



POST OFFICE

HOW TO USE THE PABX 1 Extension Telephone

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

TO MAKE AN EXCHANGE-LINE CALL lift the handset, wait for dialling tone and dial 9. If the public exchange is automatic wait for dialling tone again and then dial the number you require. If the public exchange is not automatic wait for the operator to answer.

If all lines are engaged you will hear engaged tone.

If you ask the public exchange operator to connect a call and she offers to recall you give her your extension number. You can also obtain an exchange call through your own switchboard.

If your telephone is one which cannot be used for directly dialled exchange calls you will hear number unobtainable tone.

TO CALL THE SWITCHBOARD OPERATOR lift the handset, wait for dialling tone and dial 0. If all lines are engaged you will not hear a tone but if you wait you will be connected automatically as soon as a line is free.

TO MAKE A CALL TO AN EXTENSION ON ANOTHER PRIVATE BRANCH EXCHANGE OVER A DIRECT LINE lift the handset, wait for dialling tone and dial 7. If the distant PBX is manual, wait for the operator to answer and ask for the extension number you require. If it is automatic, when you again hear dialling tone dial the extension number you require, or if you require the distant operator dial 0. You can also obtain the distant extension or switchboard through your own switchboard.

TO MAKE AN ENQUIRY OF ANOTHER EXTENSION WHILE HOLDING AN EXCHANGE CALL press the RECALL button on your telephone once and, when you hear dialling tone, dial the extension number you require. The caller on the exchange line is held separately and will not overhear when you speak to the other extension.

When you wish to speak on the exchange line again press the RECALL button to disconnect the other extension and re-connect the exchange line. If you do not hear dialling tone when you first press the RECALL button the connecting apparatus is engaged. Unless the switchboard is on night service the operator will be called in automatically.

The operator can hold the exchange call while you make your enquiry, or can transfer the call to another extension.

TO TRANSFER AN EXCHANGE OR INTER-PBX CALL TO ANOTHER EXTENSION make an enquiry call to the required number, say that you are connecting a call and replace your handset.

If you wish to transfer an exchange call but the required extension is engaged press the RECALL button to reconnect your telephone to the exchange line. If the caller is willing to wait call in the switchboard operator, as described in the following paragraph, and ask her to deal with the call.

TO RECALL THE SWITCHBOARD OPERATOR WHILE CONNECTED TO AN EXCHANGE OR INTER-PBX LINE press the RECALL button, wait for dialling tone and then press the button a second time. The operator can transfer the call to another extension, if you wish.

INTERRUPTION OF A CALL BY THE SWITCHBOARD OPERATOR. The switchboard operator can interrupt while you are speaking on a call to offer you an urgent call. You will hear a ticking noise while the operator is on the line.

TO MAKE A CALL FROM A MANUAL EXTENSION lift the handset and wait for the switchboard operator to answer.

TO ANSWER AN EXCHANGE CALL AT NIGHT OR WHEN THE SWITCHBOARD IS UNATTENDED. When your switchboard is unattended an incoming call will cause alarm bells to ring continuously at selected points in the building.

At any internal extension:

The call may be answered by lifting the handset and dialling 8. The call may be transferred to another extension as described in paragraphs 5 and 6.

If a second call is received before the first one is attended to, the alarm bells will continue to ring until the second call is answered. When the first call has been dealt with replace the handset for at least two seconds, then listen for dialling tone and dial 8.

At an external extension with night service facilities:

An incoming exchange call will cause the telephone bell to ring continuously. Lift the handset, listen for dialling tone and dial 8. The call may be transferred to another extension as described in paragraphs 5 and 6.

If a second call arrives while you are still attending to the first you will hear a ticking noise as a background to the conversation.