



POST OFFICE

HOW TO USE THE **PABX 7** Extension Telephone

TO MAKE A CALL lift the handset, wait for dialling tone then—

TO CALL ANOTHER EXTENSION dial the extension number.

TO CALL YOUR SWITCHBOARD OPERATOR dial 0.

TO CALL A NUMBER ON THE PUBLIC SYSTEM either—

Dial 0 and ask your own switchboard operator to connect you.

Or—

Dial 9, wait for dialling tone again then dial the number. If you ask the public exchange operator to connect a call and she offers to recall you, give her your extension number.

TO CALL ANOTHER PBX OVER A DIRECT LINE dial the appropriate code. (See your office directory).

TO ANSWER AN EXCHANGE CALL AT NIGHT dial 8.

At night and when the switchboard is unattended, an incoming exchange call will ring alarm bells at selected points. (On some PABX's this facility is not available to extensions which are normally barred access to level 9.)

TO CALL IN YOUR OPERATOR during an exchange call, press the button on your telephone and dial 0.

TO MAKE AN ENQUIRY during an exchange call. Press the button on your telephone and when you hear dialling tone, dial the extension you require.

If the enquiry circuit is engaged, your operator will be called in when you press the button.

To return to the exchange line press the button again.

TO TRANSFER AN EXCHANGE CALL make an enquiry call to the required extension. Tell the user you are connecting an exchange call, ask him to hold the line, then replace your handset.