

Quick Reference Guide For Partner R3 – System Programming

System Programming – From extension 10 (MLS-12D or MLS-18D recommended) dial **Feature 00**, then press the **Left Intercom** button 2 times to enter **System Programming**. The numbers in parentheses after the program item heading are the factory default values. To end the **System Programming** session dial **Feature 00**.

System Date (010100)

Dial #101
Dial date (MMDDYY)

System Time (0000)

Dial #103
Dial time (HHMM) in
24-hour format.

Recall Timer (18=450msec)

Dial #107
Dial recall interval (01-80)
Each increment of 1 = 25msec

Dial Mode (1)

Dial #201
1=Touchtone, 2=Rotary

Hold Disconnect Time (1)

Dial #203
1=Long-450msec, 2=Short-50msec

Automatic Extension Privacy (2)

Dial #304
Dial extension (10-21)
1=Assigned, 2=Not assigned

Abbreviated Ringing (1)

Dial #305
Dial extension (10-21)
1=On/1 ring, 2=Off/repeated ringing

Outgoing Call Restriction (1)

Dial #401
Dial extension (10-21)
1=No restriction, 2=Inside only,
3=Local only

Outgoing Call Prefix (1)

Dial #402
1=0/1 plus area code and number,
2=Area code and number only

Music/Tones On Hold (2)

Dial #602
1=Tones on hold, 2=Not active,
3=Music on hold
Note: Extension 15 is the music jack

Doorphone / Internal Hotline / Emergency Phone (2)

Dial #604
Dial extension (11-21)
1=Assigned, 2=Not assigned

System Initialization

Dial #989
Dial 25327 (CLEAR)
System returned to factory default

Quick Reference Guide For Partner R3 – Centralized Programming

Centralized Programming – From extension 10 (MLS-12D or MLS-18D recommended) 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 (Do this procedure first before programming other features)

Dial extension (10-21)

Dial **

Touch line buttons in the order of desired selection. (To select intercom dial tone, touch the **Left Intercom** button first, then touch line buttons in the order of desired selection.)

Dial ** to end

Line Ringing

Dial extension (10-21)

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

Immediate Ring = Steady light

No Ring = Fast fluttering light

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

Alert Extension or Emergency Phone Number (See #604 in system programming)

Dial doorphone or hotline extension (11-14,17-21, and 15 if not used for MOH)

Press leftmost autodial button on the top row

Assign either **Doorphone/Alert Extension**, or **External Hotline** per below instructions:

Doorphone/Alert Extension

Press **Left Intercom**

Dial alerted extension (10-21), or 7 for all extensions

Emergency Phone Number

Dial outside phone number (up to 20 digits)

Quick Reference Guide For Partner R3 – Auto/Speed Dialing

Auto Dial – Inside (Station DSS/BLF)

Enter **Station Programming**, or **Centralized Programming**

Press the button to be programmed

Press **Left Intercom**

Dial an extension (10-21), or *7 for **Group Paging**

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

Auto Dial – Outside

Enter **Station Programming**, or **Centralized Programming**

Press the button to be programmed

Dial outside phone number (Up to 20 digits including special dialing characters)

System Speed Dial (Note: NOT Done In System Programming)

At extension 10, dial **Feature 00**

Press **Feature** followed by a 2-digit speed dial code (20-79)

Dial phone number (Up to 20 digits including special dialing characters)

Dial **Feature 00** to end

Special Dialing Characters

Pause = Press **Hold**

Recall (Flash) = Press **Spkr**

Stop = Press **Mic**

Touchtone Enable = Press **Transfer**

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