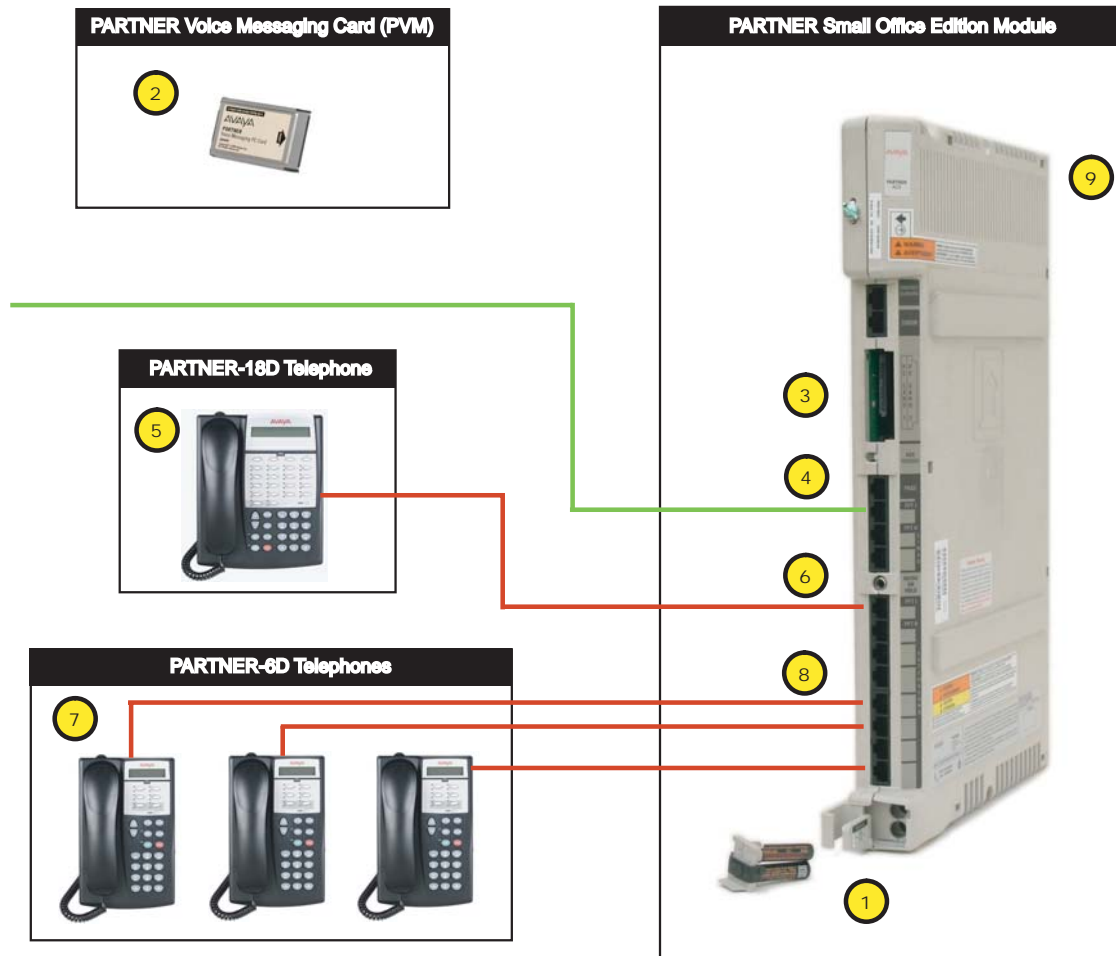




# PARTNER® Small Office Edition Quick Setup Guide



## Inventory Checklist

The PARTNER SOE consists of the following components:

- One PARTNER Small Office Edition module with power cord
- One PARTNER-18D phone with telephone extension cord
- Three PARTNER-6D phones with telephone extension cords
- One PARTNER Voice Messaging PC Card (PVM)
- Three line cords for connection to phone company equipment
- Two AAA-size batteries and the battery door cover

## Installation Procedure

This section describes how to quickly install your PARTNER Small Office Edition. For more detailed instructions, see the *PARTNER Small Office Edition Installation, Programming, and Use*, which is a PDF that is provided on your PARTNER SOE CD.

Make sure the module is within 5 feet (1.5 meters) of a properly grounded wall outlet (not controlled by a switch).

1. Locate the battery compartment at the bottom of the PARTNER SOE module (1), below the extension jacks, and insert two AAA-size standard alkaline batteries.
2. Slide the PARTNER Voice Messaging PC Card (2) gently into the PC card slot (3) on the module. When inserted properly, the PARTNER Voice Messaging PC Card projects about 1-5/8 inches (4 cm) from the module.
3. Connect the lines from your telephone service provider to the line jacks (1, 2, and 3) (4) on the module.
4. Connect the PARTNER-18D phone (5) to extension jack 10 (6) on the module.
5. Connect the PARTNER-6D phones (7) to the other extensions jacks (8) on the module.
6. Press the power cord firmly into the power jack (9) on the module until the cord locks into place.
7. Plug the other end of the power cord into a properly grounded three-prong wall outlet that is not controlled by a switch.



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## Administrative Tasks

### Change System Date (#101)

1. At extension 10 or 11, press **Feature 00 System Program System Program # 1 0 1**.
2. Enter today's date in the form "mmddy" (month, day, and year), including leading zeros for single-digit months or days. For example, to enter *May 26, 2005*, press **0 4 2 6 0 5**.
3. Select another procedure, or exit programming mode.

### Change System Time (#103)

1. At extension 10 or 11, press **Feature 00 System Program System Program # 1 0 3**.
2. Enter a new time in 24-hour notation. For example, to set the time to 2:15 p.m., press **1 4 1 5**.
3. Select another procedure, or exit programming mode.

### Configure the PARTNER Voice Messaging PC Card

See the PVM documentation on the CD.

### Copy Settings (#399)

1. Set up your system by programming one extension for each type of telephone in the system.
2. Use Copy Settings (#399) to program other telephones of the same type. For example, you can program one PARTNER-18D telephone and then copy its settings to any other extensions that have PARTNER-18D or PARTNER-18 telephones. If you copy the settings from a PARTNER-18D telephone to an extension that has a PARTNER-6D telephone, the PARTNER-6D telephone will have access to the bottom row of two lamp buttons from the PARTNER-18D.

### Program Personal Speed Dial Numbers

To program a Personal Speed Dial number:

1. Press **Feature 00**.
2. Press **Feature** and enter a two-digit code between 80 and 99.
3. Enter the telephone number. For example, to program 732-555-4757, press **7 3 2 5 5 5 4 7 5 7**.
4. Repeat Steps 2 and 3 to enter more Speed Dial numbers, or press **Feature 00** to exit.

To use your Personal Speed Dial numbers:

Press **Feature** and the two-digit code between 80 and 99.

### Backup Programming—Automatic (#123)

To use this feature, you must have a PC card installed.

1. If you want to back up to a PC Card, make sure only one Backup/Restore PC Card is in the PARTNER SOE module.
2. At extension 10 or 11, press **Feature 00 System Program System Program # 1 2 3**.
3. To change the setting, press **Next Data** or **Prev Data** until the setting you want appears, or press **Remove** to return the setting to the factory setting. The possible settings are:
  - 1 = Active
  - 2 = Not Active (the factory setting)
  - 3 = Backup Alarm Cleared
4. Press **Feature 00** to exit programming mode.

## Call Handling Tasks

### Make a Call

To make an outside call:

1. Press **Spkr**, a line button, or lift the handset.
2. If required, dial the outside line code, usually 9, and then dial the telephone number.

To make an inside call:

1. Press **Intercom**.
2. Lift the handset, if desired.
3. Dial an extension.

### Answer a Call

To answer an outside call or inside call:

Press the button for the line you want to answer, lift the handset, or press **Spkr**.

To enable Hands-Free Answer on Intercom:

Press **Mic** to respond to voice-signaled (not ringing) intercom calls without having to lift the handset or press any other buttons.

### Place a Call on Hold

While active on a call, press **Hold**.

To answer a call that is on hold, press the button tracking the call.

### Transfer a Call to an Extension

1. While active on a call, press **Transfer**.
2. Dial the extension number to which you want to transfer the call.
3. Perform one of the following steps:
  - To transfer the call without announcing it, hang up.
  - To announce the call before transferring it, wait for the called party to answer. When the called party answers, announce the call. To complete the transfer, hang up. If you want to cancel the transfer and return to that call, press the button tracking the call you were transferring.

### Transfer a Call to a Voice Mailbox

1. While active on a call, press **Feature 1 4**.
2. Dial the extension number.
3. Hang up.

### Make a Conference Call

1. While connected to the first party, press **Conf**.
2. Press an idle **Intercom** or line button.
3. Call the next party.
4. Press **Conf** again. The calls are now conferenced.
5. Repeat Steps 1 through 4 to add another party to the call. A conference can contain a maximum of two outside calls and two inside calls.

To drop the last outside party that you added to the conference, press **Feature 0 6**. To drop a call that has been answered by PVM, press **\* \* 9**.

### Send Calls to a Covering Extension

To send calls to a covering extension:

1. Press **Feature 2 0**.
2. Dial your extension number.
3. Dial the covering extension number.

To send calls to the covering extension as soon as they start to ring, press Do Not Disturb. Do Not Disturb must be programmed previously on a button.

To cancel call coverage, perform Steps 1 through 3, but dial your extension number in Step 3.