



How to Use Your PARTNER Phone

- *Moving or additions to current systems*
- *Voice and data wiring*
- *Employee training and programming*

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Basic Phone Functions

Make a call

To make an outside call:

- Press **Spkr**, a line button or lift the handset.
 - If required, dial the outside line code, usually **9**.

To make an inside call:

- Press either **Intercom** button.
- Lift the handset, if desired.
- Dial the extension.

Answer a call

To answer an outside or inside call:

- Press the button for the line you wish to answer, lift the handset or press **Spkr**.

To enable Hands-Free Answer on Intercom:

- Press **Mic/HFAI** which allows you to respond to voice-signaled (not ringing) intercom calls without having to lift the handset or press any buttons.

Use the Hold feature

- Press **Hold**.
- To retrieve a call from hold, while on the handset or speaker, press the line button next the winking **Green Light** (a call you put on hold) or the winking **Red Light** (a call you put on hold at another extension).

Transfer a call to an extension

1. Press **Transfr**
2. Dial the extension number
3. Hang up.

Transfer a call to a voice mailbox

1. Press **Feature 1 4**
2. Dial the extension number
3. Hang up.

Make a conference call

While connected to the first party:

1. Press **Conf**
2. Press an idle intercom or line button.
3. Call the next party.
4. Press **Conf** again. Calls are now conferenced.

Repeat these steps to add up to a total of 2 outside and 2 inside connections.

Use your voice mailbox

To listen to your messages:

- Press **Intercom 7 7 7**.

To have voice mail answer your calls:

- Press "Do Not Disturb."

Join a call in progress

A steady **Red Light** indicates a call in progress on another extension.





1. Press the button next to the **Red Light**.
2. Lift the handset or press **Spkr**.

Sent calls to a covering extension



1. Press **Feature 2 0**.
2. Dial your extension.
3. Dial the covering extension.

To send calls to the covering extension as soon as they start to ring, press "Do Not Disturb."
To cancel Call Coverage, follow steps 1-3 but dial your extension number in step 3.

Adjust the volume

- Adjust the ringer volume by pressing  to increase or  to decrease while the phone is idle and the handset is in its cradle.
- Adjust the speaker volume (while using speaker) or handset volume (while using handset) by pressing  to increase or  to decrease.

Adjust the display contrast

- Adjust display contrast by pressing ***** then  to increase or  to decrease.

Advanced Phone Functions

Use group calling

To make or transfer a call to all extensions in a Calling Group:

1. Press **Intercom**.
2. Lift the handset.
3. Dial **7** and a group number (1-4)

To page all extensions in a Calling Group, follow steps 1 and 2, then dial *** 7** and the group number.
Begin speaking after the beep.

Use group pickup

To answer a call at any extension in a Pickup Group:

1. Press **Intercom**.
2. Lift the handset.
3. Dial **6 6**, then the group number (1-4).

Personalizing Your Phone

Program your phone

To program unused buttons to access frequently used system features, extensions and phone numbers:

1. Press **Feature 0 0**.
2. Press the appropriate button.
3. Dial the dial-code features (see next panel for common features and dial-codes), phone number or, for an inside extension, press **Intercom** and dial the extension.
4. To program another button, go back to step 2, or exit by pressing **Feature 0 0**.

Feature Dial Codes

Account Code Entry	Feature 1 2 + account code + Feature 1 2
Background Music	Feature 1 9 to turn on and off
Call Coverage	Feature 2 0 + your ext. + covering ext.
Call Follow Me	Feature 1 1 + your ext. + ext. where you want your calls to ring
Conference Drop	Feature 0 6 The last added outside party is dropped from a conference call.
Exclusive Hold	Feature 0 2
Last Number Redial	Feature 0 5
Message Light On/Off	To turn on: Feature 0 9 + ext. To turn off: Feature 1 0 + ext.
Privacy	Feature 0 7
Recall	Feature 0 3
Save Number Redial	Feature 0 4 before hanging up To redial: Feature 0 4
Voice Cover	Feature 1 5
Voice Mailbox Access	Intercom 7 7 7
Voice Mail Transfer	Feature 1 4

Speed Dialing

System Speed Dial

Press **Feature**, then a three-digit code. (Codes are pre-set by your system administrator.)

Personal Speed Dial

To program your personal speed-dial codes:

1. Press **Feature 0 0**.
2. Press **Feature** and select a two-digit code between 80 and 99.
3. Dial the telephone number.
4. Repeat steps 2 and 3 for more numbers or, to exit, press **Feature 0 0**.

To use:

- Press **Feature**, then the two-digit code you selected.

System Speed Dial Directory

Name	Code	Name	Code	Name	Code
	600		634		668
	601		635		669
	602		636		670
	603		637		671
	604		638		672
	605		639		673
	606		640		674
	607		641		675
	608		642		676
	609		643		677
	610		644		678
	611		645		679
	612		646		680
	613		647		681
	614		648		682
	615		649		683
	616		650		684
	617		651		685
	618		652		686
	619		653		687
	620		654		688
	621		655		689
	622		656		690
	623		657		691
	624		658		692
	625		659		693
	626		660		694
	627		661		695
	628		662		696
	629		663		697
	630		664		698
	631		665		699
	632		666		
	633		667		

Personal Speed Dial Directory

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

System Extensions Directory

Name	Ext	Name	Ext