

Personal Speed Dial Numbers

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

See panel 4 for programming instructions. Your system 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.

Record your Personal Speed Dial numbers below, 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	

System Extensions

EXT	NAME	EXT	NAME
10		22	
11		23	
12		24	
13		25	
14		26	
15		27	
16		28	
17		29	
18		30	
19		31	
20		32	
21		33	

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PARTNER® Plus Communications System Release 3
Quick Reference for use with MLS-Series Telephones



Making a Conference Call

Telephone or
Extension Number +
[*Conf*] +
Telephone or
Extension Number +
[*Conf*]

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. After the first party answers, press [*Conf*].
3. Press an idle line button and call the second party (or press [*Intercom*] and extension number to add an inside party).
4. After the second party answers, press [*Conf*] again; you are connected with both parties. To add others, repeat steps 2–4.

The lights at all extensions in the conference flash red and green.

To drop the last outside party added to the call:

To Drop:
[*Feature*] [*0*] [*6*]

1. Press [*Feature*] [*0*] [*6*].

NOTE: You cannot add more than 2 outside parties, transfer a conference call, or join a conference call.

Joining a Call

[*Line*]
or
[*Intercom*] [*6*] [*8*] +
Line Number (01–12)

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

1. Press the line button (steady red light) or dial [*Intercom*] [*6*] [*8*] and the two-digit line number (01–12).
2. Lift the handset.

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

Making a Call to a Calling Group

Ringing Call:
[*Intercom*] [*Z*] +
Group Number (1–4)

Paging Call:
[*Intercom*] [*★*] [*Z*] +
Group Number (1–4)

To call everyone in a Calling Group* who is not busy on another call:

1. Press [*Intercom*].
2. Lift handset.
3. Dial [*Z*] and a group number to ring the group, or press [*★*] [*Z*] plus a group number to page those in the group who have MLS–model phones with speakers.

You are connected to the first extension to answer.

Loudspeaker Paging

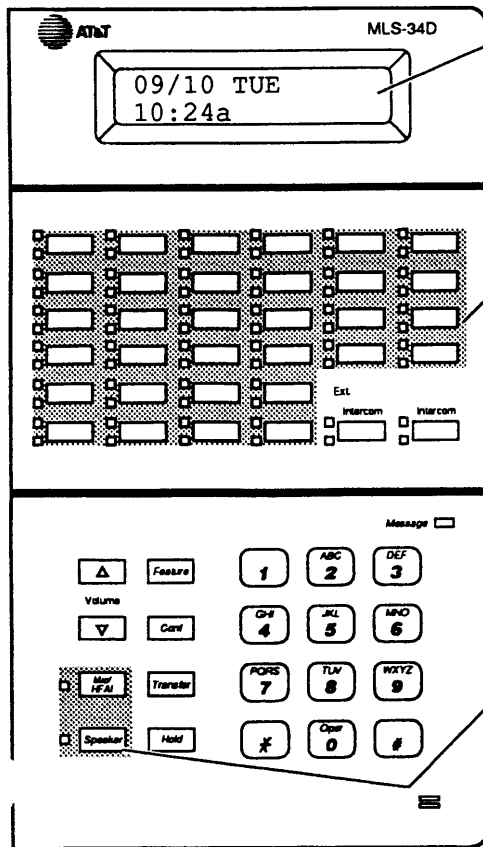
[*Intercom*] [*Z*] [*0*]

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

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

* Calling Group, Pickup Group, and Hunt Group extensions are listed on a separate form. See your System Manager.

Telephone Buttons and Indicators



Display

[MLS-34D,TM MLS-18D,TM and MLS-12DTM only]
When dialing, shows the number dialed, duration of call, and feature messages. When receiving an intercom call, shows the number of the extension calling. When in program mode, displays programming messages. When not using the phone, displays today's date and time. (You can adjust the display contrast on the MLS-18D—see "Volume Control Buttons" below.)

Line/Programmable Buttons

A line can be assigned on any button with status lights. (The MLS-34D and MLS-18D have status lights for all of these buttons; the MLS-12D and MLS-12 are identical to the MLS-18D, except that they do not have lights for the 6 buttons above the white line on the right.) When an outside line is assigned, press the button to make and receive calls. You may have to enter an account code to get an outside line (see panel 5).

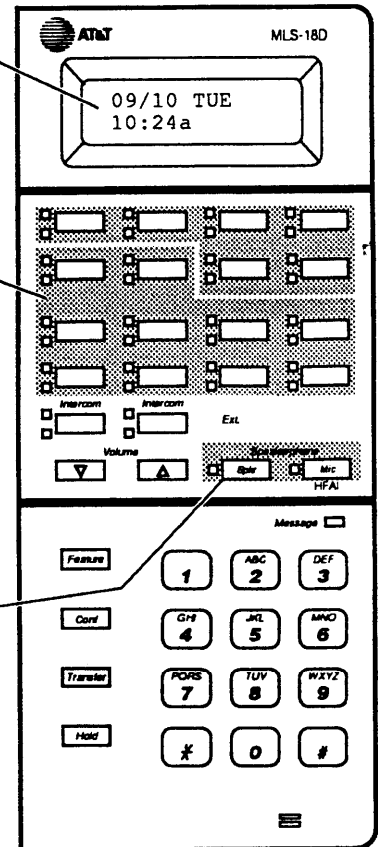
When no line is assigned to a button, you can program the button with one-touch dialing features (no status lights are required for most features). Dial-code features are listed on panels 5 and 6; programming instructions are on panel 4. Once programmed, press the button to dial the number or use the feature.

NOTE: The MLS-6 phone (not shown) has 4 line/programmable buttons. When 4 lines are assigned, it has no programmable buttons; with 2 lines assigned, it has 2 programmable buttons.

Speakerphone Operation

[MLS-34D, MLS-18D, MLS-12D and MLS-12]

Press [Spkr] 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.)



Intercom Buttons. Press either button to place an inside (intercom) call to another extension.

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 ▲.
- To adjust display brightness on an MLS-18D phone, when the phone is idle and the handset is on-hook: press [+]; then press ▼ to decrease the brightness, or ▲ to increase the brightness.

Message Indicator. Appears when someone else signals you using the Message Light On feature. To turn off, press [Feature] [1] [0] and your extension number. See panel 6.

PARTNER, MLS-34D, MLS-18D, MLS-12D, MLS-12, and MLS-6 are trademarks of AT&T.

Mic (Microphone) Button. [MLS-34D, MLS-18D, 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. To answer calls without lifting the handset, leave the microphone on (see "HFAL"). On a speakerphone call, press [Mic] to mute your voice.

HFAL (Hands-Free Answer on Intercom). For more convenient speakerphone operation, leave the microphone on all the time (press [Mic] if the light next to the button is off). When you receive a voice-sigaled 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. Press to program (panel 4) or to use dial-code features (panels 5 and 6).

Conf (Conference) Button. Press to conference (add) other parties to your call (panel 1).

Transfer Button. Press to transfer a call to another extension (panel 8).

Hold Button. Press to put a call on hold for later pickup (panel 8).

Programming

How to Program Buttons

Use programming to store dialing sequences on programmable buttons (see diagram, panels 2–3). Then simply touch the button to dial automatically.

1. Press [*Feature*] [*0*] [*0*] to enter program mode.
2. Press a programmable button.
3. Press the buttons you normally press to dial another extension, to dial an outside telephone number, or to use a system feature (see examples below).

NOTE: To store [*Intercom*] on a 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:

Another extension number

To ring extension 11 with one touch, program [*Intercom*] [*1*] [*1*] to voice signal extension 11, program [*Intercom*] [*★*] [*1*] [*1*].

You can also use this button to:

- Transfer calls with one touch.
- See when the extension is busy (*red steady light*) or calling you (*green flashing light*), or when a transferred call is returning to you (*green fluttering light*).

An outside telephone number

To dial 555-5678 with one touch, program [*5*] [*5*] [*5*] [*5*] [*6*] [*7*] [*8*].

Any dial-code feature on panel 5 or 6

Program the dial code on a button. For example, to use Do Not Disturb with one touch, program [*Feature*] [*0*] [*1*] on a button with lights. For some features, you must also program an extension number or group number (but not a line number), as indicated in the feature description on panels 5 and 6. For example, to answer a call ringing at extension 12, program [*Intercom*] [*6*] [*1*] [*2*] on a button.

How to Program Personal Speed Dial Numbers

1. Press [*Feature*] [*0*] [*0*] to enter program mode.
2. Press [*Feature*], then the two-digit Dial Code (80–99) for the phone number.
3. Enter the phone number. (An outside number can have up to 20 digits.)
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 but enter the new number in step 3.

Special Dialing Functions

You can enter the following special functions in Speed Dial or Auto Dial numbers:

Function	Button	Display	Description
Pause	[<i>Hold</i>]	P	1.5-second pause
Recall	[<i>Spkr</i>]	R	Timed switchhook flash
Stop	[<i>Mic</i>]	S	Stops dialing sequence until button is pressed or code is dialed again
Touch-Tone Enable	[<i>Transfer</i>]	T	Sends touch tones over a rotary line


Dial-Code Features

Dial-Code Feature	To Dial Manually	To Use On a Button
Account Code Entry Use to enter an account code of up to 16 digits for an outside call (incoming or outgoing). If programmed on a button with lights, button light is on when this feature is in use. You may have to enter an account code before you can access an outside line (see panel 9).	Dial [<i>Feature</i>] [<i>1</i>] [<i>2</i>], the account code, then [<i>Feature</i>] [<i>1</i>] [<i>2</i>] again	 Press the button, dial the account code, then press the button again.
Call Forwarding/Call Follow-Me Forwards your calls to another extension. (To cancel Call Forwarding, enter your extension number as the destination.) If programmed on a button with lights, button light is on when this feature is on. Unless Do Not Disturb is on, phone beeps once each time a call is forwarded.	[<i>Feature</i>] [<i>1</i>] [<i>1</i>] + Your Extension Number + Destination Extension Number	 Press the button + Your Extension Number + Destination Extension Number
Call Pickup Picks up a call ringing at any system extension. To program this feature on a button, include the extension number.	[<i>Intercom</i>] [<i>6</i>] + Extension Number	Press the button
Conference Drop Drops the last outside party added to a conference call.	Dial [<i>Feature</i>] [<i>0</i>] [<i>6</i>]	Press the button
Direct Line Pickup—Active Line Lets you access a ringing, held, or active call on a line that is not on your phone.	[<i>Intercom</i>] [<i>6</i>] [<i>8</i>] + Line Number (01–12)	Press the button + Line Number (01–12)
Direct Line Pickup—Idle Line Lets you access an idle line that is not on your phone. For example, if your company has a dedicated WATS line that is not assigned to a button on your phone, use this feature to access the line.	[<i>Intercom</i>] [<i>8</i>] + Line Number (01–12)	Press the button + Line Number (01–12)
Do Not Disturb Prevents calls from ringing at your phone. Transferred calls return to sender, inside calls get a busy signal; outside callers hear ringing. Recommended only if someone else answers your outside calls. To use, program [<i>Feature</i>] [<i>0</i>] [<i>1</i>] on a button with lights (light is on when feature is on).	Not available	 Press the button to turn on and off
Exclusive Hold Places a call on hold so other extensions cannot pick it up.	Dial [<i>Feature</i>] [<i>0</i>] [<i>2</i>]	Press the button

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

 Button with lights recommended (not required).

Dial-Code Features (continued)

Dial-Code Feature	To Dial Manually	To Use On a Button
Group Calling—Ring/Page Simultaneously rings or pages all extensions in a Calling Group.* Begin speaking when you hear a beep; you are connected to the first extension in the group that answers.	Ring: [<i>Intercom</i>] [<i>Z</i>] + Group Number (1–4) Page: [<i>Intercom</i>] [<i>★</i>] [<i>Z</i>] + Group Number (1–4)	Press the button
Group Hunting—Ring/Voice Signal Rings or voice signals the first available (non-busy) extension in a Hunt Group.* If an extension does not answer, the call hunts to the next extension after three rings, and continues to hunt until a group extension answers.	Ring: [<i>Intercom</i>] [<i>Z</i>] [<i>Z</i>] + Group Number (1–6) Voice Signal: [<i>Intercom</i>] [<i>★</i>] [<i>Z</i>] [<i>Z</i>] + Group Number (1–6)	Press the button
Group Pickup Picks up an outside call ringing at any extension in a Pickup Group.*	[<i>Intercom</i>] [<i>6</i>] [<i>6</i>] + Group Number (1–4)	Press the button
Last Number Redial Redials the last outside number you dialed (but not a System Speed Dial number).	Dial [<i>Feature</i>] [<i>0</i>] [<i>5</i>]	Press the button
Loudspeaker Paging Connects you to the (optional) loudspeaker paging system.	[<i>Intercom</i>] [<i>7</i>] [<i>0</i>]	Press the button
Message Light Off Turns off an MLS-model phone's message light.	[<i>Feature</i>] [<i>1</i>] [<i>0</i>] + Extension Number	Press the button + Extension Number
Message Light On Turns on an MLS-model phone's message light.	[<i>Feature</i>] [<i>0</i>] [<i>9</i>] + Extension Number	Press the button + Extension Number
Privacy Prevents others from joining your calls. To use, program [<i>Feature</i>] [<i>0</i>] [<i>Z</i>] on a button with lights (the button light is on when the feature is on).	Not available	 Press the button to turn on and off
Recall "Recalls" dial tone when you are already on a call, so you can access a PBX or Central Office service (e.g., Call Waiting).	Dial [<i>Feature</i>] [<i>0</i>] [<i>3</i>]	Press the button
Save Number Redial Saves the last outside number you dialed into memory (but not a System Speed Dial number). Save a number before you hang up; the number stays in memory until a new one is saved.	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
Touch-Tone Enable Lets you dial touch-tone digits on a rotary line. Use this feature to change to touch-tone dialing for the rest of the call.	Dial [<i>Feature</i>] [<i>0</i>] [<i>8</i>]	Press the button

* Calling Group, Pickup Group, and Hunt Group numbers and extensions are listed on a separate form. See your System Manager. If this feature is programmed on a button, include the group number.

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

Ringing Patterns

You can tell the type of call coming in by the way the phone rings:

Ring...Ring...Ring...Ring...Ring... Ring... Outside Call

Ring-BEEP...Ring-BEEP...Ring-BEEP... Inside Call

Ring-BEEP-BEEP...Ring-BEEP-BEEP... Transferred Call


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 conference or 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. If the problem is not solved, in the continental U.S. please call our toll-free Helpline, available 24 hours a day, at 1 800 628-2888.

Outside the continental U.S., contact your local AT&T Authorized Dealer.

Transferring a Call

To pass a call to another extension:

[Transfer] +
Extension Number

1. While active on the call, press [Transfer].
The call is put on hold and you hear intercom dial tone.
2. Dial the extension (or [z] [z] and a Hunt Group number from 1–6) to which you want the call transferred.
3. When someone answers, announce the call, then hang up.
If no one answers or the call is refused, to reconnect to the caller, press the line button next to the winking green light.

Putting a Call on Hold

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

Hold:

[Hold]

1. Press [Hold].

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

Exclusive Hold:

[Feature] [0] [2]

1. Press [Feature] [0] [2].

To pick up a held call:

To Pick Up:

[Line]

1. Press the held line button.
2. Lift handset.

Answering a Call Ringing at Another Extension

To answer a call ringing at any other extension:

At a specific extension:

[Intercom] [6] +
Extension Number
or

At any extension:

[Intercom] [6] [8] +
Line Number (01–12)

At any extension in the
Pickup Group:

[Intercom] [6] [6] +
Group Number (1–4)

1. Press [Intercom].
2. Lift handset.
3. Dial [6] plus the number of the ringing extension (or if you know which line is ringing—but not the specific extension—dial [6] [8] plus the two-digit line number).

To answer an outside call ringing at any other extension in the Pickup Group:*

1. Press [Intercom].
2. Lift handset
3. Dial [6] [6] plus the group number (1–4).

Forwarding a Call

To forward intercom, outside, and transferred calls:

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

1. Press [Feature] [1] [1].
2. Dial your extension number.
3. Dial the destination extension number.
To cancel Call Forwarding, enter your own extension number as the destination. Your system phone beeps once each time a call is forwarded from your extension.

* Calling Group, Pickup Group, and Hunt Group extensions are listed on a separate form. See your System Manager.

Making a Call

To call an outside party:

If a password is needed, enter it before step 1. Also, to get outside dial tone, you may have to enter an account code before step 2.

1. Lift the handset.
2. Press an idle (not lit) line button. To dial on a line not assigned to your phone, press [*Intercom*] [*g*] followed by the line number (01–12).
3. Dial telephone number.

To call an inside party (another extension):

1. Press an idle (not lit) [*Intercom*] button.
2. Lift handset.
3. To ring the extension, dial two-digit extension number (or to voice signal an MLS-model phone's speaker, [*★*] plus the number).

NOTE: If you lift the handset without pressing a button, you get the first available line or the intercom, depending on your phone's line selection.

Outside:
[*Line*] + Phone Number
or
[*Intercom*] [*g*] +
Line Number +
Phone Number

Inside—Ringing:
[*Intercom*] +
Extension Number
Inside—Voice-Signaled:
[*Intercom*] + [*★*] +
Extension Number

Entering a Password

1. Press [*Hold*].
2. Enter the four-digit password.

[*Hold*] +
Password

Entering an Account Code

To enter a code for an incoming or outgoing call:

1. Dial [*Feature*] [*1*] [*2*] (or press a preprogrammed button).
2. Enter an account code of up to 16 digits (manually or using an Auto Dial button or Speed Dial number).
3. Dial [*Feature*] [*1*] [*2*] (or press a preprogrammed button).

[*Feature*] [*1*] [*2*] +
Account Code +
[*Feature*] [*1*] [*2*]

Answering a Call

When the telephone is ringing:

1. Press the flashing line button.
2. Lift the handset (If you lift the handset without pressing a line button, you are connected to the line that has been ringing the longest time.)

To answer a voice-signaled call (your phone beeps):

1. If the microphone is on, begin speaking (if not, press [*Mic*] or lift the handset).

If you are already on a call:

1. Press [*Hold*] to put the first call on hold.
2. Press the flashing line button to pick up the new call.

At Your Extension:
[*Line*]

[*Hold*] [*Line*]

System Lines

Line No.	Phone No. or Description	Line No.	Phone No. or Description
01		07	
02		08	
03		09	
04		10	
05		11	
06		12	