

Personal Speed Dial Numbers

To dial a Personal Speed Dial number: Press [*Feature*] followed by the 2-digit Dial Code.

See panel 4 for programming instructions. Your premises equipment may also be programmed with System Speed Dial numbers (Dial Codes 20-79), which are similar to Personal Speed Dial Numbers except anyone on the system can dial them. If programmed, a list is available from your System Manager.

Use the boxes below to record your numbers, in pencil.

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

Extensions

The boxes below show the Centrex extension numbers (CTX) for people in your system. Normally you only need to use the Centrex extension numbers. Consult your System Manager for details.

Use the boxes below to record your numbers, in pencil

NAME	CTX. EXT. NO.	NAME	CTX. EXT. NO.

518-455-331

PARTNER is a registered trademark of AT&T.

Copyright © 1991 AT&T



PARTNER® II Centrex Communications Systems Release 1
Quick Reference for Use with MLS-Series Telephones

Making a Conference Call

To add parties to a call (max. 4 parties plus you):

1. Call the first party (can use Speed Dial or Auto Dial buttons).
2. Press [Conf] in the place of a switchhook flash in your Centrex instructions and then follow your Centrex instructions for conferencing.

[Conf]

Joining a Call

To connect yourself to an outside call being conducted at another extension:

If the line is assigned to your phone:

1. Press the [Line] button (steady red light).
2. Lift the handset.

NOTE: You cannot join an intercom call or a call at an extension with Privacy turned on.

[Line]

If the line is not assigned to your phone, see panel 7.

Loudspeaker Paging

To make an announcement over the loudspeaker paging system (if one is connected to your equipment controller):

1. Press [Intercom].
2. Lift the handset.
3. Dial [Z] [0], then make your announcement.

[Intercom] [Z] [0]

Group Paging*

To group page all extensions in a Calling Group:

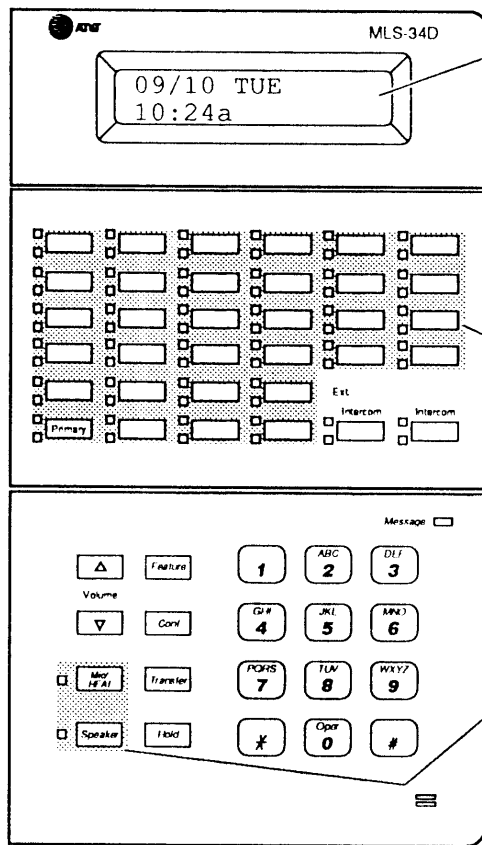
1. Press [Intercom].
2. Lift the handset.
3. Dial [★] [Z].
3. Dial a group number (1-4). After the beep, start talking.

Your voice is heard on the MLS-model phone speakers at all non-busy Calling Group extensions.

[Intercom] [★] [Z]
+ Group Number

* Calling Group and Pickup Group extensions are listed on a separate form. See your System Manager for a copy of the lists.

Telephone Buttons and Indicators



Display

[MLS-34D™ and MLS-12D™ only]

Shows date, day, and time when phone is idle, number dialed when placing a call, extension jack number calling when receiving an intercom call, and duration while a call is in progress. When programming, shows settings, options, and prompts.

Programmable Buttons [without lights]

On these buttons, you can program equipment features or dialing sequences (such as Centrex feature codes or telephone numbers) for one-touch access. To program, see panel 4. Once programmed, press the button to automatically dial the number or use the feature.

Line/Programmable Buttons [with lights]

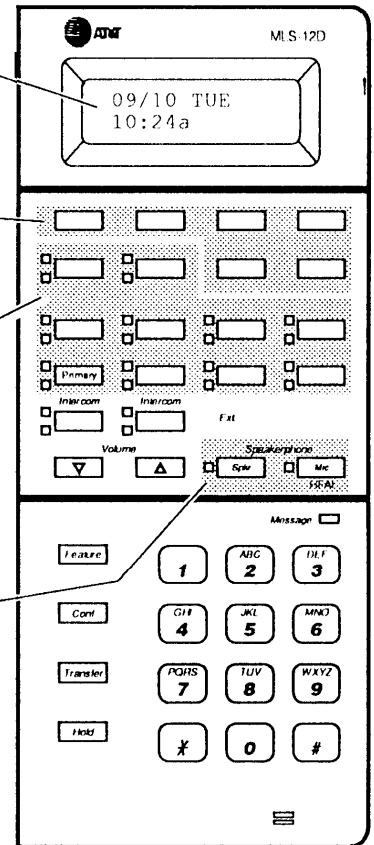
Your primary Centrex line is on the bottom leftmost button. Secondary lines may be assigned to other buttons with lights; press the button to place and receive calls on secondary lines. When no line is assigned to a button, use it to program features or dialing sequences (see "Programmable Buttons" above).

NOTE: The MLS-6 (not shown) has 4 dual-purpose buttons. When 4 lines are assigned, it has no programmable buttons. With 2 lines assigned, the remaining 2 buttons are programmable.

Speakerphone operation

[MLS-34D, MLS-12D and MLS-12]

Press to dial and speak on your phone without lifting the handset. When you press [Spkr], both the speaker and the microphone come on (indicated by the lights next to the [Spkr] and [Mic] buttons). When the party on the other end answers, you can speak without lifting the handset. (On the MLS-6, press to dial without lifting the handset; when the party you are calling answers, lift the handset to speak.)



Volume Control Buttons. Press to decrease (▼) or increase (▲) the volume of the ringer, speaker, and handset:

- To adjust ringer volume, while phone is idle and handset is on the phone, press ▼ or ▲.
- To adjust speaker volume, press ▼ or ▲ while listening through the speaker.
- To adjust handset earpiece volume, while listening on a call lift the handset and press ▼ or ▲.

Message Indicator. Appears when someone else signals you using the Message Light On feature. To turn off, press [Feature] [1] [0] and your extension jack number.

Mic (Microphone) Button. [MLS-34D, MLS-12D, and MLS-12 only] Press [Mic] to turn your microphone on and off. When the green light next to [Mic] is on, the microphone is on. If you prefer to answer voice paging calls without lifting the handset, leave your [Mic] on—see "HFAI" on this panel. (If you are on a speakerphone call, you can press [Mic] to mute your voice.)

MLS-34D, MLS-12D, MLS-12, and MLS-6 are trademarks of AT&T.

HFAI (Hands-Free Answer on Intercom). To answer voice paging calls without lifting the handset, leave the microphone on all the time (press [Mic] if the light next to the button is off). When you receive a voice paging call (you hear a beep), the person calling can talk to you over your phone's speaker; simply begin speaking to have a hands-free, two-way conversation.

Feature Button. Use to change programmed settings or access equipment features.

Conf (Conference) Button. Use to access your Centrex conference features.

Transfer Button. Use to access your Centrex transfer features.

NOTE: You must subscribe to Centrex conference and transfer to use these features.

Hold Button. Press to put a call on hold for later pickup.

Intercom Buttons. Press either button to place an intercom call to another extension using the extension jack number. (Intercom calls do not tie up primary lines.) Normally you just use the Centrex extension number to dial an inside call.

To Program Buttons

Store dialings sequences or features on programmable buttons (see diagram, panels 2-3). Then simply press the button to dial or access the feature automatically.

1. Press [Feature] [0] [0] to enter program mode.
2. Press a programmable button.
3. Press the buttons you normally press to dial an extension, outside number, or feature (see examples below). To remove a feature, press [Mic].[†]

NOTE: To store the [Intercom] button, press the left [Intercom] button.

To program more buttons, or to change the programming, repeat Steps 2 and 3.

4. Press [Feature] [0] [0] to exit program mode.

Examples:

An extension jack number

To ring extension jack 11 with one touch, program [Intercom] [1] [1]; to voice page extension jack 11, program [Intercom] [★] [1] [1]. You can also use this button to see at a glance when the extension is busy (*red steady light*) or calling you (*green flashing light*.)

A telephone number*

To dial 9-555-5678 with one touch, program [0] [5] [5] [5] [5] [6] [7] [8]. (The "9" in the example is a Centrex dial-out code for an outside call. Your code may be different, or you may not need one.)

A Centrex feature code

To store a Centrex feature code *999, program [★] [9] [9] [9].

To use that feature while on a call, program [Spkr] (Recall) [★] [9] [9] [9].

Any equipment feature on panel 5 or 6

In general, you can program [Feature] and the two-digit feature code on a button. For example, to use Do Not Disturb with one touch, program [Feature] [0] [1] on a button with lights. To answer a call ringing at any extension in Pickup Group 2, program [Intercom] [6] [6] [2] on a button.

To Program Personal Speed Dial Numbers

1. Press [Feature] [0] [0] to enter program mode.
2. Press [Feature], then press the two-digit Dial Code (80-99) you want assigned to the phone number.
3. Enter an outside phone number or Centrex extension number.
To add more numbers, repeat Steps 2 and 3.
4. Press [Feature] [0] [0] to exit program mode.

To change a number, follow Steps 1-4.

To Program Special Characters in a Dial Sequence

To insert a . . .	Press . . .	Appears on Display as . . .
Pause (1.5 seconds)	[<u>Hold</u>]	P
Stop [†]	[<u>Mic</u>]	S
Touch-Tone Enable	[<u>Transfer</u>]	T
Recall	[<u>Spkr</u>]	R



* An outside number can have a maximum of 20 digits, including special characters.

[†] Not available on MLS-6 phones.

Equipment Features

You cant use an equipment feature in either of two ways:

- Dial it manually (except for Do Not Disturb and Privacy, which require programming on buttons with lights).
- Press a button programmed with the feature (see "Programming" on panel 4).

Equipment Feature	To Dial Manually	To Use On a Button
Do Not Disturb Prevents any calls from ringing at your phone. Intercom calls get a busy signal; other callers hear the usual ringing. Recommended only if someone else answers your calls. [<i>Feature</i>] [<i>0</i>] [<i>1</i>] must be programmed on a button with lights.	Not available	 Press the button to turn on and off
Exclusive Hold Places a call on hold so other extensions with the line cannot pick it up.	Dial [<i>Feature</i>] [<i>0</i>] [<i>2</i>]	Press the button
Recall "Recalls" a dial tone to use Centrex features while on a call. (Disconnects an intercom call.)	Dial [<i>Feature</i>] [<i>0</i>] [<i>3</i>]	Press the button
Save Number Redial Saves the last number dialed (usually a busy or non-answering call). You can redial it at any time; the number stays in memory until a new one is saved. <i>System Speed Dial numbers cannot be saved.</i>	Dial [<i>Feature</i>] [<i>0</i>] [<i>4</i>] before hanging up To redial later, press [<i>Feature</i>] [<i>0</i>] [<i>4</i>] again	Press the button before hanging up To redial later, press the button again
Last Number Redial Redials the last number dialed. (You cannot redial a System Speed Dial.)	Dial [<i>Feature</i>] [<i>0</i>] [<i>5</i>]	Press the button
Privacy Prevents other people from joining your call [<i>Feature</i>] [<i>0</i>] [<i>7</i>] must be programmed on a button with lights.	Not available	 Press the button to turn on and off
Touch-Tone Enable Changes dialing for a rotary phone to touch tones for the duration of a call.	Dial [<i>Feature</i>] [<i>0</i>] [<i>8</i>]	Press the button
Group Pickup Picks up a call ringing at any extension in the Pickup Group.*	Dial [<i>Intercom</i>] [<i>6</i>] [<i>6</i>] + Group Number (1-4)	Press the button
Group Calling Places a ringing intercom call to all extensions in a Calling Group* simultaneously. You are connected to the first extension that answers.	Dial [<i>Intercom</i>] [<i>7</i>] + Group Number (1-4)	Press the button
Group Paging Places a voice paging intercom call to all extensions in a Calling Group* simultaneously. You are connected to the first extension that answers.	Dial [<i>Intercom</i>] [<i>★</i>] [<i>7</i>] + Group Number (1-4)	Press the button
Loudspeaker Paging Connects you to the (optional) loud-speaker paging system.	Dial [<i>Intercom</i>] [<i>7</i>] [<i>0</i>]	Press the button

 Can use this feature only if programmed onto a button with lights (see panel 4).

* Calling Group and Pickup Group extensions are listed on a separate form. See your System Manager for a copy of the lists.

Equipment Feature Using Intercom

Equipment Feature	To Dial Manually	To Use On a Button
Message Light On Turns on the message light on an MLS- or MLC- model phone.	Dial [<i>Feature</i>] [<i>0</i>] [<i>0</i>] + Ext. Jack Number	Press the button + Ext. Jack Number
Message Light Off Turns off the message light on an MLS- or MLC-model phone.	Dial [<i>Feature</i>] [<i>1</i>] [<i>0</i>] + Ext. Jack Number	Press the button + Ext. Jack Number
Call Forwarding Forwards calls from your extension to a destination extension. Programming this feature on a button with lights will let you see at a glance if your calls have been forwarded. Unless Do Not Disturb is on, phone will beep once each time a call is forwarded. (To cancel Call Forwarding, enter your own extension jack number as the destination.)	Dial [<i>Feature</i>] [<i>1</i>] [<i>1</i>] + Your Ext. Jack Number + Destination Ext. Jack Number	Press the button + Your Ext. Jack Number + Destination Ext. Jack Number
Direct Line Pickup Lets you access a ringing, held, or active call on a line not assigned to your phone.	Dial [<i>Intercom</i>] [<i>6</i>] [<i>8</i>] + two-digit line jack number (01-24)	Press the button, then dial the two-digit line jack number (01-24)
Call Pickup Lets you answer a call ringing at a specific extension.	Dial [<i>Intercom</i>] [<i>6</i>] + Ext. Jack Number	Press the button

* The features shown on this page require extension jack numbers or line jack numbers. See your System Manager for a list of those numbers.

Answering a Call Ringing at Another Extension

At any extension in the Pickup Group:

[Intercom] [6] [6] +
Group Number

For an extension in a Pickup Group:*

1. Press [Intercom].
2. Lift handset.
3. Dial [6] [6].
4. Dial the group number of the Pickup Group for the extension.

On a line not assigned to your extension:

[Intercom] [6] [8] +
Line Jack Number

When a line is not assigned to your extension:

1. Press [Intercom].
2. Lift handset.
3. Dial [6] [8].
4. Dial the 2-digit line jack number of the line.

Forwarding a Call

To forward calls:

[Feature] [1] [1] +
Source Extension Jack
Number + Destination
Extension Jack Number

1. Press [Feature] [1] [1].
2. Dial your extension jack number.
3. Dial the destination extension jack number.

Your MLS- or MLC-model phone will beep once each time a call is forwarded from your extension, to indicate Call Forwarding is still active. To cancel Call Forwarding, enter your own extension jack number as the destination number.

Making An Intercom Call

Ringing:

[Intercom] +
Extension Jack Number

1. Press an idle (not lit) [Intercom] button.
2. Lift handset.
3. To ring the extension, dial two-digit extension jack number,

or

Voice Paging:

[Intercom] + [★] +
Extension Jack Number

To voice page an MLS phone, so your voice is heard through the speaker, dial [★] plus the extension jack number.

Joining a Call

On a line not assigned to your extension:

[Intercom] [6] [8] +
Line Jack Number

When a line is not assigned to your extension:

1. Press [Intercom].
2. Lift handset.
3. Dial [6] [8].
4. Dial the 2-digit line jack number of the line.


* Calling Group and Pickup Group extensions are listed on a separate form. See your System Manager for a copy of the lists.

† The features shown on this page require extension jack numbers or line jack numbers. See your System Manager for a list of those numbers.


Lights

Red (top) light shows activity at **another** extension.


Green (bottom) light shows activity at **your** extension.



Steady on: Line is busy.



Off (off continuously): Line is idle, available for use.


Flash (long on, long off): Call is ringing on the line.


Alternating Red/Green Flash: (red on, green on, red on, green on): Appears at all extensions in a joined call.


Wink (long on, short off): Call is on hold (anyone with line can pick up).


Flutter (short on, short off): Call is on exclusive hold (only extension that put call on hold can pick up).


Broken flutter (short on and off followed by long off): Fax trouble.

Help!

If you have problems with your phone, contact your System Manager or see the "Installation and Use" guide. If the problem is not solved, in the U.S. please call our toll-free Helpline, available 24 hours a day:

1 800 628-2888

In Canada, contact your local AT&T authorized dealer.

Making a Call

Outside:
Phone Number

To call an outside party on a line assigned to your phone:

1. Lift the handset to dial out on your primary line.
2. Dial telephone number.

Inside:
Centrex Extension
Number

To call an inside party (another extension):

1. Lift the handset to dial out on your primary line.
2. Dial the Centrex extension number.

NOTE: To call another extension using the intercom, see panel 7.

Answering a Call

At Your Extension:
Lift Handset

When the telephone is ringing:

Lift the handset.

If you have more than one line on your phone, you will be connected to the line ringing the longest time.

On a Specific Line:
[Line]

To answer a call on a specific line:

1. Press the flashing [Line] button.

If your system uses "button-down operation," calls on secondary lines will not ring at your phone. You must press the [Line] button and lift the handset to answer.

If the line is not assigned to your phone, see panel 7.

2. Lift the handset.

To answer a voice paging call (your phone beeps):

If the microphone is on, you can speak after the beep.

If the microphone is not on, press [Mic] or lift the handset.

If you are already on a call:

[Hold] [Line]

1. Press [Hold] to put the first call on hold.

2. Press the flashing [Line] button to pick up the new call.

Transferring a Call

[Transfer]

To pass a call to another extension:

While active on the call, press [Transfer] in the place of a switchhook flash in your Centrex instructions and then follow your Centrex instructions for transferring the call.

Putting a Call on Hold

Hold:
[Hold]

To hold so anyone with the line can pick it up:

Press [Hold].

Exclusive Hold:
[Feature] [0] [2]

To hold so only you can pick it up (Exclusive Hold):

Press [Feature] [0] [2].

To Pick Up:
[Line]

To pick up a held call:

1. Press the held [Line] button.
2. Lift handset.