



HOW TO USE THE PABX 4 Extension Telephone

TO CALL ANOTHER EXTENSION lift the receiver, wait for dialling tone and dial the number you require. Within 30 to 60 seconds of lifting the receiver dialling tone will cease if you have not dialled, and an alarm will be received at the operator's switchboard.

Calls to other extensions cannot be connected by the operator.

TO CALL THE SWITCHBOARD OPERATOR lift the receiver, wait for dialling tone and dial 0.

TO CALL A NUMBER ON THE PUBLIC SYSTEM lift the receiver, wait for dialling tone and dial 9. Wait for public exchange dialling tone and then dial the number you require.

If your extension is one which cannot be used for directly dialled exchange calls you will hear the number unobtainable tone after dialling 9.

You can also obtain an exchange call through your own switchboard. Give the operator your extension number and the number you require. She will ask you to replace your receiver and will then obtain the call and connect it to you.

If you ask the public exchange operator to connect a call, and she offers to recall you, give her your extension number.

TO MAKE A CALL TO AN EXTENSION ON ANOTHER PRIVATE BRANCH EXCHANGE OVER A DIRECT LINE dial the code for the PBX concerned.

If the distant PBX is manual, wait for the operator to answer and ask for the extension number you require.

If it is automatic, dial the extension number you require, or dial 0 for the switchboard operator.

TO MAKE AN ENQUIRY OF ANOTHER EXTENSION, OR TO RECALL THE OPERATOR, WHILE HOLDING AN EXCHANGE CALL. Ask the caller to hold on and press the recall button once. When you hear dialling tone dial the extension number you require, or dial 0 for the operator. The caller on the exchange line will be held and will not overhear.

Do not keep the caller waiting too long as he cannot hear what is happening and may think he has been cut off.

If all the enquiry circuits are engaged you will not hear dialling tone when the recall button is pressed and the operator will be called in.

When you wish to return to the exchange connection press

the recall button again. This will disconnect the other extension and reconnect the exchange line.

TO TRANSFER AN EXCHANGE CALL TO ANOTHER EXTENSION. Tell the caller that you will connect him to another extension. Make an enquiry call as described above. When the required extension answers say that you are transferring an exchange call and then replace your receiver. The transfer takes place automatically.

You cannot transfer a call until the required extension has answered.

TO ANSWER AN EXCHANGE CALL AT NIGHT OR WHEN THE SWITCHBOARD IS UNATTENDED. When an incoming call is received, and your switchboard is unattended, if a 'Night service' is provided one or more alarm bells, fitted at selected points in the building, will ring continuously. The call may be answered from any extension by lifting the receiver and dialling 8. The enquiry and transfer facilities may be used as described.

If a second call arrives before the first is attended to the bells will continue to ring until the second call is answered.

UNUSED NUMBERS AND BARRED CODES. If you dial a 'spare' extension number or the code of a line to which access from your telephone is not permitted you will hear the number unobtainable tone, and you should replace your receiver.

OPERATOR INTRUSION. The PABX operator may break in upon a conversation to offer an urgent call. You will hear a ticking sound until she leaves the circuit.

OTHER FACILITIES. Your office telephone directory should tell you about any other facilities that the PABX may provide.