System Programming – From extension 10 or 11 (Any MLS display phone) 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

Transfer Return Rings (4)

Dial #105

Dial return rings (0-9), 0=No return

Rotary Dial Timeout (2)

Dial #108

1=4 sec, 2=8 sec, 3=12 sec

ASA Delay (2)

Dial #110

Dial ring delay (0-9)

DXD Delay (2)

Dial #112

Dial Ring Delay (0-9)

System Day (1)

Dial #102

Dial day (1-7, 1=Sun, 7=Sat)

Number of Outside Lines

Dial #104

Dial number of lines (01-31)

Recall Timer (18=450msec)

Dial #107

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

Outside Conference Denial (1)

Dial #109

1=Allowed, 2=Disallowed

ASA Button (Ext. 10) (2)

Dial #111

1=Assigned to next available button w/lights, 2=Not assigned,

3=Press button to custom assign

DXD Button (Ext. 10) (2)

Dial #113

1=Assigned to next available button w/lights, 2=Not assigned, 3=Press

button to custom assign

Outgoing Call Restriction Button (2)

Dial #114

1=Assigned, 2=Not assigned,

Wake Up Service Button (2)

Dial #115

1=Assigned, 2=Not assigned,

3=Select button

Ring On Transfer (1)

Dial #119

1=Active, 2=Not active

ASA Mode (1)

Dial #121

1=Hold, 2=Disconnect, 3=Ring a

programmable button

Caller ID Type (1)

Dial #122

1=USA, 2=Singapore

Backup Programming – Auto (2)

Dial #123

1=Active, 2=Not active,

3=Backup alarm cleared

Backup Programming – Manual

Dial #124

Press Enter to begin backup

Restore Programming (1)

Dial #125

1=Manual MMDDYY,

2=Automatic MMDDYY

Press Enter to begin restore

Automatic Daylight/Standard Times (1)

Dial #126

1=Active, 2 = Not active

System Mode (Key)

Dial #198

Key = 8632851

Pool = 8632852

System will restart

Dial Mode (1)

Dial #201

Dial line number (01-31)

1=Touchtone, 2=Rotary

Hold Disconnect Timer (09)

Dial #203

Dial line number (01-31)

00=None, 12=600msec (Each

increment of 01 = 50msec)

ASA Lines (2)

Dial #204

Dial line number (01-31)

1=Assigned, 2=Not assigned

DXD Lines (2)

Dial #205

Dial line number (01-31)

1=Assigned, 2=Not assigned

Group Call Distribution (2)

Dial #206

Dial group number (1-6, 7 = VMS group)

Dial line number (01-31)

1=Assigned, 2=Not assigned, 3=VMS Cover

Line Coverage Extension

Dial #208

Dial line number (01-31)

Dial extension (10-49)

Line Assignment

Dial #301

Dial extension (10-49)

Dial line number (01-31)

1=Assigned, 2=Not assigned

3=Select button

Language (1)

Dial #303

1=English, 2=Spanish, 3=French

Abbreviated Ring (1)

Dial #305

Dial extension (10-49)

1=Active, 2=Not active

Forced Account Code Entry (2)

Dial #307

Dial extension (10-49)

1=Assigned, 2=Not assigned

Pool Line Assignment (2)

Dial #207

Dial line number (01-31)

1=No pool, 2=Main pool 880,

3=Pool 881, 4=Pool 882, 5=Pool 883

Unique Line Ringing (1)

Dial #209

Dial line number (01-31)

Dial ring pattern (1-8)

Line Access Restriction (1)

Dial #302

Dial extension (10-49)

Dial line number (01-31)

1=No restriction, 2=Out only,

3=In only, 4=No access

Automatic Extension Privacy (2)

Dial #304

Dial extension (10-49)

1=Assigned, 2=Not assigned

Transfer Return Extension(*)

Dial #306

Dial extension (10-49)

Dial extension to which a transferred

call will be returned (10-49)

* = Extension transferring call

Distinctive Ring (1)

Dial #308

Dial extension (10-49)

1=Active, 2=Not active

Intercom Dial Tone (1)

Dial #309

1=Regular, 2=Machine

Automatic VMS Cover (2)

Dial #310

Dial extension (10-49)

1=Assigned, 2=Not assigned

External Hotline (2)

Dial #311

Dial extension (10-49)

1=Assigned, 2=Not assigned

Voice Interrupt On Busy (2)

Dial #312

Dial extension (10-49)

1=Assigned, 2=Not assigned

Line Access Mode

Dial #313

Dial extension (10-49)

1=Pool (All except 10)

2=Key

Pool Extension Assignment

Dial #314

Dial Extension (10-49)

Dial Pool Access Code (880-883)

1=Assigned, 2=Not Assigned,

3=Select Button

Pool Access Restriction (1)

Dial #315

Dial extension (10-49)

Dial Pool Number (880-883)

1=No restriction, 2=Outgoing only,

3=Incoming only, 4=No access

Call Waiting (2)

Dial #316

Dial extension (10-49)

1=Assigned, 2=Not assigned

Caller ID Log Answered Calls (2)

Dial #317

Dial extension (10-49)

1=Active, 2=Not active

Caller ID Call Log Line Association

Dial #318

Dial extension (10-49)

Dial line number (01-31)

Caller ID Log All Calls (*)

Dial #319

Dial extension (10-49)

* =No extension assigned

Call Coverage Rings (2)

Dial #320

Dial number of rings (1-9)

VMS Cover Rings (3)

Dial #321

Dial extension (10-49)

Dial number of rings (1-9) U III I C 2

Outgoing Call Restrictions (1)

Dial #401

Dial extension (10-49)

1=No restriction, 2=Inside only,

3=Local only

System Password

Dial #403

Dial 4 digits to set password

Disallowed List Assignment (2)

Dial #405

Dial extension (10-49)

Dial list number (1-8)

1=Assigned, 2=Not assigned

Allowed Phone Number List

Dial #407

Dial list number (1-8)

Dial list entry (01-10)

Dial phone number (12 digits max.)

Press Enter

Forced Account Code List

Dial #409

Dial list entry (01-99)

Dial account code (Up to 6 digits)

Press Enter

Copy Settings

Dial #399

Dial source extension (10-49)

Dial target extension (10-49)

Toll Call Prefix (1)

Dial #402

1=0/1 + Area Code,

2=Area Code only

Disallowed Phone Number List

Dial #404

Dial list number (1-8)

Dial list entry (01-10)

Dial phone number (12 digits max.)

Press Enter

Emergency Phone Number List

Dial #406

Dial list entry (01-10)

Dial phone number (12 digits max.)

Press Enter

Allowed List Assignments (2)

Dial #408

Dial extension (10-49)

Dial list number (1-8)

1=Assigned, 2=Not assigned

Star Code Dial Delay (0)

Dial #410

Dial delay in seconds (0-5),

6=Not active

Pickup Group Extensions (2)

Dial #501

Dial group number (1-4)

Dial extension (10-49)

1=Assigned, 2=Not assigned

Calling Group Extensions (2)

Dial #502

Dial group number (1-4)

Dial extension (10-49)

1=Assigned, 2=Not assigned

Night Service Button (Extension 10 Only) (2)

Dial #503

1=Assigned to next available button w/lights

2=Not assigned

3=Press a button with lights to custom assign

Night Service Group (2)

Dial #504

Dial extension (10-49)

1=Assigned, 2=Not assigned

Hunt Group Extensions (2)

Dial #505

Dial group number (1-6, 7 = VMS group)

Dial extension (10-49)

1=Assigned, 2=Not assigned

VMS Hunt Delay (2)

Dial #506

Dial 1 (day), or 2 (night)

Dial line number (01-31)

Dial number of rings (0-6)

VMS Hunt Schedule (1)

Dial #507

Dial line number (01-31)

1=Always, 2=Day only, 3=Night only

Music-On-Hold (1)

Dial #602

1=Active, 2=Not active

Fax Extension (2)

Dial #601

Dial extension (10-49)

1=Assigned, 2=Not assigned

Hotline

Dial #603

Dial hotline extension (**NOT** 10, or the first

2 extensions of any 206 or 308)

Dial alerted extension (10-49, or 70 for page)

Doorphone 1 Extension

Dial #604

Dial extension (Any except first 2 extensions of any 206 or 308)

Doorphone 2 Extension

Dial #605

Dial extension (Any except first 2 extensions of any 206 or 308)

AA Extensions (2)

Dial #607

Dial extension (10-49)

1=Assigned, 2=Not assigned

SMDR Top Of Page

Dial #609

SMDR Talk Time (2)

Dial #611

1=Active, 2=Not active

Contact Closure Operation Type (2)

Dial #613

Dial a contact closure (1-2)

1=1 sec. On, 2=3 secs. on,

3=5 secs. on, 4=Toggle

System Reset

Dial #728

All calls disconnected,

all programming saved

System Initialization

Dial #989

Display "Restart – Defaults"

Dial 25327 (CLEAR)

System is returned to factory default

Doorphone Alert Extensions (1)

Dial #606

Dial extension (10-49)

1=No Alert, 2=Door 1 Alert,

3=Door 2 Alert, 4=Door 1&2 Alert

SMDR Record Type (1)

Dial #608

1=All calls, 2=Outgoing calls only

SMDR Output Format (1)

Dial #610

1=15 digits, 2=24 digits

Contact Closure Group (2)

Dial #612

Dial group number (1-2)

Dial extension (10-49)

1=Assigned, 2=Not assigned

Music On Hold Volume (4)

Dial #614

Dial volume (1-7)

Remote Administration Password

Dial #730

Current password displayed Enter password (Up to 8 characters, use 2-digit character codes on p. 10)

Quick Reference Guide For Partner ACS R4 – Centralized Programming

<u>Centralized Programming</u> – From extension 10 or 11(Any MLS display phone) 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 <u>only</u> be changed in Centralized Programming. To program another extension, press the Right Intercom button. Dial Feature 00 to end the programming session.

<u>Automatic Line Selection</u> (Do this procedure first before programming other features) Dial extension (10-49)

Dial **

Press line or pool buttons in the order of desired selection. (To select intercom dial tone, press the **Left Intercom** button first, then press line or pool buttons in the order of desired selection.)

Dial ** to end

Line Ringing

Dial extension (10-49)

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

Immediate Ring = Steady light

Delayed Ring = Slow flashing light

No Ring = Fast fluttering light

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

Quick Reference Guide For Partner ACS R4 – Station Features

To program a feature to a station button follow one of the following procedures:

Station Programming (At the station being programmed)

Dial **Feature** 00

Press the button to be programmed

Press the **Feature** button, then dial a feature code listed below

Program another button, or dial Feature 00 to end

Centralized Programming (At Station 10 or 11 Only)

Dial the extension (10-49) to be programmed

Press the button to be programmed

Press the **Feature** button, then dial a feature code listed below

Program another button, or dial Feature 00 to end

Feature Codes

***Do Not Disturb** = 01

Exclusive Hold = 02

Recall (Flash) = 03

Saved Number Redial = 04

Last Number Redial = 05

Conference Drop = 06

*Privacy = 07

Touchtone Enable = 08

Message Light On = 09

Message Light Off = 10

**Call Forwarding/Call Follow Me = 11

**Account Code Entry = 12

Manual Signaling = 13

Voice Mailbox Transfer = 14

***VMS Cover** = 15

*Caller ID – Name Display = 16

*Caller ID Inspect = 17

*Voice Interrupt On Busy = 18

**Background Music = 19

**Call Coverage = 20

**Station Lock = 21

***Station Unlock = 22

*Caller ID Call Logging & Dialing = 23

*Record-A-Call = 24

*Call Screening = 25

**Contact Closure 1 = 41

**Contact Closure 2 = 42

^{*}Requires a button with lights

^{**}Button with lights recommended

^{***}Do **NOT** program on a button

Quick Reference Guide For Partner ACS R4 – Station Features

Additional Features

Enter Station Programming, or Centralized Programming

Press the button to be programmed

Call Pickup Individual = Press Left Intercom, dial 6, dial extension (10-49)

Call Pickup Group = Press **Left Intercom**, dial 66, dial group (1-4)

Direct Line Pickup – Active Line = Press Left Intercom, dial 68

Direct Line Pickup – Idle Line = Press Left Intercom, dial 8

Group Calling - Ring = Press Left Intercom, dial 7, dial group (1-4)

Group Calling – Voice = Press **Left Intercom**, dial *7, dial group (1-4)

Group Hunting – Ring = Press Left Intercom, dial 77, dial hunt group (1-6)

Group Hunting – Voice = Press Left Intercom, dial *77, dial hunt group (1-6)

Loudspeaker Paging = Press Left Intercom, dial 70

Simultaneous Paging = Press Left Intercom, dial *70

Extension Name Display

Enter Station Programming, or Centralized Programming

Press Left Intercom

Dial 2-digit code for each character

(MLS display = 12 characters limit, Partner display = 20 characters limit)

Quick Reference Guide For Partner ACS R4 – Auto/Speed Dialing

Auto Dial – Inside (Station DSS/BLF)

Enter Station Programming, or Centralized Programming

Press the button to be programmed

Press the Left Intercom button [] [C 2 1 1 0 [] S

Dial an extension (10-49)

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 28 digits including special dialing characters)

Personal Speed Dial

Enter Station Programming, or Centralized Programming

Press the **Feature** button

Dial a 2-Digit Code (80-99)

Dial outside phone number (Up to 28 digits including special dialing characters.)

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

At extension 10 or 11, dial Feature 00

Press **Feature** followed by a 3-digit speed dial code (600-699)

Dial phone number (Up to 28 digits including special dialing characters.)

Dial Feature 00 to end

Special Dialing Characters

Pause (1.5 Seconds) = Press Hold button

Recall (Flash) = Press **Spkr** button

Stop Dialing = Press **Mic** button

Touchtone Enable = Press Transfer button

Restriction Override = Dial * before the phone number

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