



POST OFFICE

How to Operate

THE 2 + 6 PMBX

THE 2 + 6 SWITCHBOARD

1 CALLING AND CLEARING LAMPS

Each exchange line and each extension has a lamp which will glow to call you; the lamp will go out when you answer the call.

The lamp will glow again when the extension user replaces his handset at the end of a call and will darken when you have restored the connecting keys to normal.

2 CALL HELD LAMP

This lamp will glow whenever one of the 'Hold' keys is operated. It is to remind you that there is an uncompleted call on the switchboard.

3 KEYS

The normal position of the keys is at right angles to the switchboard panel.

EXCHANGE-LINE KEYS Each exchange line has three keys below its lamp. The upper two are for connecting calls. The bottom key (Hold) is used to hold the exchange line if you have to leave an exchange call unconnected temporarily while you speak to an extension or answer another call.

EXTENSION KEYS Each extension has two keys below its lamp. These are used to connect calls. The lower key is pressed down to ring the extension.

OPERATOR'S TELEPHONE KEYS The operator's telephone has two keys which are used to connect the telephone to the exchange or extension lines.

NIGHT SERVICE/ALARM ON KEY This key is pressed up for night service and pressed down to connect a buzzer which will sound whenever a lamp glows on the switchboard.

4 HOW CONNEXIONS ARE MADE

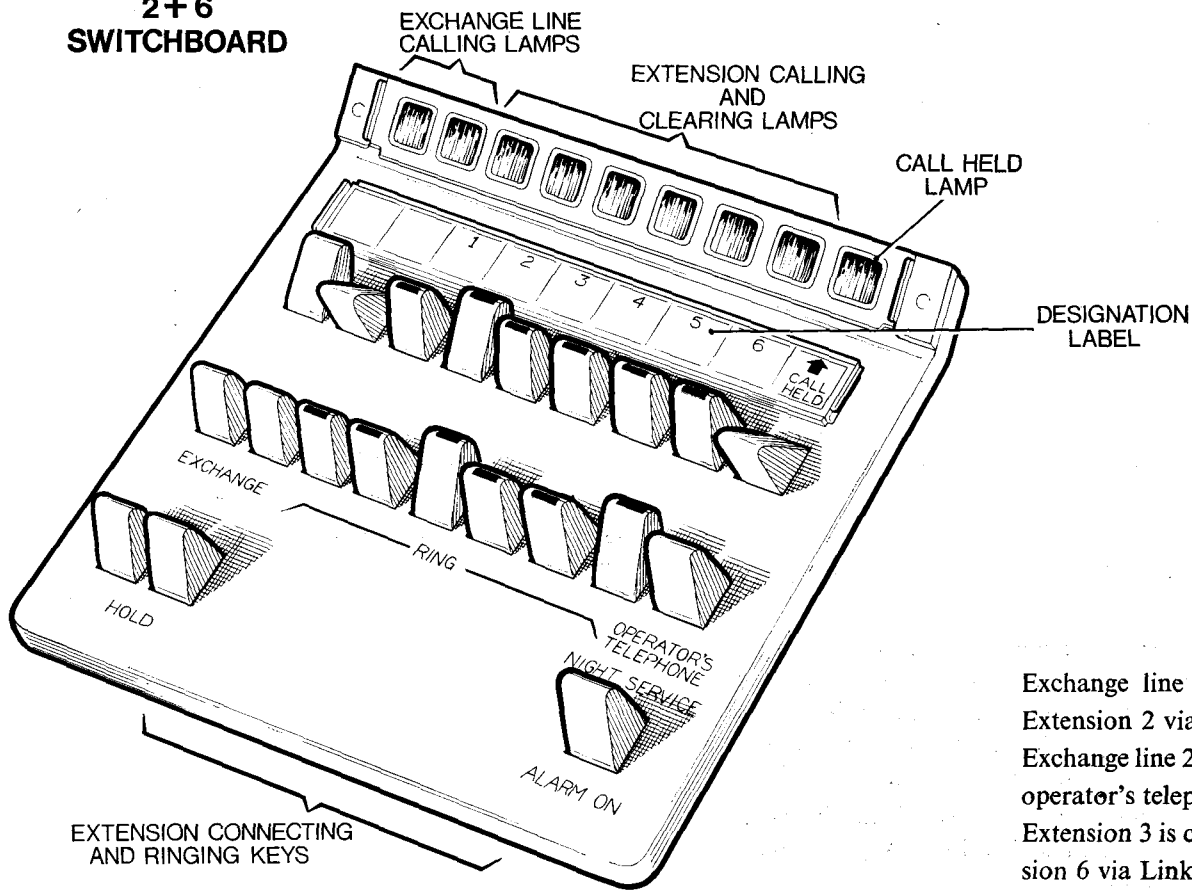
If two keys in the same horizontal row are moved in the same direction the associated lines are connected together via a connecting link.

There are three connecting links and a maximum of three simultaneous connexions can be made thus—

- Top row —two keys up (Link 1)
- two keys down (Link 2)
- Bottom row—two keys up (Link 3)

Keys in the bottom row are pressed down to ring extensions.

2+6 SWITCHBOARD



Exchange line 1 is connected to Extension 2 via Link 1.
Exchange line 2 is connected to the operator's telephone via Link 2.
Extension 3 is connected to Extension 6 via Link 3.

How to operate the switchboard

5 TO ANSWER A CALL

Move the appropriate key of the calling line to a free connecting link.

Lift the handset, move one of the two operator's telephone keys to the same link and answer the caller.

6 TO CONNECT A CALL TO AN EXTENSION

If the required extension is free, i.e. none of its keys is operated, ring by pressing downwards, intermittently, the key in the bottom row.

When the extension answers, its lamp will glow.

Move the appropriate key below the lamp to the same connecting link as the calling line.

Restore the operator's key to normal and replace the handset.

7 TO CONNECT AN EXTENSION TO AN EXCHANGE LINE

(a) If the extension user wishes to make the exchange call, move the appropriate key of a free exchange line to the same link as the key of the calling extension.

Restore the operator's key to normal and replace the handset.

(b) If you make the call for him, restore his extension key to normal (If the buzzer sounds, it may be silenced by restoring the 'Night Service/Alarm On' key to normal).

Move the appropriate key of a free exchange line to the same link as the operator's key.

Wait for dialling tone before dialling, or wait for the exchange operator to answer.

When you have obtained the required number, move the appropriate key of the calling extension to the same link as the exchange line.

Say "Your call to . . .", restore your telephone key to normal and replace the handset.

(If the extension user has replaced his handset, his lamp will glow. Ring the extension before you offer the call.)

8 TO RECALL THE PUBLIC EXCHANGE OPERATOR

When a call is connected by the public exchange operator you can recall her by moving your handset rest slowly up and down.

If an extension is connected to the exchange line, restore the extension key before you attempt to recall the operator.

9 TO CLEAR A CALL

When an extension user replaces his handset at the end of a call his lamp will glow.

Restore the connecting keys.

10 TO TRANSFER A CALL TO ANOTHER EXTENSION

The extension user will recall you by pressing, intermittently, the recall button on his telephone. The extension lamp will flicker.

Lift the handset and move one of your telephone keys to the link in use by the calling extension.

Answer by saying 'Operator' or 'Switchboard'.

You can speak to the extension without being overheard by the exchange-line caller by moving the exchange-line 'Hold' key up.

Restore the extension key to normal when you have been told to which extension the call should be transferred and restore the 'Hold' key.

Connect the call to the required extension as described in paragraph 6.

11 THE EXCHANGE HOLD FACILITY

If you are dealing with an exchange call and you have to leave the line disconnected, either to answer another call or to make an enquiry, operate the 'Hold' key of the exchange line, otherwise the call may be cut off.

When the 'Hold' key is operated you can speak to an extension without being overheard on the exchange line.

The call-held light is a reminder that there is an un-completed call on the switchboard.

12 ELECTRICITY SUPPLY FAILURE

Make sure the power is switched on.

If the electricity supply fails the switchboard lamps will not light, you will be unable to ring extensions or to speak to them and extension users will be unable to speak to each other.

Exchange line calls will not be interrupted but you will not receive a clearing signal when an extension clears.

An incoming call on the first exchange line will ring the bell in your telephone. Move the exchange-line key and your telephone key to the same link to answer.

You can make outgoing calls from your telephone.

Connect the second exchange line to an extension. Exchange calls may be made and received at the extension telephone.

13 NIGHT SERVICE/ALARM ON KEY

During normal business hours:

If you leave the switchboard unattended move the key to the 'Alarm On' position. The buzzer will sound whenever a lamp glows.

When the office closes:

Move the key to the 'Night Service' position. This will prevent a calling lamp from glowing all night.

Connect extensions that require night service to exchange lines.

When the office reopens:

Restore the night service key. Restore the keys of connections on which the extension lamp glows.

14 TO REMOVE THE DESIGNATION LABEL

Apply a firm outward pressure to the metal ends of the label holder. This will release the fixing clips which slot into the front panel and the holder can then be lifted out.

The two halves of the holder are not interchangeable; make sure that they have not been reversed when you replace the label.

Both sides of the label may be used. A new label can be obtained from the Telephone Manager's office.