



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