London 8

User Guide

London 8

User Guide

Contents

Tones you may hear

To familiarise yourself with the tones you may hear when using your London 8 phone system, you can listen to a demonstration by dialling the following codes:

Name	What does it mean?	Demonstration code
Ringing	*"The extension you dialled is ringing."*	**2** **0** **3**
Busy	*"The extension you dialled is busy" OR "There is no outside line/private circuit free for your outgoing call."*	**2** **0** **4**
Number unobtainable	*"You have dialled a wrong number or an invalid code."*	**2** **0** **0**
Recall dial	*"Your call is on hold and you can dial another code."*	**2** **0** **9**
Broken dial	*"Your calls have been diverted to another extension."*	**2** **0** **8**
Call intrusion	*"Someone is about to interrupt your conversation."*	**2** **0** **5**
Call waiting	*"There is an incoming call and all reception phones are busy."*	**2** **0** **6**
Alarm call	*"This is your alarm call."*	**2** **0** **7**
Music-on-hold*	*"You have been put on hold."*	**2** **0** **1**

*If fitted on your system

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Introduction

ABOUT THIS GUIDE

This guide gives you the information you need to use all the features of your London 8 telephone system. The small cards supplied with this guide summarise the dialling codes.

The keys that you press for each feature are shown in the left-hand column, for easy reference. Detailed instructions are given in the right-hand column.

CALL BARRING

Your call barring level (CBL) determines which types of outside calls you are allowed to make. For example, you may be allowed to make any type of call, including international; or you may be restricted to local calls only.

If you attempt to make a call which is not allowed by your CBL, you will hear *Number Unobtainable* tone (see "Tones you may hear" opposite).

Consult your System Manager for help if necessary.

TELEPHONES

Two types of telephone may be used on your London 8 system; these are called *MF (touch-tone)* and *loop disconnect (pulse dialling)* phones.

To check which type of phone you have, simply lift the handset and press one of the numbered keys. If your phone is MF, you will hear a "beep".

An MF phone has keys labelled **R**, **✱** and **#**. The **R** button is important: you need to press it to hear *Recall Dial Tone* (see page 3) when using certain features.

☞ If you have a loop-disconnect phone, it will not have an **R** button — you can ignore any instruction to press *R* and continue as described.

POWER FAILURE

If there is a mains power failure, some of the extensions on your system will be connected directly to exchange lines; they will be able to make and answer outside calls but not to transfer them to other extensions.

If your extension is one of these, you may have problems using an MF telephone (depending on the type of outside line connected). In this case, your phone should have a switch something like this:

Set it to LD until mains power is restored.

M F ▨▨▨▨ **L D**

Note — if at any time you change the phone on your extension from MF to LD, or vice versa, before you can make calls you must indicate to the system that your phone type has changed, by lifting your handset and pressing 0.

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Answering calls

RINGING PATTERNS

Your phone will ring with a different *cadence* (ringing pattern) depending on the type of call to be answered, as follows:

Internal calls `RING`   `RING`

Outside calls `RING RING`   `RING RING`

Ringback calls* `RI-I-I-ING`   `RI-I-I-ING`

To answer the call:

Lift your handset

If you want to answer a call ringing on another phone, turn to the section on "Call pick-up" (page 18).

* For an explanation of this feature, see the next section, "Making calls".

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Internal calls

MAKING A CALL

To make a call to another extension:

Lift your handset

Dial the extension number

To make a call to the reception phone (usually Extension 21):

Press 0

Waiting off hook

If the extension you call is busy, you do not have to hang up and try again later. You can simply wait off-hook until the extension is free.

The Busy tone you hear from the extension will change to Ringing tone when the extension is free, and when the user answers you will be connected.

RINGBACK (INTERNAL)

If you make a call to an extension which is busy or does not answer, you may not wish to wait off-hook as described above.

When free

If the extension is busy, you can ask the London 8 system to call you back when it becomes free. To request a ringback:

When you hear Busy tone, press R 6 8

Replace your handset

When the extension becomes free, your phone will ring with the Ringback pattern[1]. To answer the call:

Lift your handset

The extension will ring[2], and when the user answers, you will be connected.

When available

If you make a call to an extension which does not answer, you can ask the London 8 system to call you back when the user returns. To request a ringback:

When you hear Ringing, press R 6 8

Replace your handset

When the extension is next used and the user hangs up at the end of a call, your phone will ring with the Ringback pattern[1]. To answer the call:

Lift your handset

The extension will ring[2], and when the user answers, you will be connected.

Cancelling ringback

If you no longer require an internal ringback you have requested, to cancel it:

Press 6 0 8

(This will cancel all ringbacks you have requested on your extension.)

---

[1] When your phone rings with Ringback pattern, you must answer within 15 seconds. Otherwise the ringback is cancelled.

[2] If the other extension is busy again by the time you answer the ringback, you will hear Busy instead of Ringing. You can ask for another ringback if you wish.

You may request up to 8 ringbacks on your extension at any one time. They will come back to you in the order in which the extension become free or available; this may not be the order in which you set them up.

All outstanding ringback requests are cancelled at midnight.

Internal calls, continued

CONFERENCE

Using this feature, three extensions can all speak to each other at once. To set up a conference:

Make a call to another extension and wait for an answer

Press R then dial the number of the third extension

When the extension answers:

Press R 6 7

All three extensions are now in conference.

To drop out of a conference:

Replace your handset

The other two extensions stay connected to each other.

Joining in an existing conference

You can also join in with a conference already set up by other extension users.

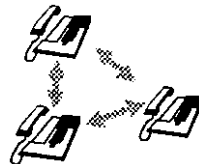To do this:

Lift your handset

Press 6 7

Dial the number of one of the extensions already in conference

You are now in conference with the other extensions.

Conference calls cannot be put on hold or transferred like ordinary calls.

Outside calls

MAKING A CALL

To make a call to an outside number:

Lift your handset

Press 9

Wait for public dial tone
(slightly different from internal dial tone)*

Dial the outside number

If you hear Busy tone after pressing 9, you can either:

a) Try again later. For convenience, you can use the Repeat Last Number feature, described below.

b) Use the Ringback feature, described overleaf.

If you hear Number Unobtainable tone when you dial the outside number, this means that you are not allowed to make the call. Ask your System Manager for advice.

Repeat Last Number

This is a quick way to re-dial to the last outside number you called:

Lift your handset

Press 5

When you hear public dial tone*:

Press 0

If you do not hear public dial tone when you press 9 or 5 for an outside line, see the note on Call Barring (page 1).

Outside calls, continued

MEMORY DIALLING

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This feature lets you dial outside numbers using two-digit codes. The System Manager may store outside numbers in memory for use by all extensions; and you may store up to five numbers for your own use, as described on page 36.

To dial a number stored in memory:

Lift your handset

Press 5

When you hear public dial tone:

Dial the two-digit code

RINGBACK (OUTSIDE LINES)

🖐

R **6** **8**

If you hear Busy tone after dialling 9 or 5 for an outside line, this means that all outside lines are in use. You can ask the system to ring you back when there is an outside line free for your call.

When you hear Busy tone after dialling 9 or 5,

Press R 6 8

Replace your handset

When an outside line is free, your phone will ring with the Ringback pattern[1]. To make your outside call:

Lift your handset

You will hear public dial tone[2]

Dial the outside number

[1] When your phone rings with Ringback pattern, you must answer within 15 seconds. ●therwise the ringback is cancelled.
[2] If all outside lines are busy again by the time you answer the ringback, you will hear Busy instead of Ringing. You can ask for another ringback if you wish.

CONFERENCE

Using this feature, two extensions can both speak to an outside caller at once. To set up a conference:

Make a call to an outside number and wait for an answer (or answer an incoming call)

Press R then dial the number of the other extension
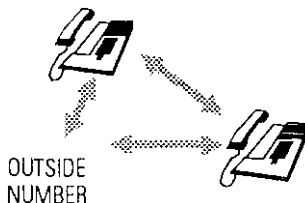
When the extension answers:

Press R 6 7

All three of you are now in conference.

To drop out of a conference:

Replace your handset

The other two people stay connected to each other

OUTSIDE
NUMBER

Conference calls cannot be put on hold or transferred like normal calls.

Transferring calls

When you transfer (pass on) a call to another extension, you have two options:

❑ *You can simply put the call through without first speaking to the other extension.*

❑ *You can speak to the other extension before deciding whether the call should be put through.*

TRANSFERRING A CALL

You are speaking to an outside caller. To pass the call to another extension:

Press R

You hear Recall dial tone (see inside front cover)

Dial the number of the extension you want

You may then *either:*

a) When you hear Ringing (or Busy) tone, replace your handset.

When the extension is answered (or becomes free) the caller will be connected.

If the extension is not answered, the outside caller will be returned to you and your phone will ring.

b) Wait for the extension to answer

Tell the extension user who is calling

Replace your handset

c) "Shuttle" between the outside call and the extension you called, as described overleaf.

Cancel transfer

R **8**

If the called extension does not wish to speak to the caller (or if the called extension is busy and you do not wish to transfer the call), you can get back to the outside caller as follows:

Press R 8

You will then be speaking to the outside caller again.

RETRIEVING A TRANSFERRED CALL

6 **9** **1**

If you have transferred a call to another extension without waiting for the extension to answer, you may need to retrieve that call when you find that it is not going to be answered. To get back to the outside caller:

Lift your handset

Dial 6 9 1

You can retrieve only the last call you transferred.

Shuttling between calls

The previous section, on pages 10 and 11, explained how to make a call to an extension in order to transfer another call to it. This is known as an ENQUIRY CALL, and the extension as the ENQUIRY EXTENSION.

You may need to speak to both the outside caller and the enquiry extension more than once before deciding whether to transfer the call. This feature — SHUTTLE — allows you to stay connected to both calls, speaking to each in turn without the other being able to hear, and alternating between them as many times as you like.

While connected to the outside caller, to make the enquiry call:

Press R followed by the extension number

When the enquiry extension answers, to return to the outside caller:

Press R 5

While connected to the outside call, to return to the enquiry extension:

Press R 7

You may continue like this as many times as you like, provided neither caller hangs up.

If you replace your handset while connected to the enquiry extension, the call will be transferred.

If you replace your handset while connected to the outside caller, both calls will be cut off.

Use this page for your own notes

Call hold/call park

When you put a call on HOLD, the person on the other end cannot hear you, although you stay connected. You may put a call on hold and return to it as many times as you like.

PARKING a call means putting it on hold so that you can use your phone to make or answer another call. Having made or answered the second call, you can SHUTTLE between the two calls, speaking to each in turn without the other being able to hear; this is sometimes called a BROKER'S CALL.

PUTTING A CALL ON HOLD

To put a call (internal or external) on hold:

Press R 9

Regaining a held call

To get back to the caller you put on hold:

Press R 8

R 9   **R 8**

PARKING A CALL

To park the call you are on:

Press R 6 3

The call will stay on hold and you can, for example, make another call.

R 6 3

Parking a call and answering another call

If you are on a call and you wish to pick up* an outside call ringing on another phone, to park your current call while you answer the outside call:

Press R 6 1

R 6 1

*Call pick-up is explained on page 18.

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6 **4**

To get back to the call you parked (whether or not you have subsequently replaced your handset):

Lift your handset

Press 6 4

In any case, if when you have parked a call you hang up your phone, the call will automatically ring you back after a few moments; so don't worry that you may lose or forget about a parked call.

BROKER'S CALL

🖐

R **6** **3**

You can shuttle between two outside (exchange line or private circuit) calls, speaking to each in turn without the other being able to hear.

To do this, first make or answer call A. When you are connected, to park the call:

Press R 6 3

Now make or answer call B. Call A will stay parked while you speak to B. To speak to A again, putting B on park:

Press R 6 3

You may continue to alternate between the two calls, pressing **R 6 3** each time.

If one caller hangs up, the other call will still be parked, and you can get it back by pressing **R64**.

If you hang up, the call to which you are connected will be cut off, and the other call will stay parked — you can get it back by pressing **R64**.

Call diversion

By diverting your calls, you can arrange for anyone dialling your extension number to be put through to a different extension. This is useful if you are going to be away from your usual phone, or if you spend a lot of time phoning and you don't want to lose calls because your phone is busy.

You can set up the diversion either from your own phone (CALL FORWARD) or from the other phone (FOLLOW ME).

With diversion set, only the phone to which your calls are diverted can ring your own extension, so they can pass calls back to you as required. This is useful if you want someone else to "screen" your calls: you divert all calls to them and they put through only those you wish to answer. It is sometimes called MANAGER/SECRETARY WORKING.

With diversion set, you will hear BROKEN DIAL TONE (see inside front cover) whenever you lift your handset. This is just there as a reminder to you; it does not affect your ability to make calls.

CALL FORWARD

All codes for call forward diversion are dialled from your own extension phone.

To divert *all* your calls to another extension:

Lift your handset

Press 6 0 4 xx

where xx is the number of the other extension.

You will hear Broken Dial tone.

FOLLOW ME

The code for follow-me diversion is dialled from the extension to which calls are to be diverted.

To set follow-me diversion:

Lift the handset

Press 6 9 4 xx

where xx is your own extension number.

CANCELLING DIVERSION

When you no longer want your calls to be diverted, remember to cancel the diversion. You can do this either from your own phone or from *any* other extension phone.

To cancel call diversion using *your own extension:*

Press 6 0 5

Or, to cancel call diversion from *any other phone:*

Press 6 9 5 xx

where xx is your own extension number.

If you hear Number Unobtainable tone when trying to set call diversion, this means that diversion to or from either or both of the extensions has been barred. Ask your System Manager for advice.

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Call pick-up

This feature lets you use your extension phone to answer a call which is ringing on another extension.

The way you pick up an internal call depends on whether you are in a HUNTING GROUP with the ringing extension. Your system may have been set up so that you and other members of your department share a hunting group; ask your System Manager for advice.

PICKING UP AN OUTSIDE CALL

When another phone is ringing for an outside call, to answer that call on your own phone:

Lift your handset

Press 6 1

Announce the company name as if you had answered the call directly.

If someone else has answered the call, or if the caller has rung off, you will hear Dial tone.

PICKING UP AN INTERNAL CALL

When another phone is ringing for an internal call, to answer that call on your own phone:

Press 6 5 xx

where xx is the number of the ringing extension.

This is simpler if the ringing extension is in the same hunting group as you. To pick up a call ringing on an extension within your hunting group:

Press 6 2

If someone else has answered the call, or if the caller has rung off, you will hear Dial tone.

Charge account coding

By entering a charge account code when you make or receive an outside call, you can assign that call to a "job number" or "cost centre". This may be useful if your business invoices clients for calls made on their behalf. Charge account codes, if used, are printed out as part of the call logging information.

A charge account code may be **any five digits**. Your System Manager will issue you with a list of codes if applicable.

ASSIGNING A CALL

R 4

You can enter the charge account code either after you have dialled 9 or 5 for an outside line, before dialling the outside number; or at the end of the call, after the person you were speaking to has hung up, before you replace your handset.

To assign a call:

Press R 4 xxxxx

where xxxxx is the account code.

Alarm calls

You can use your phone as an "alarm clock", perhaps to remind you that an appointment is due.

At the time you have specified, your phone will ring for up to 4 minutes until you answer it.

If your extension is busy at the time your alarm call is due, it will ring as soon as you replace your handset.

When you answer an alarm call, you will hear rapid "beeps" (see inside front cover).

SETTING AN ALARM CALL

To program your phone to give you an alarm call at a specified time:

Press 6 0 6 hh mm

where hh mm is the time at which you want to be called, as a four-digit number (24-hour clock).

For example: for an alarm call at 4.05 p.m., enter 606 1605

CANCELLING AN ALARM CALL

If you have set an alarm call and will no longer require it, to cancel it:

Press 6 0 7

You can have only one alarm call programmed on your extension at one time.

Use this page for your own notes

Reception phones

If your telephone rings for incoming outside calls, then it is a reception phone. You may find that it is a reception phone only when the system is in night service.

Your System Manager can give you a code that you can dial to make your extension a reception phone whenever you want, so that you can answer outside calls directly rather than using the Call Pick-up feature (see page 18).

Reception phones can use all the features described in the previous sections of this guide, plus a few others that are explained here.

CALL WAITING

If an incoming call arrives when all reception phones are busy, then you will hear Call Waiting tone (see inside front cover). If you hear this tone, then you can park (see page 16) the call you are on to answer the incoming call.

First tell the person you are talking to that they are about to be put on hold, then:

Press R 6 1

You are now connected to the second call.

You may now *either:*

a) Transfer the second call to another extension as described on pages 10–11. After replacing your handset, to get back to the call you put on park:

Press 6 4

b) Ask the second caller to hold while you return to your original call.

To get back to the call you first parked:

Press R 6 3

The second caller is now parked.

You can shuttle between the two calls if you wish, by pressing **R 6 3** each time (see page 15).

Or, when you have finished one call, you can get back to the other one by pressing **6 4**.

Remember that, if you hang up your phone while you still have a parked call, the call will automatically ring you back in a few moments. So DON'T WORRY that you may lose a parked call.

Reception phones

This feature is available to you only if your extension is a reception phone.

If you have an important incoming call or message for another extension which is busy, you can intrude on (interrupt) the call on the other extension. Both the extension user and the person he/she is talking to will hear a tone to warn them that you are about to intrude (see page iv).

When you hear Busy tone from the extension you dialled, to intrude on the call:

Press R 6 6

You are now connected to the extension you dialled *and* the person he/she is talking to.

You can now *either*:

a) Pass on the message and replace your handset to end the intrusion.

b) Ask the extension user to end his/her call and replace his/her handset.

   Redial the extension number and replace your handset to transfer the call in the usual way.

c) If the extension user does not wish to speak to the incoming caller, to get back to the caller and end the intrusion:

Press R 8

d) If the extension user wishes to speak to the caller, to get back to the caller and end the intrusion:

Press R 5

Tell the caller that he/she may hear Busy tone for a few moments before being connected.

Then, to transfer the call:

Replace your handset

e) If the extension user wants the caller put through and you do not wish to speak to the caller first:

Replace your handset

The caller will hear Busy tone until the extension is free.

If you hear Number Unobtainable tone when you try to intrude on a call, this means that intrusion on that particular extension is not allowed.

DAY/NIGHT SERVICE

👉

6 **0** **0**

👉

0 **0** **1**

Your London 8 system may have been set up so that it switches automatically between day and night service at the same times each day.

In night service, there may be a different set of system features in operation, and perhaps extra reception phones to take calls when the receptionist has gone home.

In addition, you can switch the system between day and night service at any time using a reception phone. This will not override the automatic switching.

To put the system into day service:

Press 6 0 0

To put the system into night service:

Press 6 0 1

Host–subsidiary working

Your London 8 system may have been set up so that it is connected to one or more similar phone systems in another department of your company, either in the same building or elsewhere.

This is called HOST/SUBSIDIARY WORKING; it is a way of putting two or more systems together to make a larger system. The systems are called the HOST and the SUBSIDIARY/IES, and they are linked together by connecting "outside" lines from the subsidiary to extension lines on the host.

This arrangement allows you to communicate with users of the other system in almost the same way as with other users of your own system.

If your London 8 system is connected to other systems in this way, your internal telephone directory will tell you how to make calls to extensions on each system.

If you want to take advantage of the full range of London 8 features when you make calls to these extensions, read this section. You will find that the procedures are similar to those you would use when making normal internal calls; but you do need to press a few more buttons, and there are a few more restrictions.

Some features, like PARKING CALLS and CONFERENCE CALLS, are not available to you when making calls to a host or subsidiary system.

We advise you to make sure you are familiar with the features described in earlier sections of this Guide before you try them out on calls to a host or subsidiary system.

IF YOU ARE ON A SUBSIDIARY SYSTEM

Extensions on the host system have numbers preceded by the *access code 7*. Your internal telephone directory will list these.

MAKING CALLS TO THE HOST

To make a call to an extension on the host system:

Lift your handset

Dial 7

Wait for dial tone

Dial the extension number*

If you do not know the extension number, you can dial 0 (or whatever is the correct code for reception on the host) and ask the receptionist to connect you.

Ringback

If you hear Busy tone after dialling 7, this means that lines to the host system are busy. You can ask for a ringback just as you can when you want to make an outside call and all outside lines are busy (see page 8).

When you hear Busy tone after dialling 7:

Press R 6 8

Replace your handset

When there is a free line to the host, your phone will ring with the Ringback pattern. To complete your call:

Dial the extension number you want

(Do not redial 7 first.)

Note that you cannot ask for a ringback if you have first obtained dial tone, then dialled the whole extension number and heard Busy tone. This means that the extension is busy and you must try again later.

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Host-subsidiary working

ENQUIRY CALLS;
TRANSFERRING CALLS

If you are on an outside call, you may make an enquiry call to an extension on the host; and you may be able to transfer the call to the host extension. This depends on how your system is set up; ask your System Manager for advice if you are not sure.

The way that you make enquiry calls depends on the type of telephone you have; the two different types of phone are MF (touch-tone) and LD (loop-disconnect) (see page 2).

... with an MF phone

*As well as the **R** key which you normally press before making an enquiry call, your phone has a key marked ✱.*

You are on an outside call. To make an enquiry call to an extension on the host:

Press R ✱

Dial the extension number

(You do not need to dial 7 first.)

If you want to transfer the outside call to the enquiry extension:

Replace your handset

If you want to get back to the outside caller:

Press R ✱   followed by the host's "cancel enquiry" code*

(It's not a good idea to replace your handset to transfer the call while the extension is still ringing — if it stays unanswered, you cannot get the outside call back.)

* Refer to your in-house telephone instructions.

... with an LD phone

This kind of phone has no R key.

You are on an outside call. To make an enquiry call to an extension on the host:

Press 6 0

Dial the extension number

(You do not need to dial the access code first.)

If you want to transfer the outside call to the enquiry extension:

Replace your handset

If you want to get back to the outside caller:

Press 6 0   folllowed by the host's "cancel enquiry" code*

(It's not a good idea to replace your handset to transfer the call while the extension is still ringing — if it stays unanswered, you cannot get the outside call back.)

* *Refer to your in-house telephone instructions.*

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Host-subsidiary working

PUTTING CALLS ON HOLD

The way that you put calls to extensions on the host system on hold depends on the type of telephone you have (see opposite).

... with an MF phone

You are on a call to an extension on the host. To put the call on hold:

Press R ✽ followed by the host's "call hold" code*

To get back to the call you put on hold:

Press R ✽ followed by the host's "cancel hold" code*

... with an LD phone

You are on a call to an extension on the host. To put the call on hold:

Press 6 0 followed by the host's "call hold" code*

To get back to the call you put on hold:

Press 6 0 followed by the host's "cancel hold" code*

* Refer to your in-house telephone instructions.

CALL PICK-UP

This section is useful ONLY if your London 8 system is connected to a host system in the same room.

**Picking up an
outside call**

When a phone on the host system is ringing for an outside call, to answer that call on your own phone:

Lift your handset

Press 7

Wait for dial tone

Dial the host pick-up code*

*If the host is another London Range system, this is 61; if it is any other kind of system, you need to find the pick-up code from the documentation supplied.

**Picking up an
internal call**

When a phone on the host system is ringing for an internal call, to answer that call on your own phone:

Lift your handset

Press 7

Wait for dial tone

Dial the host internal pick-up code*

*If the host is another London Range system, this is 65 followed by the extension number of the ringing phone; if it is any other kind of system, you need to find the pick-up code from the documentation supplied.

Host-subsidiary working

IF YOU ARE ON A HOST SYSTEM

Extensions on the subsidiary have numbers preceded by a three-digit *access code*; these codes often start with **3**.

You cannot make calls to extensions on the subsidiary unless you have an MF (touch-tone) phone (see page 2).

MAKING CALLS TO THE SUBSIDIARY	To make a call to an extension on the subsidiary system:

Lift your handset

Dial the access code

If you hear Dial tone:

Dial the extension number*

OR, if you hear Ringing tone:

Wait for an answer then ask for the extension you want

If you do not know the extension number, you can dial **0 (for Reception on the subsidiary) and ask the receptionist to connect you.*

Ringback

When you hear Busy tone after dialling the access code:

Press R 6 8

Replace your handset

When there is a free line to the subsidiary, your phone will ring with the Ringback pattern. To complete your call:

Dial the extension number you want

(Do not redial the access code at this point.)

Note that you cannot ask for a ringback if you have first obtained dial tone, then dialled the whole extension number and heard Busy tone. This means that the extension is busy and you must try again later.

Host-subsidiary working

If you are an outside call, you can make an enquiry call to an extension on the subsidiary; and transfer the call to the enquiry extension.

Remember that you can do this ONLY if you have an MF phone.

You are on an outside call. To make an enquiry call to an extension on the subsidiary:

Press R

Dial the access code

Wait for dial tone*

Dial the extension number

**If you hear ringing tone at this point, just wait for an answer from the receptionist.*

If you want to transfer the outside caller to the enquiry extension:

Replace your handset

If you want to get back to the outside caller:

Press R ✱ 8

R **✱** **8**

(It's not a good idea to replace your handset to transfer the call if the extension is still ringing — if it stays unanswered, you cannot get the outside call back.)

Storing outside numbers in memory

You may store up to five outside numbers in your personal memories, to be dialled from your extension only, using the codes 11 to 15.

The System Manager may store outside numbers in central memories, to be dialled from any extension. You may be supplied with a list of useful ones.

STORING NUMBERS

To store an outside number in memory:

Lift your handset

Press 6 0 3

Key in the memory number (11 to 15)

Key in the outside number

Replace your handset

To store the last outside number you dialled:

Lift your handset

Press 6 9 3 then the memory number (11 to 15)

Replace your handset

Use the form opposite to list the numbers you have stored.

To dial a number from memory:

▨ **Lift your handset**   ▨ **Dial 5**   ▨ **Wait for public dial tone**

▨ **Dial the short code**

Name	Code
	5 . . . 11
	5 . . . 12
	5 . . . 13
	5 . . . 14
	5 . . . 15
	5 . . .
	5 . . .
	5 . . .
	5 . . .
	5 . . .
	5 . . .
	5 . . .
	5 . . .
	5 . . .
	5 . . .

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