

A quick reference guide for

Partner Telephone Systems



- *Moving or additions to current systems*
- *Voice and data wiring*
- *New phone and VoIP systems*

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Quick Reference Guide for Partner ACS– Station Features

(Most software releases have all these features- call us with any questions)

Set Programming – This is to program a commonly used feature on a button on your telephone set. Simply go to the set you want a feature on, and do the following:

Dial **Feature 00**

Press the button that you want to be programmed (if it is a display model the display will show what is currently on that button. That is automatically over written when you put a new feature on that button)

Press the **Feature** button, then dial a feature code listed below

Program another button, or dial **Feature 00** to end programming mode

To erase the current programming from a button, press the button, then press **Mic/HFAI**

Here are some of the most common features programmed on buttons on the Partner Phone System:

Feature Codes

*Do Not Disturb = 01

Exclusive Hold = 02

Recall (Flash) = 03

Saved Number Redial = 04

Last Number Redial = 05

Conference Drop = 06

*Privacy = 07

Touchtone Enable = 08

Message Light On = 09

Message Light Off = 10

**Call Forwarding/Call Follow Me = 11

**Account Code Entry = 12

Manual Signaling = 13

Voice Mailbox Transfer = 14

*VMS Cover = 15

*Caller ID – Name Display = 16

*Caller ID Inspect = 17

*Voice Interrupt On Busy = 18

**Background Music = 19

**Call Coverage = 20

**Station Lock = 21

***Station Unlock = 22

*Caller ID Call Logging & Dialing = 23

*Record-A-Call = 24

*Call Screening = 25

**Contact Closure 1 = 41

**Contact Closure 2 = 42

*Requires a button with lights **Button with lights recommended ***Do **NOT** program on a button

Additional Set Features

Enter *Station Programming* as described above

Press the button to be programmed

Call Pickup Individual = Press **Left Intercom**, dial 6, dial extension (10-49)

Call Pickup Group = Press **Left Intercom**, dial 66, dial group (1-4)

Direct Line Pickup – Active Line = Press **Left Intercom**, dial 68

Direct Line Pickup – Idle Line = Press **Left Intercom**, dial 8

Group Calling - Ring = Press **Left Intercom**, dial 7, dial group (1-4)

Group Calling – Voice = Press **Left Intercom**, dial *7, dial group (1-4)

Group Hunting – Ring = Press **Left Intercom**, dial 77, dial hunt group (1-6)

Group Hunting – Voice = Press **Left Intercom**, dial *77, dial hunt group (1-6)

Loudspeaker Paging = Press **Left Intercom**, dial 70

Simultaneous Paging = Press **Left Intercom**, dial *70

Extension Name Display – Intercom and transfer calls can show user names on displays

Enter *Station Programming*, or *Centralized Programming*

Press **Left Intercom**,

Dial 2-digit code for each character

A = 21	H = 42	O = 63	V = 83	BLANK = 11	
B = 22	I = 43	P = 71	W = 91	0 = 00	6 = 60
C = 23	J = 51	Q = 72	X = 92	1 = 10	7 = 70
D = 31	K = 52	R = 73	Y = 93	2 = 20	8 = 80
E = 32	L = 53	S = 74	Z = 94	3 = 30	9 = 90
F = 33	M = 61	T = 81		4 = 40	
G = 41	N = 62	U = 82		5 = 50	

Quick Reference Guide for Partner ACS– System Features

Your Phone System has over 80 features. Below is information on how to program or use a few of the most common features. Call us for more information or help.

To enter *System Programming*– From extension 10 or 11 (Must be a display phone) dial

Feature 00, press the **Left Intercom** button 2 times. Then select the features below and follow the instructions.

To Exit System Program dial Feature 00 or simply lift the hand set off the phone and hang it up.

System Date (010100)

Dial #101

Dial date (MMDDYY)

System Time (0000)

Dial #103

Dial time (HHMM) in 24-hour Format

Line selection and line ringing are adjusted through *Centralized Programming* – From extension 10 or 11 (Any display phone), dial **Feature 00**, press the **Left Intercom** button 2 times, then press the **Right Intercom** button 1 time to enter *Centralized Programming*. The following station features can only be changed in *Centralized Programming*. To program another extension, press the **Right Intercom** button. Dial **Feature 00** to end the programming session.

Automatic Line Selection – Changes the order phone sets pick up outside lines. (Do this procedure first before programming other features)

Dial extension (10-49)

Dial **

Press line or pool buttons in the order of desired selection. (To select intercom dial tone, press the **Left Intercom** button first, then press line or pool buttons in the order of desired selection.)

Dial ** to end

Line Ringing – Do you want sets to ring on incoming calls?

Dial extension (10-49)

Observe the green lights for each line or pool assigned to the extension.

Immediate Ring = Steady light

Delayed Ring = Slow flashing light

No Ring = Fast fluttering light

Press each line or pool button until the desired ring option is set.

Partner ACS – How to Program Auto and Speed Dialing

Auto Dial – Intercom calls to inside extensions (Station DSS/BLF)

Enter *Station Programming*, or *Centralized Programming*

Press the button to be programmed

Press the **Left Intercom** button

Dial an extension (10-49)

Note: Dial * before the extension to make this a voice call instead of a ringing call

Auto Dial –1 touch button Speed Dial to an Outside number

Enter *Station Programming*, or *Centralized Programming*

Press the button to be programmed

Dial outside phone number (Up to 28 digits including special dialing characters)

Personal Speed Dial – 20 memories unique to your extension for outside numbers

Enter *Station Programming*, or *Centralized Programming*

Press the Feature button

Dial a 2-Digit Code (80-99)

Dial outside phone number (Up to 28 digits including special dialing characters.)

To use, simply press feature and the 2 digit memory number (80-99)

System Speed Dial – (100 memories anyone on system can access)

At extension 10 or 11, dial **Feature 00**

Press **Feature** followed by a 3-digit speed dial code (600-699)

Dial phone number (Up to 28 digits including special dialing characters.)

Dial **Feature 00** to end

To use simply press feature and the 3 digit memory number (600-699)

Special Dialing Characters

Pause (1.5 Seconds) = Press **Hold** button

Recall (Flash) = Press **Spkr** button

Stop Dialing = Press **Mic** button

Restriction Override = Dial * before the phone number

Here are a few of the other features that are on your phone system. Call us for more info.

Transfer Return Rings

Recall Timer

Outgoing Call Restrict Button

Ring On Transfer

Backup Programming – Manual

Dial Mode

Group Call Distribution

Line Coverage Extension

Automatic Extension Privacy

Transfer Return Extension

Distinctive Ring

Automatic VMS Cover

Line Access Mode

Pool Access Restriction

Contact Closure Operation Type

Contact Closure Group

Disallowed Phone Number List

Emergency Phone Number List

Allowed List Assignments

Pickup Group Extensions

Night Service Button

Hunt Group Extensions

Music-On-Hold

Doorphone 2 Extension

Hotline

Outside Conference Denial

Wake Up Service Button

Copy Settings

Backup Programming – Auto

Hold Disconnect Timer

Pool Line Assignment

Line Access Restriction

Abbreviated Ring

Forced Account Code Entry

Intercom Dial Tone

External Hotline

Pool Extension Assignment

Call Waiting

Call Coverage Rings

Outgoing Call Restrictions

Disallowed List Assignment

Allowed Phone Number List

Forced Account Code List

Calling Group Extensions

Night Service Group

Fax Extension

Music On Hold Volume

Doorphone Alert Extensions