



POST OFFICE

How to Operate

THE 4 + 18 PMBX

The 4 + 18 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 user replaces his handset at the end of a call and will darken when you restore the connecting keys to normal.

2 CALL HELD LAMP

This lamp will glow if the operator's telephone key is restored to normal before an exchange call is extended to an extension, or if it has been extended but not answered.

3 KEYS

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

EXCHANGE-LINE KEYS

Each line has four keys below its lamp. These are used for connecting calls.

EXTENSION KEYS

Each extension has four keys below its lamp. These are

used for connecting calls. The bottom key is pressed downward to ring the extension.

OPERATOR'S TELEPHONE KEYS

The operator's telephone has four keys which are used to connect the telephone to exchange or extension lines.

NIGHT SERVICE/ALARM ON KEY

This key is pressed up for night service and 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 seven connecting links and a maximum of seven simultaneous connexions can be made thus—

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

Second row —two keys up (Link 3)
two keys down (Link 4)

Third row —two keys up (Link 5)
two keys down (Link 6)

Bottom row—two keys up (Link 7)

In the illustration

Exchange line 1 is connected to Extension 5 via Link 1.

Extension 8 and Extension 12 are connected via Link 2.

Exchange line 3 is connected to Extension 2 via Link 3.

Exchange line 2 is connected to Extension 16 via Link 4.

Extension 3 and Extension 7 are connected via Link 5.

Exchange line 4 is connected to the operator's telephone via Link 6.

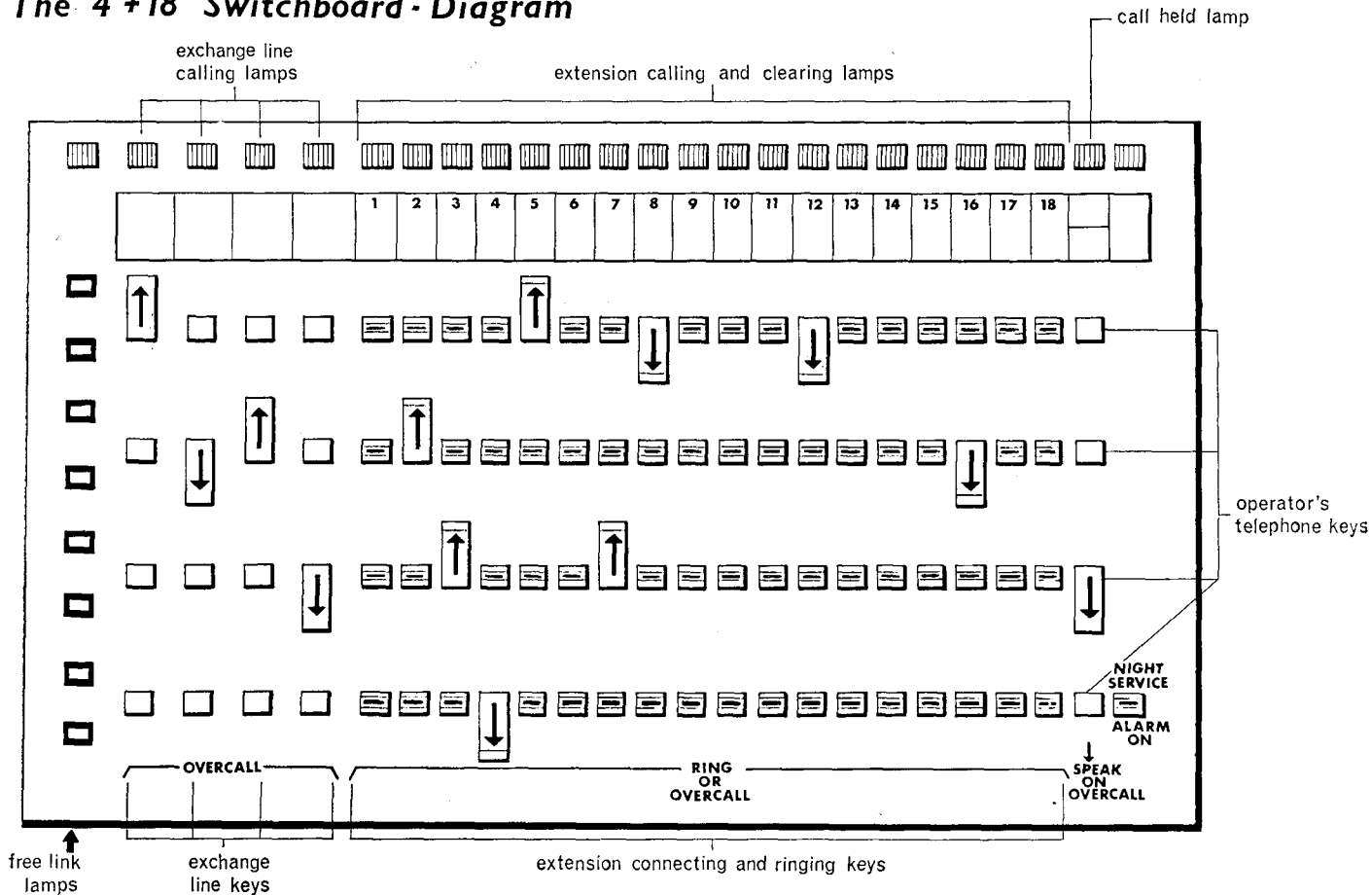
Link 7 is not in use.

Extension 4 is being rung.

Free link lamps are associated with the connecting links. One lamp will glow at a time to indicate the connecting link to be used for the next call.

The bottom lamp will glow when all seven links are in use, to indicate that a call can be answered (but not connected) by speaking on 'Overcall', i.e. using the down position of the bottom row of keys.

The 4 + 18 Switchboard - Diagram



How to operate the switchboard

These instructions refer to switchboards using an operator's handset telephone. If a headset is used the handset should not be removed from its rest.

5 TO ANSWER A CALL

Move the appropriate key below the calling lamp to the link indicated by the free link lamp.

Lift the handset, move the appropriate operator's key 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 link as the key of the calling line.

Restore the operator's key and replace the handset.

7 TO INTERRUPT AN ENGAGED EXTENSION

If you are speaking on an exchange line, restore the operator's key. The 'Call Held' lamp will glow.

Move the appropriate operator's key to the link in use by the engaged extension and speak to the user.

8 TO CONNECT AN EXTENSION TO AN EXCHANGE LINE

(a) If the extension user wishes to make the exchange call himself, 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 and replace the handset.

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

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.

(Ring the extension if necessary).

Restore the operator's key and replace the handset.

9 TO SPEAK TO AN EXTENSION BEFORE CONNECTING AN EXCHANGE CALL

Ask the caller or called number to hold the line and restore the operator's key. The 'Call Held' lamp will glow.

Ring the required extension if it is free and, when the user answers, move the appropriate extension key to the link indicated by the free link lamp.

Move the appropriate operator's key to the same link and speak to the extension.

If the user is willing to take the call, restore the extension key and move the appropriate extension key to the same link as the exchange-line key.

Restore the operator's key and replace the handset.

10 TO RECALL THE PUBLIC EXCHANGE OPERATOR

If a call has been connected by the public exchange operator, she may be recalled by slowly and repeatedly restoring and re-operating the exchange-line key.

11 TO TRANSFER A CALL TO ANOTHER EXTENSION

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

Lift the handset and move the appropriate operator's key to the link in use.

Answer by saying "Operator" or "Switchboard".

Restore the extension key when you have been told to which extension the call should be transferred.

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

12 TO CLEAR A CALL

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

Restore the connecting keys.

13 THE EXCHANGE HOLD FACILITY

If you are dealing with an exchange call and you restore the operator's key for any reason, or—

If you extend a call to an extension and restore the operator's key before the extension answers,

The call will be held automatically and the 'Call Held' lamp will glow.

The 'Call Held' light is a reminder that there is an uncompleted call on the switchboard.

14 THE OVERCALL FACILITY

When all seven connecting links are in use, and the eighth free-link lamp is glowing, another call can be answered by using the overcall facility.

Lift the handset and move the operator's key in the bottom row to 'Speak on Overcall'.

Move the bottom key below the calling lamp to 'Overcall', or 'Speak on Overcall', (hold down an extension key).

Tell the caller you are unable to connect him at present.

Restore the operator's key and connect the call as soon as a link becomes free.

15 ELECTRICITY SUPPLY FAILURE

Make sure that the power is switched on.

If the electricity supply fails, none of the lamps will 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 in progress will not be interrupted but you will not receive a clearing signal when an extension clears.

Calls between extensions will fail and the connecting keys should be restored.

Incoming calls on the first exchange line will ring the bell in your telephone. Move the exchange-line key and the appropriate operator's key to the same link to answer, also to make outgoing calls.

Connect the remaining lines to selected extensions. Exchange calls can be made and received at these telephones.

16 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 and the keys of connections on which the extension lamp glows.

17 TO REMOVE THE DESIGNATION LABEL

Fixing clips on the back of the extension label-holder fit into slots in the face of the switchboard.

Apply a firm upward pressure to the bottom of the extension label-holder (it should move towards the calling lamps) and lift it from the switchboard.

The holder is in two parts which will slide off the perspex cover.

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

The exchange-line label-holder cannot be removed but the label and cover will slide to the right when the extension label-holder is removed.

Both sides of the labels may be used.

New labels can be obtained from the Telephone Manager's office.