



How to Use Your **PARTNER[®]** Phone

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(reverse side)

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Functions**

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Functions**

**Personalizing
Your Phone**

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Basic Phone Functions

MAKE A CALL

To make an outside call:

- 1 Press **Spkr** , a line button or lift the handset.

If required, dial the outside line code, usually **9** .

To make an inside call:

- 1 Press either **Intercom** button.
- 2 Lift the handset, if desired.
- 3 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 to the winking **Green Light** (a call you put on hold) or the winking **Red Light** (a call put on hold at another extension).

Basic Phone Functions

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.
 - 3 Press **Conf** again. Calls are now conferenced.

Repeat 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** .

Basic Phone Functions

FORWARD YOUR CALLS

- 1 Press **Feature 1 1**.
- 2 Dial your extension number.
- 3 Dial the destination extension number.

To cancel, follow steps 1-3, but dial your extension in step 3.





SEND 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

SCREEN CALLS

To listen to a caller leaving a voice mail message:

- Press the programmed Call Screen button while the call is ringing.

To screen all incoming calls:

- Press the programmed Call Screen button. The steady  **Green Light** indicates the call screening feature is activated.

RECORD CALLS

To record a conversation (to be stored in your voice mailbox):

- Press the programmed Record Call button at any time during the call.

You may record conference calls, but only one of the other parties can be on an inside extension.

LOCK YOUR EXTENSION

To prevent unauthorized calls while you're away:

- 1 Press **Feature 2 1**.
- 2 Dial a 4-digit code (0-9).
- 3 Redial the 4-digit code.

This feature also prevents calls from being screened.

To unlock your extension:

- 1 Press **Feature 2 1**.
- 2 Dial the 4-digit code used to lock the extension.

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 feature (see over 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**.



This user card is formatted for the new PARTNER phones that do not have pull-out trays under the phones. If you have an older model phone, you may still refer to this card for information on using the phone system. To avoid damage to the card, do not insert it in the tray.

To order additional PARTNER® User Guides, please call 800 457-1235 and reference document number 518-456-341.

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Feature Dial Codes

ACCOUNT CODE ENTRY	Feature 1 2 + <i>account code</i> + Feature 1 2
BACK-GROUND MUSIC	Feature 1 9 <i>to turn on and off</i>
CALL COVERAGE	Feature 2 0 + <i>your ext. + covering ext.</i>
CALL FOLLOW ME	Feature 1 1 + <i>your ext. + ext. where you want your calls to ring</i>
CONFERENCE DROP	Feature 0 6 <i>The last added outside party is dropped from a conference call.</i>
EXCLUSIVE HOLD	Feature 0 2
LAST NUMBER REDIAL	Feature 0 5
MESSAGE LIGHT ON/OFF	To turn on: Feature 0 9 + <i>ext.</i> To turn off: Feature 1 0 + <i>ext.</i>

Feature Dial Codes

PRIVACY	Feature 0 7
RECALL	Feature 0 3
SAVE NUMBER REDIAL	Feature 0 4 <i>before hanging up</i> To redial: Feature 0 4
VOICE MAIL COVER	Feature 1 5
VOICE MAILBOX ACCESS	<i>Left</i> 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.

Personal Speed Dial Directory

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

