



Partner Communications System
Line Ringing Options

mtel systems
Self Service Support

This document will instruct you on how to set your ringing preferences for outside calls. You can program different outside lines on your phone to ring differently. For example, if lines 1 and 2 are public business lines but line 3 is for staff to call in on, you may wish to have only line 3 ring on your phone. In this example, you would follow the instructions below to set line 3 to “immediate ring” and lines 1 and 2 to “no ring”.

There are 3 ringing options to choose from:

- **Immediate Ring** Your phone rings immediately when someone calls your business.
- **Delayed Ringing** Your phone does not begin to ring for approximately 10 seconds (2-3 rings) This is useful when you are backing up others who normally answer the phone first.
- **No Ring** Outside calls will not ring at your phone. However, they will blink. If you hear the phone ringing in the distance at other’s desks, you can still press the blinking button to answer the call.

To Program

NOTE: This procedure must be performed from extension 10 or 11 using a Partner 18D or 34D LCD Display phone.

1. At extension 10 or 11, leave the phone hung up. Press FEATURE and then dial 0 0.
2. Press the LEFT intercom button TWICE. (LCD reads: “System Program”).
3. Press the RIGHT Intercom button ONCE. (LCD reads: “Centralized Programming”).
4. Enter the two digit extension you wish to modify. (The line buttons will illuminate).
5. Press each line button repeatedly until it illuminates to indicate the desired setting:

Solid Green: Immediate Ring (this line will ring immediately on your phone)
Slow Flash: Delayed Ring (this line will ring after 2-3 rings on your phone)
Rapid Flash: No Ring (This line will not ring on your phone).
6. To modify ringing for another extension, repeat from step 3. When finished programming, press FEATURE and dial 0 0 to exit.