



How to Use Your

**PARTNER®** Phone

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PARTNER ACS Telephone User's Guide

# Basic Phone Functions

## Make an Outside Call

- Lift your handset, or press **Spkr** or press a Line button
- Dial your call as normal

## Make an Inside (Intercom) Call

- **RING** at the other extension
  - Lift your handset, press **Intercom** and dial the 2-digit extension number
- **VOICE-ANNOUNCE** at the other extension
  - Lift your handset, press **Intercom** **\*** and dial the 2-digit extension number
- **Use a “One-Touch” button to reach the other extension:**
  - Lift your handset, press **Intercom**, then press the “One-Touch” button for the other extension. The call will either RING or VOICE-ANNOUNCE at the other extension, depending on how the “One-Touch” button has been programmed.

# Basic Phone Functions

## Receive Calls

- When your phone rings, lifting the handset will automatically connect you to the ringing call. If your extension is not programmed to ring on outside lines, but you hear another extension ringing, and see the line blinking, you can press the line and lift your handset to answer.
- **VOICE-ANNOUNCED INTERCOM CALLS** are automatically received on your speaker when your phone is idle. To reply to the inside caller, either lift your handset (which will turn the speaker off), or press the **(Mic)** button to respond. (Press the **(Spkr)** button to end the call)
  - For **Hands Free Answering on Intercom calls**, press the **(Mic)** button when your phone is idle. This will turn on the light next to it, and allow you to reply to Voice Announced Intercom Calls without touching the phone

## Placing Calls on Hold

- While speaking with your caller, press the **(Hold)** button and hang up your handset. The line will blink Green at your extension, and Red at all other extensions. To retrieve the call, at any extension, press the blinking line button and lift the handset

# Basic Phone Functions

## Transferring a Call

- **Ringing Transfer**

- While speaking with your caller, press **Transfr** and dial the other extension number. You can hang up to complete the transfer, or wait for the other extension to answer, announce the call, and then hang up to complete the transfer

- **Voice-Announced Transfer**

- While speaking with your caller, press **Transfr** **\*** and the other extension number. You can hang up to complete the transfer, or announce the call after the beep, and then hang up to complete the transfer

- **Transfer with a “One-Touch” button**

- While speaking with your caller, press the “One-Touch” button. The call will either Ring or Voice-Announce, depending on how the “One-Touch” button has been programmed. You can hang up to complete the transfer, or announce the call and then hang up to complete the transfer

## Transferring a call to Voice Mail

- While speaking to your caller, press “Trans VM”, then either dial the extension number or press the “One-Touch” button




# Other Phone Functions

## Redial

- **Last Number Redial**
  - Lift your handset, press the “Redial” button  
**-or-**
  - Press the “Redial” button to activate the Speakerphone, which will select a line and dial the call
- **Saved Number Redial**
  - Save a number by pressing the “Save #” button before hanging up
  - Dial the saved number by lifting your handset and then pressing the “Save #” button  
**-or-**
  - Press the “Save #” button to activate the Speakerphone, which will select a line and dial the call

## Volume Control

Use the UP  and DOWN  buttons to adjust

- **Ringling Volume** when the handset is in the cradle
- **Speaker Volume** when using the Speakerphone
- **Handset Volume** when using the Handset
- **Backlight behind the LCD Screen** by hanging up the phone, pressing  and then using   to adjust the light

# Speed Dialing

## “One-Touch” speed dial button

- Program an unused button on the phone for “One-Touch” speed dialing
  - *Feature* **0** **0**
  - Press the button to be programmed
  - Dial the telephone number
  - *Feature* **0** **0**
- Using a “One-Touch” speed dial button
  - Lift your handset, or press *Spkr*, or press a line button
  - Press the “One-Touch” Speed Dial button

## Personal Speed Dial

- Each extension can have 20 Personal Speed Dials, which will be different from phone to phone.
  - The Personal Speed Dial locations are numbered from 80 to 99
  - To Program a Personal Speed Dial:
    - *Feature* **0** **0**
    - *Feature* and the Personal Speed Dial location (80 through 99)
    - Dial the telephone number
    - *Feature* **0** **0**
  - To Dial a Personal Speed Dial number:
    - Lift your handset, press *Feature* and dial the Personal Speed Dial location number (80 through 99)
- or-**

- Press **Feature** and dial the Personal Speed Dial location number (80 through 99), and the Speakerphone will automatically select a line and dial the number.

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

## System Speed Dial

- 100 Speed Dial numbers that are available from ANY extension in the system
- System Speed Dial location numbers are 600 through 699
- System Speed Dial programming is done at Ext. 10 or 11 only
- To dial a System Speed Dial number
  - Lift your handset, press **Feature** and dial the System Speed Dial location number (600 through 699)
  - or**
  - Press **Feature** and dial the System Speed Dial location number (600 through 699), and the Speakerphone will automatically select a line and dial the number

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