

## HOW TO USE THE

# Keymaster (2+10)

## Extension Telephone



POST OFFICE

The Extension Telephone has two buttons; the EXTN stays down when pressed and restores handset is replaced. The other marked EXCH is non-locking.

TO CALL ANOTHER TELEPHONE ON THE SYSTEM. Lift the handset, press the EXTN button to call the station and ask for the telephone required.

TO MAKE AN EXCHANGE CALL. Lift the handset, press the EXCH button and listen for dialling tone, or wait for the operator to answer. If both the exchange lines are engaged, you will not hear dialling tone or receive a reply from the o

If your extension is barred from making direct calls, lift the handset, press the EXTN button to call the main station and ask for an exchange line. Press the EXCH button when the main station asks you to do so. If you replace the handset, you will have to call the main station to obtain the exchange line again.

TO ANSWER AN INCOMING CALL. When your telephone bell rings steadily, lift the handset, press the EXCH button and speak. If you are in the middle of a public exchange ringing, lift the handset, press the EXCH button and speak.

TO MAKE AN ENQUIRY DURING AN EXCHANGE CALL. Press the EXCH button to call the main station and ask for the telephone required. Press the EXCH button to return to the exchange line.

TO TRANSFER AN EXCHANGE CALL. Press the EXCH button to call the main station and ask for the telephone required. Press the EXCH button to be transferred.

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A3738 Keymaster (2+10) Extension