customer's place of business when the system is installed and programmed. (Outside the U.S., customers should contact their Lucent Technologies Representative or local Authorized Dealer for information about training.) 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* cards and the *Programming and Use* guide

To prepare for training, please tell the customer to:

- Set aside approximately two 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 system. Thank you for your cooperation.

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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* or *VMS-AA* options be used to handle incoming calls throughout the system**.

AA	*Automated attendant*, which must be purchased separately.
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. Programmed using option 1 of Group Call Distribution {#206} for Hunt Group 7.
Hunt Group	*Hunt Group* sends incoming calls directly to an extension in the specified group 1–6. Programmed using option 1 of Group Call Distribution {#206}.
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 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
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.

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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 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.

Transfer Return Rings {#105}
The transfer return extension is identified on Form B1, Write Transfer Return Ext. No. {#306}.

Outside Conference Denial {#109}
To prevent *all* users from conferencing with more than one outside party, write "No" in the space provided.

VMS Cover Rings {#117}
This feature applies to all intercom calls, transferred calls (that is, 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 on Transfer {#119}
If Ring on Transfer is Not Active, callers hear silence unless Music on Hold is activated and an audio source is connected to the processor module.

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}
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.

Star Code Dial Delay {#410}
Contact the local telephone company to determine whether there is a delay after a star code is dialed, but before returning a second dial tone as a prompt for the user to enter more digits. Write in the number of seconds (1–5) to match the delay interval in the space provided.

Music on Hold {#602}
If Music on Hold is Not Active or no audio source is connected, callers on hold hear silence.

9. Line Coverage

VMS-AA
If VMS-AA was specified in Item 7, you can change the number of times that the phone should ring before the voice messaging system answers. You also can specify that the system should answer only when Night Service is off (Day only) or when Night Service is on (Night only). If Day only or Night only is selected, be sure to specify a Night Service Button {#503} for extension 10 on Form C to activate this feature.

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10. Auxiliary Equipment (System)

Check boxes that apply for auxiliary equipment connected to the control unit or to system wiring. All appropriate hardware and software must be purchased separately.

Battery Backup

In some countries, battery backup is available to allow the customer to connect an external battery to keep the complete system operational during a commercial power failure. If it is available and the customer wants battery backup, check this box.

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.

Loudspeaker Paging

If the customer wants a loudspeaker paging system, check this box. If the loudspeaker paging system supports multiple zones, indicate the number of zones.

Magic on Hold

If the customer wants Magic On Hold, check this box. Magic On Hold includes a one year license that must be renewed annually.

Uninterruptible Power Supply

If the customer cannot afford to lose full communications capability during power outage, an uninterruptible power supply (UPS) should be ordered.

SMDR

If the customer wants to track phone usage in a printed report, check this box. Before changing SMDR Output Format {#610} to 24 digits, check the documentation for the call accounting device to verify that 24-digit output is supported.

PARTNER Contact Closure Adjunct

If the customer wants a Contact Closure Adjunct, check this box.

Backup/Restore PC Card

If the customer wants to be able to back up system programming, check this box.

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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 20 characters you want to display, check the Check if Ext. Name Display {CTP} column, and complete Form B1, page 3 of 3. (Note that MLS-model phones display only 12 characters.)

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.

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.

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.

Hotline {#603}

Write “Hotline” in the Write Name/Description 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.)

PARTNER MAIL

Check the 2, 4 or 6 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 checked on Form B2, Identify Group Assignments, VMS Only. They must be assigned to Hunt Group 7 using Hunt Group Extensions {#505}.

PARTNER MAIL VS

Check the 2 or 4 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 or 4 extensions, however, answer VMS calls—the other extensions can be used as guest mailboxes.

These VMS extensions should be checked on Form B2, Identify Group Assignments, VMS Only. They must 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.

AA Extension {#607}

Check the extensions to which automated attendants are connected.

Contact Closure Group {#612}

Identify the extensions that can activate Contact Closure 1 and Contact Closure 2.

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 auto attendant, indicate a transfer return extension—usually extension 10—where a person can pick up calls that are transferred by the VMS or AA extension but not answered.

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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 from Default

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

Display Language {#303}

(System display phones only) Indicate the language for display messages if different from 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 at 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 Ringing {CTP}

The default is immediate ringing for all individual lines at all extensions. For each extension, specify the lines that should ring immediately, 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 users’ extensions and to delayed ringing at extension 10.

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Identify Restrictions/Permissions

Specify restrictions and permissions for each extension.

Line Access Restriction {#302}

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

Outgoing only	–	User can place outside calls and receive only transferred calls on specified line.
Incoming only	–	User cannot place outside calls but can receive calls on specified line.
No Access	–	User cannot place or receive outside calls on specified line (but can receive transferred calls, pick up calls on hold, or join calls).

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.

VMS Only (Hunt Group 7)

For 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 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 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.

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Form C Supplemental Instructions: Button Templates

There are eight pages to Form C—one page for each type of system phone and one page for an Intercom Autodialer. Use Form C to record line button 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 on 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 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 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:

  PARTNER-34D Telephone

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

  PARTNER-18D and PARTNER-18 Telephones

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

  PARTNER-6 Telephone

3	*4*
1	*2*

  MLS-34D Telephone

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

  MLS-18D, MLS-12D, and MLS-12 Telephones

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

  NOTE: On MLS-12D and MLS-12 telephones, only buttons 1 through 10 have lights and can have lines assigned.

  MLS-6 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 or button (Automatic Line Selection) ***if*** the order is to be different than the default (outside lines in ascending numerical order followed by intercom).

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Intercom Autodialer

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

10	*22*	*34*
11	*23*	*35*
12	*24*	*36*
13	*25*	*37*
14	*26*	*38*
15	*27*	*39*
16	*28*	*40*
17	*29*	*41*
18	*30*	
19	*31*	
20	*32*	
21	*33*	

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.

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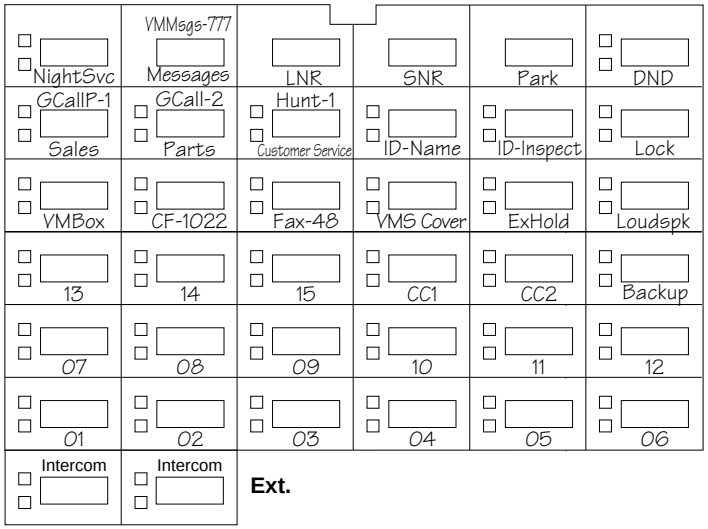
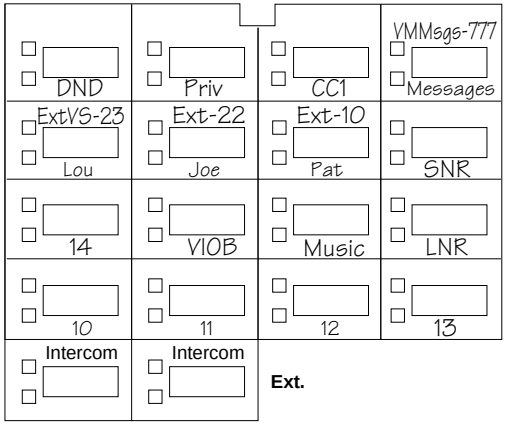
Example Templates

These examples show a PARTNER-34D telephone, PARTNER-CA48 Intercom Autodialer programmed for a receptionist, and a PARTNER-18 telephone programmed for a user. Buttons that are not used for lines have dial-code features. (The abbreviations are explained in "Button Feature Summary" beginning on page 11.) The 34-button telephone has 15 lines assigned, and the Intercom Autodialer is programmed with Intercom Auto Dial and Manual Signaling buttons for 31 extensions; the order of extensions has been changed to begin with extension 11 on the top left button. The user's 18-button telephone has 5 individual lines assigned; the other 11 buttons are used for Intercom Auto Dialing and dial-code features.

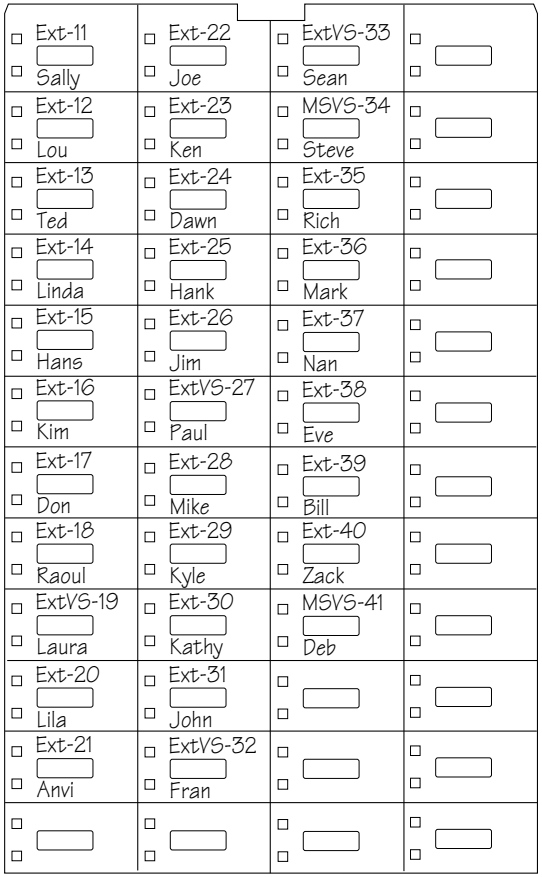
PARTNER-34D Telephone



PARTNER-18 Telephone



PARTNER-CA48 Intercom Autodialer



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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.

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/HFAI (Stop), Spkr (Recall), and Transfr (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 the user 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 the user presses 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 the user presses 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.

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Dial-Code Features

Account Code Entry **ACE** Feature 1 2
Allows the 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 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. 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 Park **Park** Intercom ***xx***
Parks a call at a specific extension so it can be picked up from any other extension.

Call Pickup **Pickup-*xx*** Intercom 6 ***xx***
Picks up a ringing or parked call at the designated extension.

Caller ID Inspect **ID-Inspect** Feature 1 7
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
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.

Contact Closure 1 **CC1** Feature 4 1
Allows user to activate Contact Closure 1. User must belong to Contact Closure Group. See Form B1.

Contact Closure 2 **CC2** Feature 4 2
Allows user to activate Contact Closure 2. User must belong to Contact Closure Group. See Form B1.

Direct Line Pickup—Active Line **DLPA** Intercom 6 8
Allows the user 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 the user 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.

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 * 7 ***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 7 ***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

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Group Hunting—Ring **Hunt-*g*** Intercom 7 7 ***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 * 7 7 ***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 **P/U Grp-*g*** Intercom 6 6 ***g***

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

Last Number Redial **LNR** Feature 0 5

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

Loudspeaker Paging **Loudspk** Intercom 7 0

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

Message Light Off **MsgOff-*xx*** Feature 1 0 ***xx***

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

Message Light On **MsgOn-*xx*** Feature 0 9 ***xx***

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

Privacy **Priv** Feature 0 7

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** Feature 0 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** Feature 0 4

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, the user must use this feature to save the number as well as to redial it; Save Number Redial lets the user make other outside calls before redialing the saved number.) Account codes cannot be saved and redialed using this feature.

Simultaneous Paging **SPage** Intercom * 7 0

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

Station Lock **Lock** Feature 2 1

Lets the user lock the extension by entering a code of four digits (0-9) on the telephone dialpad.

Touch-Tone Enable **TT-EN** Feature 0 8

Lets user 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** Feature 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. This feature overrides Automatic VMS Cover.

Voice Interrupt on Busy Talk-Back **VIOB** Feature 1 8

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

Voice Mail Messages **VMMsgs-777** Intercom 7 7 7

Places an intercom call to the PARTNER MAIL or PARTNER MAIL VS system (if available), so the user can check messages, send messages, or administer greetings.

Voice Mailbox Transfer **VMBox** Feature 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.

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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 8).

Creating Disallowed and Allowed Lists

You can create up to 8 lists each of Disallowed and Allowed telephone numbers. Each list can have up to 10 numbers.

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

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`
	`1!!!976`	
	`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`

Preventing Use of a Specific Local Telephone Company Feature Consisting of a * and Two or Three Digits.

*Entries needed for star codes; for example Caller ID Blocking, *67. . .*	`*67`
	`1167`

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.

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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. 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.

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.

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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—also can 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 Cards*.

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 Acme.

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/HFAI	S	Interrupts the dialing sequence until the code is dialed again
Touch-Tone Enable	Transfr	T	Sends touch tones on a rotary line

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Form A: System Configuration

Required for PARTNER Advanced Communications 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 ☐ Lucent Technologies 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: AA [1] {#607}	VMS-AA [2] {#206}	Hunt Group [3] (write no.) {#206}	VMS-Mail [4] {#206} or {#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)
			Only one of these types ***per system***						
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									
13									
14									
15									

1. Check if desired. Also see Form B1, AA Extension {#607} column.
2. Check if desired. Also see Form A, Item 9, and Form B1, PARTNER MAIL or PARTNER MAIL VS column.
3. Write group number (1–6) covering this line. Also see Form B2, Hunt Group Extensions {#505} 1–6.
4. Check desired line for #206 or enter line owner's extension number for #208. Also see Form B1, PARTNER MAIL or PARTNER MAIL VS column.

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Form A: System Configuration

Required for PARTNER Advanced Communications System.
For additional instructions, see pages 3 and 4.

8. System Settings. Write response on line for each item.
   - Receptionist answers calls during business hours? Write "Yes" or "No" _____.
   - Number of Lines {#104}—By default, 3 lines per PARTNER ACS processor module, 2 lines per 206 module and 4 lines per 400 module are assigned to each extension. Write number if different from default _____.
   - Transfer Return Rings {#105}—By default, a transferred call rings 4 times before going to the transfer return extension. Write number (0-9, 0 = no return) if different from default _____.
   - Outside Conference Denial {#109}—By default, a conference call can include 2 outside parties. Write "No" if 2 outside parties are not allowed _____.
   - VMS Cover Rings {#117}—By default, a call rings 3 times before going to the user's mailbox. Write number (1-9) if different from default _____.
   - Ring on Transfer {#119}—By default, the caller hears ringing when the call is transferred. Write "NA" if Music on Hold or silence is desired _____.
   - Toll Call Prefix {#402}—By default, 0 or 1 must be dialed before the area code for a long distance call. Write "No" if 0 or 1 is not required _____.
   - System Password {#403}—By default, no password is programmed to override dialing restrictions and to turn Night Service on and off. Write 4 digits if password is desired __ __ __ __.
   - Star Code Dial Delay {#410}—By default, the system inserts a 0 second delay after a valid Central Office star code when it autodials. Write number (1–5) of seconds if a longer delay is desired or "NO" if this feature should not be active _____.
   - Music on Hold {#602}—By default, the Music on Hold jack on the processor module is active. Write "No" if the jack is deactivated _____.

9. Line Coverage.

   If VMS-AA is checked on Form A, Item 7, specify the following:
   - VMS Hunt Delay {#506}—By default, VMS answers calls after 2 rings. Write "Del" if calls ring 4 times before VMS answers _____.
   - VMS Hunt Schedule {#507}—By default, VMS is on all the time. Check if Day only or Night only is desired:
     ☐ Day only
     ☐ Night only

10. Auxiliary Equipment (System). Check if applicable:
    ☐ Battery Backup
    ☐ Caller ID Devices
    ☐ Loudspeaker Paging: Number of zones _____
    ☐ Magic on Hold (Music on Hold {#602} must be active.)
    ☐ Uninterruptible Power Supply
    ☐ SMDR. If checked, specify the following if appropriate:
      - SMDR Record Type {#608}—By default, all calls are included on call reports. Write "Out" if only outgoing calls are reported _____.
      - SMDR Output Format {#610}—By default, up to 15 digits are printed for dialed numbers in the Number field of the call report. Write "24" if a maximum of 24 digits is desired _____.

    ☐ PARTNER Contact Closure Adjunct. If checked, write in the number (1-4) below to specify Operation Type for each Contact Closure as appropriate:

OperationType {#613}	Contact Closure 1	Contact Closure 1
1 = 1 second on 2 = 3 seconds on (✓) 3 = 5 seconds on 4 = Toggle	_____	_____

    ☐ Backup/Restore PC Card. If checked, write "Active" if Automatic System Programming Backup {#123} is desired _____.

11. Notes: Write any additional information that you want to communicate to the installer.

12. Installation Date	13. Order Nos.	14. Sales Support Representative's Name	Telephone No.

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Form B1: System Extensions

Required for PARTNER Advanced Communications System.
For additional instructions, see page 5.

Ext. Jack No.	Write Name/Description	Check if Ext. Name Display {CTP} [1]	Identify Telephone Attached to this Extension: 34-Button Display [2]	Intercom Autodialer	18-Button Display [2]	18-Button [2]	12-Button Display [2]	12-Button [2]	6-Button [2]	Cordless/Wireless	Standard [3]	Identify Auxiliary Equipment Attached to this Extension: Call Waiting {#316}	External Hotline {#311} [4]	Hotline {#603} [5]	Alert Extension for Hotline	PARTNER MAIL [6]	PARTNER MAIL VS [6]	Answering Machine	Extra Alert	IROB	Modem [7]	PassageWay	FAX Machine Extension {#601} [7]	Doorphone 1 {#604} [8]	Alert Extensions {#606} for Doorphone 1	Doorphone 2 {#605} [8]	Alert Extensions {#606} for Doorphone 2	AA Extension {#607} [9]	Contact Closure Group {#612} [10]	Write in Other Equipment	Write Transfer Return Ext. No. {#306}
10						■		■	■	■			■	■		■	■							■		■		■			
11													■	■		■	■							■		■		■			
12				■													■														
13				■													■														
14				■													■														
15				■													■														
16				■													■														
17				■													■														
18				■									■	■		■	■							■		■		■			
19				■									■	■		■	■							■		■		■			
20				■																											
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22				■																											
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24				■									■	■		■	■							■		■		■			
25				■									■	■		■	■							■		■		■			
26				■																											
27				■																											

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. If checked, see Form B1, Page 3 of 3.
2. If there is a mix of PARTNER-model and MLS-model phones, write "P" for PARTNER and "M" for MLS.
3. Write "T" for touch-tone or "R" for rotary. If Call Waiting is desired, check next column.
4. Must be standard phone. If immediate dialing is required, use a dedicated line. Do not assign restrictions that prevent dialing the outside number, Forced Account Code Entry {#307}, or groups. Also see Form D, External Hotline {#311}.
5. Standard phone is recommended. Write extension number of corresponding alert extension or "70" for loud-speaker paging system in next column.
6. Also write Transfer Return Ext. No. {#306} on this form (usually extension 10). Also see Form B2, Identify Group Assignments, VMS Only.
7. To prevent other extensions from interrupting calls, assign Automatic Extension Privacy {#304} on Form B2.
8. Check corresponding alert extensions in next column. To prevent outside calls, remove all outside lines—see Lines Not Assigned on Form B2.
9. Also write Transfer Return Ext. No. {#306} on this form.
10. Write "1," "2," or "B" (for Both) to identify which Contact Closure the extension can activate.

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Form B1: System Extensions

Required for PARTNER Advanced Communications System.
For additional instructions, see page 5.

Ext. Jack No.	Write Name/Description	Check if Ext. Name Display {CTP}[1]	Identify Telephone Attached to this Extension: 34-Button Display[2]	Intercom Autodialer	18-Button Display[2]	18-Button[2]	12-Button Display[2]	12-Button[2]	6-Button[2]	Cordless/Wireless	Standard[3]	Identify Auxiliary Equipment Attached to this Extension: Call Waiting {#316}	External Hotline {#311}[4]	Hotline {#603}[5]	Alert Extension for Hotline	PARTNER MAIL[6]	PARTNER MAIL VS[6]	Answering Machine	Extra Alert	IROB	Modem[7]	PassageWay	FAX Machine Extension {#601}[7]	Doorphone 1 {#604}[8]	Alert Extensions {#606} for Doorphone 1	Doorphone 2 {#605}[8]	Alert Extensions {#606} for Doorphone 2	AA Extension {#607}[9]	Contact Closure Group {#612}[10]	Write in Other Equipment	Write Transfer Return Ext. No. {#306}
28				■																											
29				■																											
30				■									■	■		■	■							■		■		■			
31				■									■	■		■	■							■		■		■			
32				■																											
33				■																											
34				■																											
35				■																											
36				■									■	■		■	■							■		■		■			
37				■									■	■		■	■							■		■		■			
38				■																											
39				■																											
40				■																											
41				■																											

1. If checked, see Form B1, Page 3 of 3.
2. If there is a mix of PARTNER-model and MLS-model phones, write “P” for PARTNER and “M” for MLS.
3. Write “T” for touch-tone or “R” for rotary. If Call Waiting is desired, check next column.
4. Must be standard phone. If immediate dialing is required, use a dedicated line. Do not assign restrictions that prevent dialing the outside number, Forced Account Code Entry {#307}, or groups. Also see Form D, External Hotline {#311}.
5. Standard phone is recommended. Write extension number of corresponding alert extension or “70” for loud-speaker paging system in next column.
6. Also write Transfer Return Ext. No. {#306} on this form (usually extension 10). Also see Form B2, Identify Group Assignments, VMS Only.
7. To prevent other extensions from interrupting calls, assign Automatic Extension Privacy {#304} on Form B2.
8. Check corresponding alert extensions in next column. To prevent outside calls, remove all outside lines—see Lines Not Assigned on Form B2.
9. Also write Transfer Return Ext. No. {#306} on this form.
10. Write “1,” “2,” or “B” (for Both) to identify which Contact Closure the extension can activate.

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Form B1: System Extensions

May be used if Ext. Name Display is checked on Form B1, page 1 of 3 or page 2 of 3.

Ext. Jack No.	Write 2-Digit Code for Each Character To Be Displayed — See Table at Right																			
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
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37																				
38																				
39																				
40																				
41																				

Character Codes

Letters:

A = 21	N = 62
B = 22	O = 63
C = 23	P = 71
D = 31	Q = 72
E = 32	R = 73
F = 33	S = 74
G = 41	T = 81
H = 42	U = 82
I = 43	V = 83
J = 51	W = 91
K = 52	X = 92
L = 53	Y = 93
M = 61	Z = 94

Numbers:

blank = 11

0 = 00	5 = 50
1 = 10	6 = 60
2 = 20	7 = 70
3 = 30	8 = 80
4 = 40	9 = 90

Note: Only 12 characters display on MLS-model phones.

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Form B2: Customized Extension Settings

Required if you want to change extension settings from defaults.
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}	Write line numbers in each column to show desired Line Ringing options				Write line numbers for Line Access Restriction {#302}			Outgoing Call Restriction {#401}[3]	Disallowed List[4] Assignment {#405}	Allowed List[5] Assignment {#408}	Pickup Group[6] Extensions {#501}	Calling Group[7] Extensions {#502}	Hunt Group[8] Extensions {#505}	VMS Only[9]	Night Service Group Extensions {#504}
								Immediate ✔	Delayed	No Ring	Lines[2] Not Assigned	Outgoing only	Incoming only	No Access	NR✔	1 – 8	1 – 8	1 – 4	1 – 4	1 – 6	7	NA✔
	E✔	NA✔	A✔	NA✔	A✔	NA✔	NA✔					No Restriction ✔				NA✔		NA✔		NA✔		
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						
18																						
19																						
20																						
21																						
22																						
23																						
24																						
25																						
26																						
27																						

1. Write S for Spanish or F for French.
2. Use Line Assignment {#301} to remove lines from or assign lines to extensions.
3. Write IN for Inside Only or LOC for Local Only to indicate restrictions for all outgoing calls on *all lines*.
4. Write list number (1–8). Also see Form D, Disallowed Phone Number Lists {#404}.
5. Write list number (1–8). Also see Form D, Allowed Phone Number Lists (#407}.
6. Write group number (1–4).
7. 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.
8. Write group number (1–6).
9. Check off the same PARTNER MAIL or PARTNER MAIL VS extensions indicated on Form B1.

Assignments

✔ = Default
A = Assigned or Active
E = English
NA = Not Assigned or Not Active
NR = No Restriction
{CTP} = Centralized Telephone Programming

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Form B2: Customized Extension Settings

Required if you want to change extension settings from defaults.
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}	Write line numbers in each column to show desired Line Ringing options				Write line numbers for Line Access Restriction {#302}			Outgoing Call Restriction {#401}[3]	Disallowed List [4] Assignment {#405}	Allowed List [5] Assignment {#408}	Pickup Group [6] Extensions {#501}	Calling Group [7] Extensions {#502}	Hunt Group [8] Extensions {#505}	VMS Only [9]	Night Service Group Extensions {#504}
								Immediate ✔	Delayed	No Ring	Lines[2] Not Assigned	Outgoing only	Incoming only	No Access	NR✔	1 – 8	1 – 8	1 – 4	1 – 4	1 – 6	7	
	E✔	NA✔	A✔	NA✔	A✔	NA✔	NA✔									NA✔		NA✔		NA✔		NA✔
28																						
29																						
30																						
31																						
32																						
33																						
34																						
35																						
36																						
37																						
38																						
39																						
40																						
41																						

1. Write S for Spanish or F for French.
2. Use Line Assignment {#301} to remove lines from or assign lines to extensions.
3. Write IN for Inside Only or LOC for Local Only to indicate restrictions for all outgoing calls on *all lines*.
4. Write list number (1–8). Also see Form D, Disallowed Phone Number Lists {#404}.
5. Write list number (1–8). Also see Form D, Allowed Phone Number Lists (#407}.
6. Write group number (1–4).
7. 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.
8. Write group number (1–6).
9. Check off the same PARTNER MAIL or PARTNER MAIL VS extensions indicated on Form B1.

Assignments

✔ = Default
A = Assigned or Active
E = English
NA = Not Assigned or Not Active
NR = No Restriction
{CTP} = Centralized Telephone Programming

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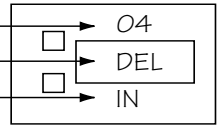
Form C1: PARTNER-34D Phone

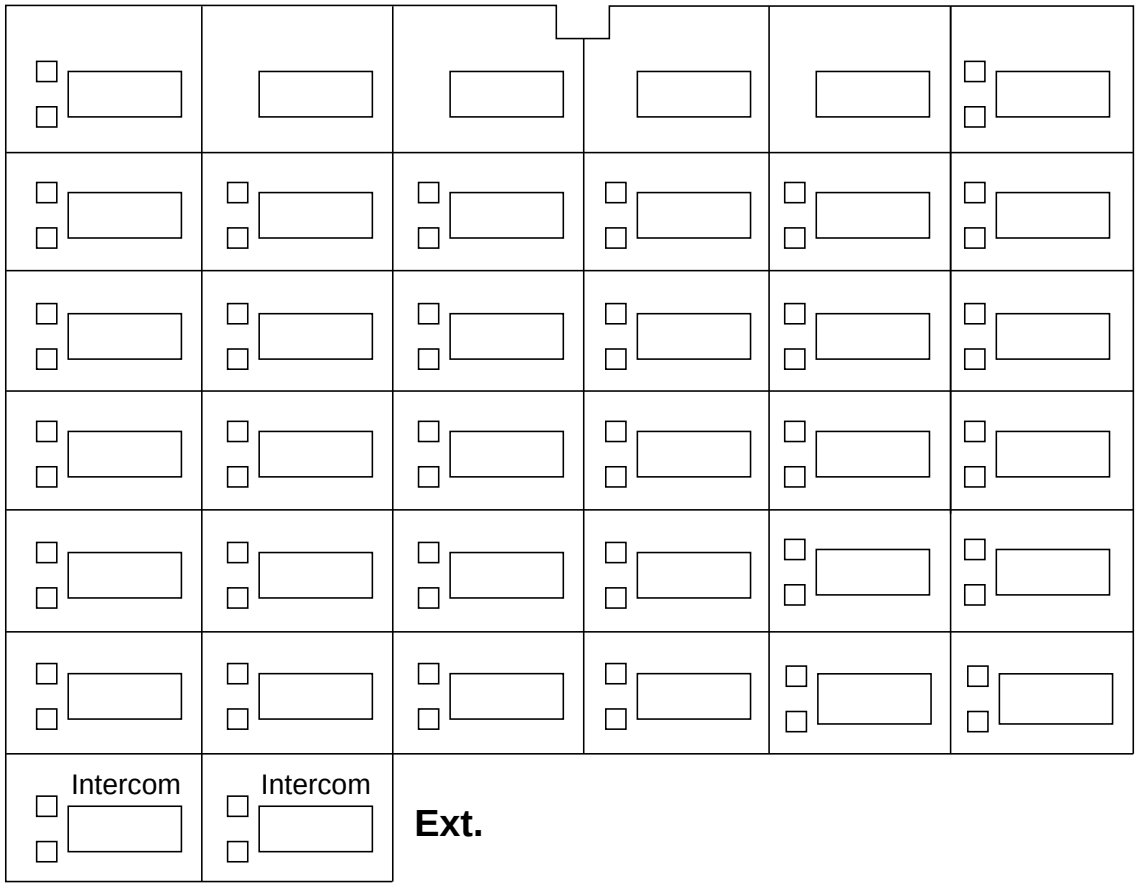
Make as many copies as you need. Use template and/or checklist.
For additional instructions, see pages 8 through 13.

Template Instructions

- If desired, write in line number, 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 (Out, In, or No) from Form B2

SAMPLE





Specify Automatic Line Selection: _____

Identify extensions programmed as shown: _____

Check Desired Features

Also write in extension or group number

	Night Service Button {#503}	NightSvc	Ext. 10 Only
	Outgoing Call Restriction Button {#114} [1]	OCR	
	Wake Up Service Button {#115}	Wake	
	Caller ID Inspect (F 17)	ID-Inspect	LED Required
	Caller ID Name Display (F 16)	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) [2]	Music	
	Call Forwarding/Call Follow-Me (F 11 XX XX) [2,4]	CF-XX XX	
	Call Park (I XX) [3]	Park	
	Call Pickup (I 6 XX)	Pickup-XX	
	Conference Drop (F 06)	Drop	
	Contact Closure 1 (F 41) [2]	CC1	
	Contact Closure 2 (F 42) [2]	CC2	
	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 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) [2]	Ext-XX	
	Last Number Redial (F 05)	LNR	
	Loudspeaker Paging (I 70)	Loudspk	
	Manual Signaling (F 13 XX or F 13 *XX) [2]	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	
	Station Lock (F 21) [2]	Lock	
	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. Requires Auto Dial button for each extension.
2. Button with lights is recommended, but not required.
3. Extension number can be programmed as Auto Dial button.
4. You can program the origination extension only or both the origination and destination extension.
5. You can program the extension number.

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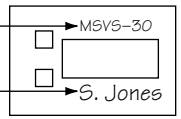
Form C2: Intercom Autodialer

Make as many copies as you need. Extension 10, Extension 11, or both can have an Intercom Autodialer. For additional instructions, see page 9.

Template Instructions

- The numbers in the lower right corner for each button represent the default extension assignments. If you change them, write in the new assignments.
- 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



Extensions programmed as shown (circle choices): 10 11

10	22	34	
11	23	35	
12	24	36	
13	25	37	
14	26	38	
15	27	39	
16	28	40	
17	29	41	
18	30		
19	31		
20	32		
21	33		

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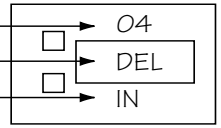
Form C3: PARTNER-18/18D Phone

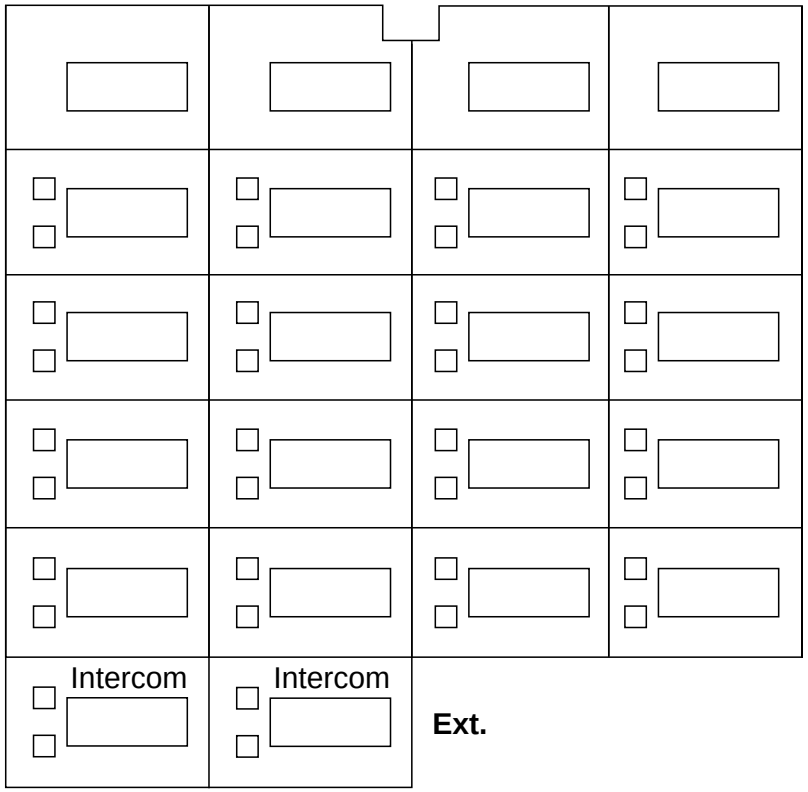
Make as many copies as you need. Use template and/or checklist.
For additional instructions, see pages 8 through 13.

Template Instructions

- If desired, write in line number, 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 (Out, In, or No) from Form B2

SAMPLE





Specify Automatic Line Selection: _____

Identify extensions programmed as shown: _____

Check Desired Features

Also write in extension or group number

	Night Service Button {#503}	NightSvc	Ext. 10 Only
	Outgoing Call Restriction Button {#114} [1]	OCR	
	Wake Up Service Button {#115}	Wake	
	Caller ID Inspect (F 17)	ID-Inspect	LED Required
	Caller ID Name Display (F 16)	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) [2]	Music	
	Call Forwarding/Call Follow-Me (F 11 XX XX) [2,4]	CF-XX XX	
	Call Park (I XX) [3]	Park	
	Call Pickup (I 6 XX)	Pickup-XX	
	Conference Drop (F 06)	Drop	
	Contact Closure 1 (F 41) [2]	CC1	
	Contact Closure 2 (F 42) [2]	CC2	
	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 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) [2]	Ext-XX	
	Last Number Redial (F 05)	LNR	
	Loudspeaker Paging (I 70)	Loudspk	
	Manual Signaling (F 13 XX or F 13 *XX) [2]	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	
	Station Lock (F 21) [2]	Lock	
	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. Requires Auto Dial button for each extension.
2. Button with lights is recommended, but not required.
3. Extension number can be programmed as Auto Dial button.
4. You can program the origination extension only or both the origination and destination extension.
5. You can program the extension number.

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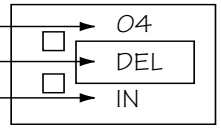
Form C4: PARTNER-6 Phone

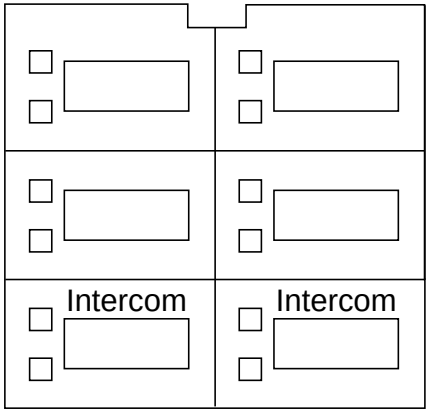
Make as many copies as you need. Use template and/or checklist.
For additional instructions, see pages 8 through 13.

Template Instructions

- If desired, write in line number, 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 (Out, In, or No) from Form B2

SAMPLE





Ext.

Specify Automatic Line Selection: _____

Identify extensions programmed as shown: _____

Check Desired Features

Also write in extension or group number

			LED Required
	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)[1]	ACE	
	Background Music (F 19)[1]	Music	
	Call Forwarding/Call Follow-Me (F 11 XX XX)[1,2]	CF-XX XX	
	Call Park (I XX)[3]	Park	
	Call Pickup (I 6 XX)	Pickup-XX	
	Conference Drop (F 06)	Drop	
	Contact Closure 1 (F 41)[1]	CC1	
	Contact Closure 2 (F 42)[1]	CC2	
	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 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) [1]	Ext-XX	
	Last Number Redial (F 05)	LNR	
	Loudspeaker Paging (I 70)	Loudspk	
	Manual Signaling (F 13 XX or F 13 *XX) [1]	MS-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	
	Simultaneous Paging (I * 70)	SPage	
	Station Lock (F 21) [1]	Lock	
	Touch-Tone Enable (F 08)	TT-EN	
	Voice Mail Messages (I 777)	VMMsgs-777	
	Voice Mailbox Transfer (F 14)	VMBox	

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

1. Button with lights is recommended, but not required.
2. You can program the origination extension only or both the origination and destination extension.
3. Extension number can be programmed as Auto Dial button.
4. You can program the extension number.

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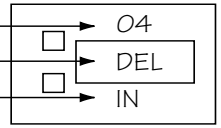
Form C5: MLS-34D Phone

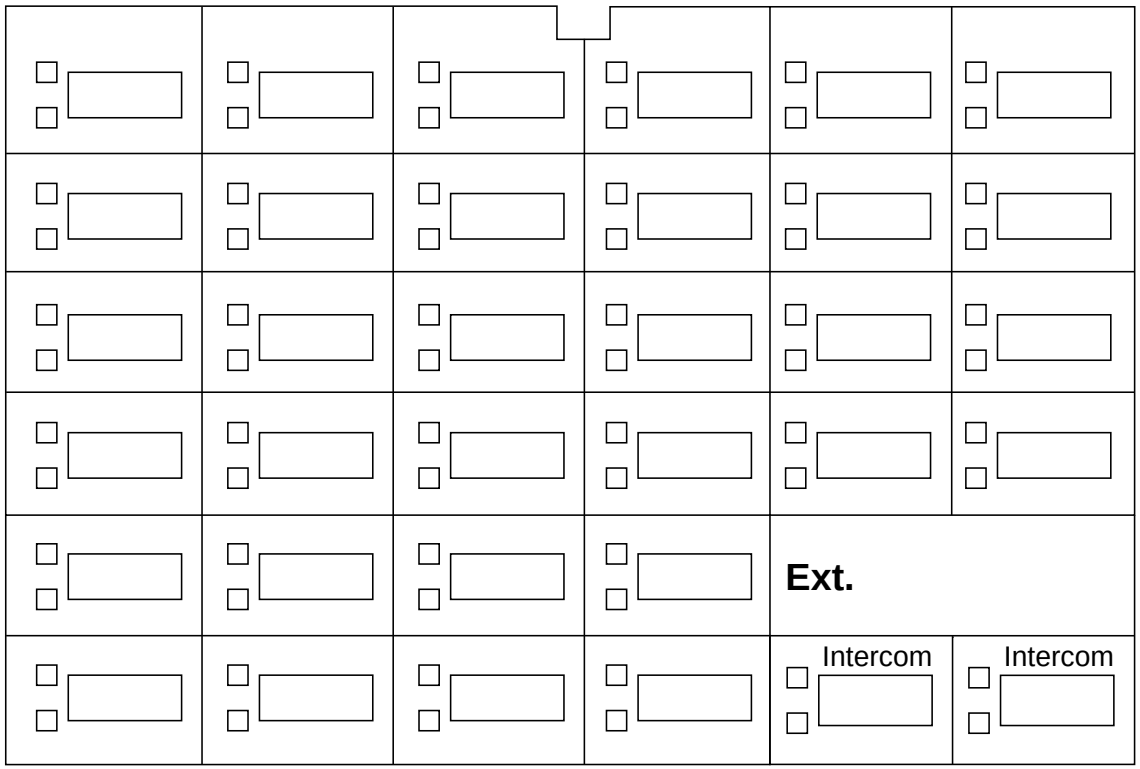
Make as many copies as you need. Use template and/or checklist.
For additional instructions, see pages 8 through 13.

Template Instructions

- If desired, write in line number, 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 (Out, In, or No) from Form B2

SAMPLE





Specify Automatic Line Selection: _____

Identify extensions programmed as shown: _____

Check Desired Features

Also write in extension or group number

			Ext. 10 Only	LED Required
	Night Service Button {#503}	NightSvc		
	Outgoing Call Restriction Button {#114} [1]	OCR		
	Wake Up Service Button {#115}	Wake		
	Caller ID Inspect (F 17)	ID-Inspect		
	Caller ID Name Display (F 16)	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) [2]	Music		
	Call Forwarding/Call Follow-Me (F 11 XX XX) [2,4]	CF-XX XX		
	Call Park (I XX) [3]	Park		
	Call Pickup (I 6 XX)	Pickup-XX		
	Conference Drop (F 06)	Drop		
	Contact Closure 1 (F 41) [2]	CC1		
	Contact Closure 2 (F 42) [2]	CC2		
	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 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) [2]	Ext-XX		
	Last Number Redial (F 05)	LNR		
	Loudspeaker Paging (I 70)	Loudspk		
	Manual Signaling (F 13 XX or F 13 *XX) [2]	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		
	Station Lock (F 21) [2]	Lock		
	Touch-Tone Enable (F 08)	TT-EN		
	Voice Mail Messages Button (I 777)	VMMsgs-777		
	Voice Mailbox Transfer (F 14)	VMBox		

1. Requires Auto Dial button for each extension.
2. Button with lights is recommended, but not required.
3. Extension number can be programmed as Auto Dial button.
4. You can program the origination extension only or both the origination and destination extension.
5. You can program the extension number.

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

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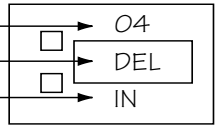
Form C6: MLS-18D Phone

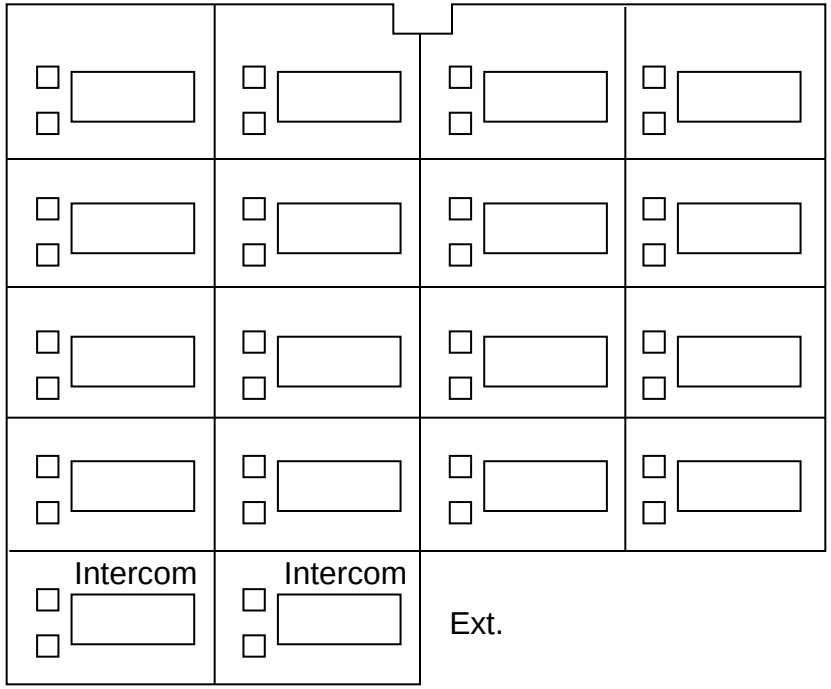
Make as many copies as you need. Use template and/or checklist.
For additional instructions, see pages 8 through 13.

Template Instructions

- If desired, write in line number, 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 (Out, In, or No) from Form B2

SAMPLE





Specify Automatic Line Selection: _____

Identify extensions programmed as shown: _____

Check Desired Features

Also write in extension or group number

			Ext. 10 Only	LED Required
	Night Service Button {#503}	NightSvc		
	Outgoing Call Restriction Button {#114} [1]	OCR		
	Wake Up Service Button {#115}	Wake		
	Caller ID Inspect (F 17)	ID-Inspect		
	Caller ID Name Display (F 16)	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) [2]	Music		
	Call Forwarding/Call Follow-Me (F 11 XX XX) [2,4]	CF-XX XX		
	Call Park (I XX) [3]	Park		
	Call Pickup (I 6 XX)	Pickup-XX		
	Conference Drop (F 06)	Drop		
	Contact Closure 1 (F 41) [2]	CC1		
	Contact Closure 2 (F 42) [2]	CC2		
	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 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) [2]	Ext-XX		
	Last Number Redial (F 05)	LNR		
	Loudspeaker Paging (I 70)	Loudspk		
	Manual Signaling (F 13 XX or F 13 *XX) [2]	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		
	Station Lock (F 21) [2]	Lock		
	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. Requires Auto Dial button for each extension.
2. Button with lights is recommended, but not required.
3. Extension number can be programmed as Auto Dial button.
4. You can program the origination extension only or both the origination and destination extension.
5. You can program the extension number.

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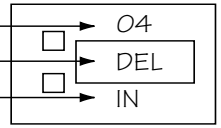
Form C7: MLS-12/12D Phone

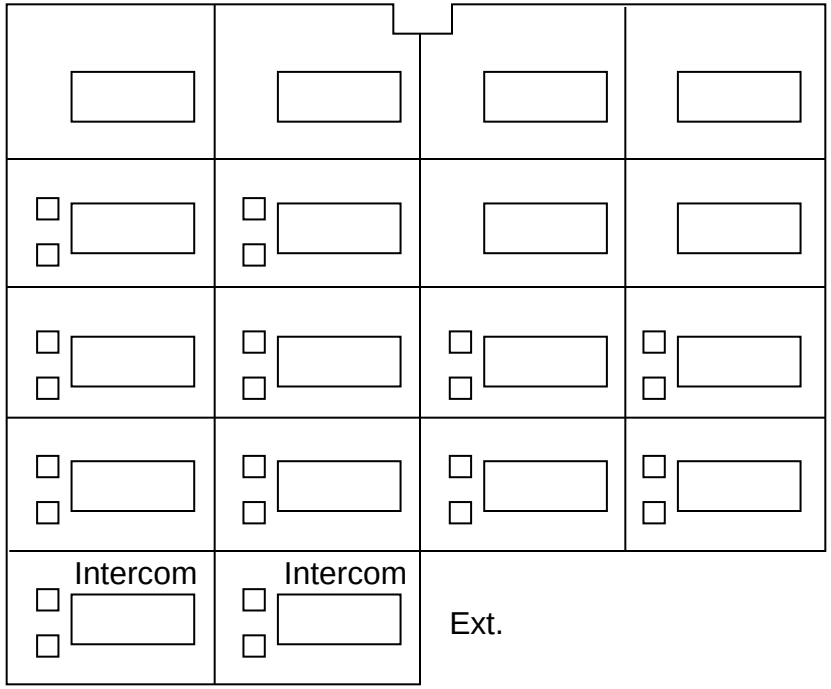
Make as many copies as you need. Use template and/or checklist.
For additional instructions, see pages 8 through 13.

Template Instructions

- If desired, write in line number, 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 (Out, In, or No) from Form B2

SAMPLE





Specify Automatic Line Selection: _____

Identify extensions programmed as shown: _____

Check Desired Features

Also write in extension or group number

			Ext. 10 Only	LED Required
	Night Service Button {#503}	NightSvc		
	Outgoing Call Restriction Button {#114} [1]	OCR		
	Wake Up Service Button {#115}	Wake		
	Caller ID Inspect (F 17)	ID-Inspect		
	Caller ID Name Display (F 16)	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) [2]	Music		
	Call Forwarding/Call Follow-Me (F 11 XX XX) [2,4]	CF-XX XX		
	Call Park (I XX) [3]	Park		
	Call Pickup (I 6 XX)	Pickup-XX		
	Conference Drop (F 06)	Drop		
	Contact Closure 1 (F 41) [2]	CC1		
	Contact Closure 2 (F 42) [2]	CC2		
	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 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) [2]	Ext-XX		
	Last Number Redial (F 05)	LNR		
	Loudspeaker Paging (I 70)	Loudspk		
	Manual Signaling (F 13 XX or F 13 *XX) [2]	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		
	Station Lock (F 21) [2]	Lock		
	Touch-Tone Enable (F 08)	TT-EN		
	Voice Mail Messages Button (I 777)	VMMsgs-777		
	Voice Mailbox Transfer (F 14)	VMBox		

1. Requires Auto Dial button for each extension.
2. Button with lights is recommended, but not required.
3. Extension number can be programmed as Auto Dial button.
4. You can program the origination extension only or both the origination and destination extension.
5. You can program the extension number.

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

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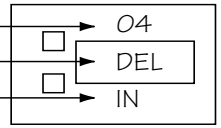
Form C8: MLS-6 Phone

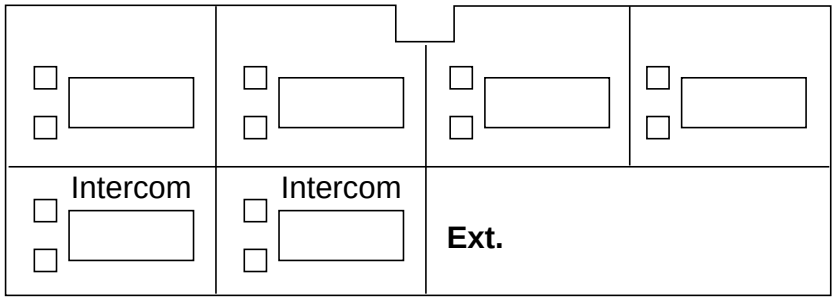
Make as many copies as you need. Use template and/or checklist.
For additional instructions, see pages 8 through 13.

Template Instructions

- If desired, write in line number, 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 (Out, In, or No) from Form B2

SAMPLE





Specify Automatic Line Selection: _____

Identify extensions programmed as shown: _____

Check Desired Features

Also write in extension or group number

			LED Required
	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)[1]	ACE	
	Background Music (F 19)[1]	Music	
	Call Forwarding/Call Follow-Me (F 11 XX XX)[1,2]	CF-XX XX	
	Call Park (I XX)[3]	Park	
	Call Pickup (I 6 XX)	Pickup-XX	
	Conference Drop (F 06)	Drop	
	Contact Closure 1 (F 41)[1]	CC1	
	Contact Closure 2 (F 42)[1]	CC2	
	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 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) [1]	Ext-XX	
	Last Number Redial (F 05)	LNR	
	Loudspeaker Paging (I 70)	Loudspk	
	Manual Signaling (F 13 XX or F 13 *XX) [1]	MS-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	
	Simultaneous Paging (I * 70)	SPage	
	Station Lock (F 21) [1]	Lock	
	Touch-Tone Enable (F 08)	TT-EN	
	Voice Mail Messages (I 777)	VMMsgs-777	
	Voice Mailbox Transfer (F 14)	VMBox	

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

1. Button with lights is recommended, but not required.
2. You can program the origination extension only or both the origination and destination extension.
3. Extension number can be programmed as Auto Dial button.
4. You can program the extension number.

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Form D: Number Lists

Required if Form B2 identifies Disallowed or Allowed List Assignments.
For additional instructions, see page 14.

Disallowed Phone Number Lists {#404}

Required only if Disallowed List Assignment {#405} is specified on Form B2.

Write the telephone numbers that users are prevented from dialing.

List 1		List 2		List 3		List 4		List 5		List 6		List 7		List 8	
Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]
01		01		01		01		01		01		01		01	
02		02		02		02		02		02		02		02	
03		03		03		03		03		03		03		03	
04		04		04		04		04		04		04		04	
05		05		05		05		05		05		05		05	
06		06		06		06		06		06		06		06	
07		07		07		07		07		07		07		07	
08		08		08		08		08		08		08		08	
09		09		09		09		09		09		09		09	
10		10		10		10		10		10		10		10	

Allowed Phone Number Lists {#407}

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

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

List 1		List 2		List 3		List 4		List 5		List 6		List 7		List 8	
Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]	Entry	Telephone Number[1]
01		01		01		01		01		01		01		01	
02		02		02		02		02		02		02		02	
03		03		03		03		03		03		03		03	
04		04		04		04		04		04		04		04	
05		05		05		05		05		05		05		05	
06		06		06		06		06		06		06		06	
07		07		07		07		07		07		07		07	
08		08		08		08		08		08		08		08	
09		09		09		09		09		09		09		09	
10		10		10		10		10		10		10		10	

1. Telephone Number can be up to 12 characters, including 0-9, *, and #. Write ! for wildcard (press Hold to program).

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Form D: Number Lists

Required if Form B1 identifies External Hotlines. For additional instructions, see page 15.

Emergency Phone Number List {#406}

Write Emergency Phone Numbers that can be dialed from any phone that has access to an outside line regardless of assigned restrictions.

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

1. Telephone Number can be up to 12 digits (0-9).
2. Telephone Number can be up to 28 characters, including 0-9, *, #, and special dialing functions. You can have more than 10 External Hotlines.

External Hotline {#311}

Required if External Hotline {#311} is checked on Form B1.

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.

Ext.Jack	Telephone Number[2]

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

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Form D: Number Lists

Required only if Forced Account Code Verification is desired.
For additional instructions, see page 15.

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 6 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; write ! for wildcard (press Hold to program).

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Form E: System Speed Dial Numbers

Optional for PARTNER Advanced Communications System.
For additional instructions, see page 16.

To Dial: 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[2]
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 16 of instructions for detailed information).

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