

# 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	EXT	NAME
10		26		42	
11		27		43	
12		28		44	
13		29		45	
14		30		46	
15		31		47	
16		32		48	
17		33		49	
18		34		50	
19		35		51	
20		36		52	
21		37		53	
22		38		54	
23		39		55	
24		40		56	
25		41		57	

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## Making a Conference Call

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

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

1. Call the first party (can use Speed Dial or Auto Dial buttons).
2. After the first party answers, press [ *Conf* ].
3. Press the 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* ] [ *Q* ] [ *G* ]

1. Press [ *Feature* ] [ *Q* ] [ *G* ].
- NOTE: You cannot add more than 2 outside parties, transfer a conference call, or join a conference call.*

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## Joining a Call

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

[ *Line* ]  
or  
[ *Intercom* ] [ *G* ] [ *G* ] +  
Line Number

1. Press the [ *Line* ] button (steady red light) or dial [ *Intercom* ] [ *G* ] [ *G* ] and the two-digit line number.

2. Lift the handset.

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

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## Making a Call to a Calling Group

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

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

Voice-Signaled Call:  
[ *Intercom* ] [ *★* ] [ *Z* ] +  
Group Number (1-4)

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.*

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## Loudspeaker Paging

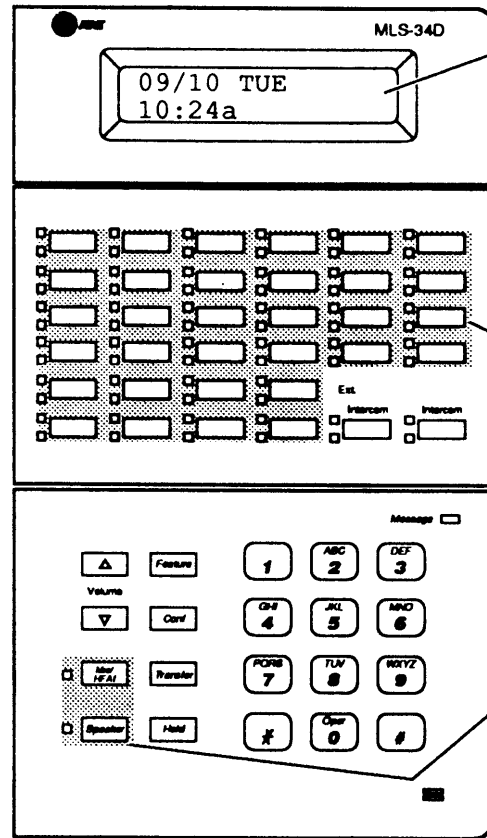
### To make an announcement over the loudspeaker paging system (if one is connected to your PARTNER II system):

[ *Intercom* ] [ *Z* ] [ *Q* ]

1. Press [ *Intercom* ].
2. Lift handset.
3. Dial [ *Z* ] [ *Q* ], 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

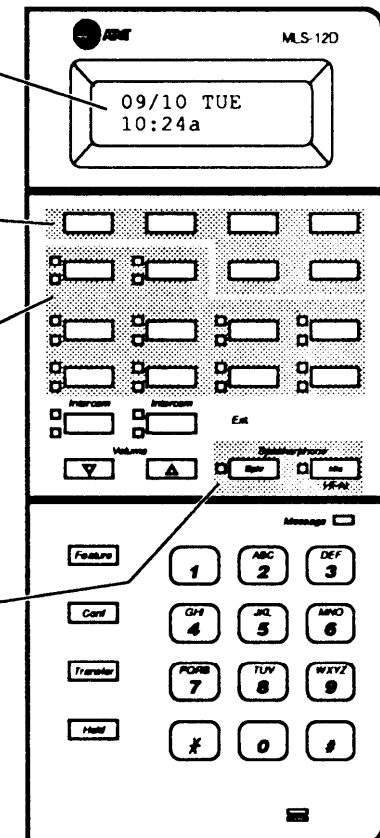


**Display**  
 [MLS-34D™ and MLS-12D™ only]  
 When dialing, shows the number dialed, duration of call, and feature messages. When receiving an intercom call, shows the number of the extension calling. When in program mode, displays programming messages. When not using the phone, displays today's date and time.

**Programmable Buttons** [without lights]  
 On these buttons, you can program telephone or extension numbers, or other dialing sequences (such as any of the dial-code features on panels 5 and 6). To program see panel 4. Once programmed, press the button to automatically dial the number or use the feature.

**Line/Programmable Buttons** [with lights]  
 When connected to an outside line, press to make and receive calls. When not connected to an outside line, use to program features or dialing sequences, for use with one touch (see "Programmable Buttons" above).  
 NOTE: The MLS-6 (not show) has 4 dual-purpose buttons. When connected to 4 outside lines, it has no programmable buttons. An MLS-6 with 2 lines has 2 programmable buttons.

**Speakerphone operation**  
 [MLS-34D, MLS-12D and MLS-12]  
 Press to dial and speak on your phone without lifting the handset. When you press [Speaker], both the speaker and the microphone come on (indicated by the lights next to the [Speaker] 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 ▲.  
**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.  
**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 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.)

**HFAI (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 enter program mode (panel 4) or 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).

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

# 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 (see diagram, on panels 2-3).
3. Press the buttons you normally press to dial another extension, to dial an outside telephone number, or to use a dial-code feature (see examples below).

**NOTE:** For any programming that includes 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:

#### Another extension number

To ring extension 11 with one touch, program [ *Intercom* ] [ 1 ] [ 1 ]; to voice signal (page) extension 11, program [ *Intercom* ] [ \* ] [ 1 ] [ 1 ].

You can also use this button to:

- Transfer calls with one touch.
- See at a glance when the extension is busy (*red steady light*), 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

In general, you can program [ *Feature* ] and the two digit 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 any feature you use by pressing [ *Intercom* ], you must also program the extension number or group number (but not a line number) on the button. For example, to answer a call ringing at any extension in Pickup Group 2, program [ *Intercom* ] [ 6 ] [ 2 ] on a button.

## How 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 the phone number. An outside number can have a maximum of 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.*

## Dial-Code Features

You can use a dial-code 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).

Dial-Code Feature	To Dial Manually	To Use On a Button
<b>Do Not Disturb</b> Prevents any calls from ringing at your phone. Transferred calls return to sender and inside calls get a busy signal. Outside callers hear the usual ringing. Recommended only if someone else answers your outside calls. To use this feature, you must program <i>[Feature] [0] [7]</i> on a button with lights.	Not available	 Press the button to turn on and off
<b>Exclusive Hold</b> Places a call on hold so other extensions with the line cannot pick it up.	Dial <i>[Feature] [0] [2]</i>	Press the button
<b>Recall</b> "Recalls" a dial tone. Use Recall to end a call without hanging up—you will get a dial tone and can then make another call.	Dial <i>[Feature] [0] [3]</i>	Press the button
<b>Save Number Redial</b> Saves the last outside number you dialed into temporary memory. Use the dial code to save a number before you hang up on a busy or non-answering call. Once saved, you can redial it at any time. The number stays in memory until a different one is saved. <i>System Speed Dial numbers cannot be saved.</i>	Dial <i>[Feature] [0] [4]</i> before hanging up— To redial later, press <i>[Feature] [0] [4]</i> again	Press the button before hanging up— To redial later, press the button again
<b>Last Number Redial</b> Redials the last outside number you dialed. (You cannot redial a System Speed Dial number with this feature.)	Dial <i>[Feature] [0] [5]</i>	Press the button
<b>Conference Drop</b> Drops the last outside party added to a conference call.	Dial <i>[Feature] [0] [6]</i>	Press the button
<b>Privacy</b> Prevents other people with the same line from joining your calls. To use this feature, you must program <i>[Feature] [0] [7]</i> on a button with lights.	Not available	 Press the button to turn on and off
<b>Touch-Tone Enable</b> When on a rotary line, allows you to access phone services that require you to dial touch-tone digits. After you make the call to the service and are asked to enter touch-tone digits, turn on Touch-Tone Enable to change the rest of the digits you dial to touch-tone.	Dial <i>[Feature] [0] [8]</i>	Press the button

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

## Dial-Code Features (continued)

<i>Dial-Code Feature</i>	<i>To Dial Manually</i>	<i>To Use On a Button</i>
<b>Message Light On</b> Turns on the message light on an MLS phone.	[ <i>Feature</i> ] [ 0 ] [ 0 ] + Extension Number	Press the button + Extension Number
<b>Message Light Off</b> Turns off the message light on an MLS phone.	[ <i>Feature</i> ] [ 1 ] [ 0 ] + Extension Number	Press the button + Extension Number
<b>Call Forwarding</b> Forwards intercom, outside, and transferred calls from your extension to a destination extension. Programing 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 number as the destination.)	[ <i>Feature</i> ] [ 1 ] [ 1 ] + Your Extension Number + Destination Extension Number	Press the button + Your Extension Number + Destination Extension Number
<b>Call Pickup</b> Picks up a call ringing at any extension in the system.	[ <i>Intercom</i> ] [ 6 ] + Extension Number	Press the button
<b>Group Pickup</b> Picks Up an outside call ringing at any extension in a Pickup Group.*	[ <i>Intercom</i> ] [ 6 ] [ 6 ] + Group Number (1-4)	Press the button
<b>Direct Line Pickup—Idle Line</b> Lets you access an idle line that is not assigned to your phone. For example, if your company has a dedicated WATS line, you can use this feature to access it.	[ <i>Intercom</i> ] [ 8 ] + Two-Digit Line Number (01-24)	Press the button + two-digit Line Number (01-24)
<b>Direct Line Pickup—Active Line</b> Lets you access a ringing, held, or active call on a line not assigned to your phone.	[ <i>Intercom</i> ] [ 6 ] [ 8 ] + Line Number (01-24)	Press the button + two-digit Line Number (01-24)
<b>Group Calling</b> Simultaneously rings all extensions in a Calling Group.* You are connected to the first extension that answers.	[ <i>Intercom</i> ] [ 7 ] + Group Number (1-4)	Press the button
<b>Group Paging</b> Voice signals all extensions in a Calling Group* simultaneously. You are connected to the first extension that answers.	[ <i>Intercom</i> ] [ * ] [ 7 ] + Group Number (1-4)	Press the button
<b>Extension Hunt Group—Calling</b> Rings the next available extension in a Hunt Group.*	[ <i>Intercom</i> ] [ 7 ] [ 7 ] + Group Number (1-6)	Press the button
<b>Extension Hunt Group—Paging</b> Voice-signals the next available extension in a Hunt Group.*	[ <i>Intercom</i> ] [ * ] [ 7 ] [ 7 ] + Group Number (1-6)	Press the button
<b>Loudspeaker Paging</b> Connects you to the (optional) loud-speaker paging system.	[ <i>Intercom</i> ] [ 7 ] [ 0 ]	Press the button

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

## Ringling 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 or see the "Installation and Use" guide. If the problem is not solved, please call our toll-free Helpline, available 24 hours a day:

U.S.: 1 800 628-2888

Canada:

Eastern Canada & Ottawa: 1 800 363-1882

Ontario: 1 800 387-4268

Central & Western Canada: 1 800 663-9817

## Transferring a Call

[ Transfer ] +  
Extension Number

### To pass a call to another extension:

1. While active on the call, press [ Transfer ].  
*The call is put on hold and you hear intercom dial tone.*
2. Dial the extension 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

Hold:  
[ Hold ]

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

1. Press [ Hold ].

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

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

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

To Pick Up:  
[ Line ]

### To pick up a held call:

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

## Answering a Call Ringing at Another Extension

At a specific extension:  
[ Intercom ] [ 6 ] +  
Extension Number  
or

At any extension:  
[ Intercom ] [ 6 ] [ 8 ] +  
Line Number (01-24)

### To answer a call ringing at any other extension:

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:\*

At any extension in the  
Pickup Group:  
[ Intercom ] [ 6 ] [ 6 ] +  
Group Number

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

## Forwarding a Call

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

### To forward Intercom, outside, and transferred calls:

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 number. Your system phone will beep once each time a call is forwarded from your extension, to indicate Call Forwarding is still active.*

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



## Making a Call

Outside:  
[ Line ] + Phone Number

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

1. Press an idle (not lit) outside [ Line ] button.
2. Lift handset.
3. Dial telephone number.

[ Intercom ] [ g ] +  
Line Number +  
Phone Number

### To call an outside party on a line not assigned to your phone:

1. Press [ Intercom ] [ g ].
2. Dial a line number (01–24), followed by the telephone number.

Inside–Ringing:  
[ Intercom ] +  
Extension 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 (page) an MLS phone, so your voice is heard through the speaker, dial [ ★ ] plus the extension number.

Inside–Voice-Signaled:  
[ Intercom ] + [ ★ ] +  
Extension Number

*NOTE: If you lift the handset without pressing a button, you will be connected to the first idle outside or intercom line programmed for your extension.*

## Answering a Call

At Your Extension:  
[ Line ]

### 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 will be connected to the line ringing the longest time.*

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

1. 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.

## System Lines

Line No.	Phone No. or Description	Line No.	Phone No. or Description
01		13	
02		14	
03		15	
04		16	
05		17	
06		18	
07		19	
08		20	
09		21	
10		22	
11		23	
12		24	