



POST OFFICE

HOW TO USE THE

PABX 5 Extension Telephone

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

TO CALL ANOTHER EXTENSION dial the extension number.

TO CALL A NUMBER ON THE PUBLIC SYSTEM dial 9. When you hear dialling tone again dial the number you require.

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 code of the line you require (7, 8 or 0). If you hear dialling tone again, dial the extension number or 0 for the operator.

TO ANSWER AN INCOMING CALL

(designated extensions only)

Incoming calls ring a bell or bells within hearing of the designated extensions.

To answer—lift the handset and speak.

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. To return to the exchange line press the button again.

TO INTERRUPT AN ENGAGED EXTENSION

(designated extensions only)

When you make an enquiry call and hear the engaged tone, dial the digit 1. A ticking noise will be heard while you are on the line. To return to the exchange line press the button again.

TO TRANSFER A 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.

TO TRANSFER A CALL TO AN ENGAGED EXTENSION

Interrupt the engaged extension as described above and offer the call to the user. If he agrees to accept the call,

ask him to replace his handset. His telephone bell will ring when he does so and when he answers, replace your handset. The call will be transferred automatically.

POWER FAILURE

If the electricity supply fails, calls in progress will be disconnected.

Each exchange line will be switched automatically to an extension. Incoming calls will ring the extension telephone bell.

To make an outgoing call it may be necessary to press the telephone button to obtain dialling tone from the exchange.

Other extensions cannot be used.