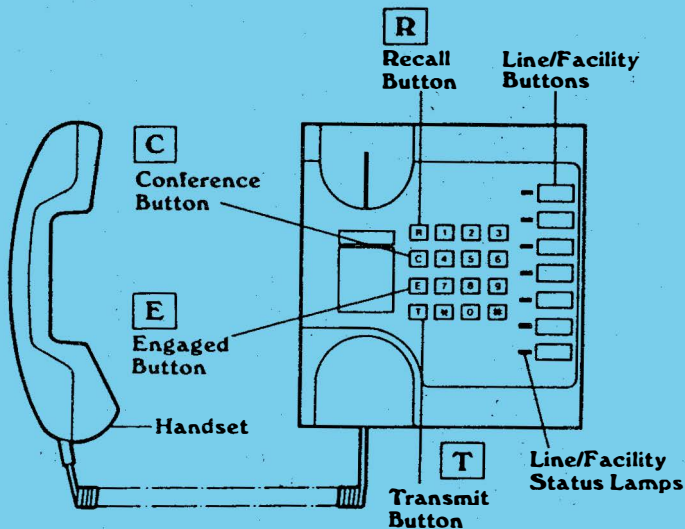


# MAKE THE MOST OF YOUR **Tudor** TELEPHONE



British  
**TELECOM**

For further information, please contact the person  
in your organisation who controls the system.

## EXCHANGE LINE FACILITIES

### Making Calls

Lift handset - Press button to select free line - wait for dial tone - Dial required number.

### Repeat Dialling (T)

The last manually dialled exchange line number can be re-dialled  
Select free line - Wait for dial tone - Press 'T' button twice.

### Abbreviated Dialling (T)

Stored numbers can be automatically dialled using a short identification code. Select free line - Wait for dial tone - Press 'T' button - dial required two digit short code.

### Receiving Calls

The system will ring up to four telephones per line, one at a time, to indicate an incoming call. The lamp associated with the ringing line will flash on all extensions in time with the ringing.

To answer a call: -

- (a) If your phone is ringing, pick up handset (connexion is automatic).
- (b) If another phone is ringing, pick up handset - press button to select that line.

### Barred Calls

Each extension has a class of service. Lower classes have certain calls barred. If a disallowed call is attempted, then the extension will be automatically cut off. Permitted calls can be made after replacing the handset.

### Hold

Exchange line calls may be held and other calls made either on another exchange line or internally.

To place a line on hold: -

- (a) If you wish to make another exchange call, press button associated with the required line - the first line will be held automatically.
- (b) If you wish to make an internal call, press button associated with that line - you will hear intercom dial tone if an intercom circuit is available.

A held exchange line will be indicated by the associated lamp flashing. A reminder buzz from the extension where the line was held will be given every twenty seconds. To reaccess the held line simply press the button associated with this line. If you have not cleared down on your other exchange call then this will automatically be held.

### Transfer

An exchange line call may be transferred between extensions.

Put the exchange line on hold - make intercom call to destination extension - new party presses button associated with required held line.

## **INTERCOM FACILITIES**

If all intercom links are in use at the moment you attempt to initiate a call, supervisory tones will not be heard. Please replace the handset and try again.

### **Making Calls**

Pick up handset – check intercom dial tone is present – dial extension required.

### **Direct Calling**

This facility is only available if the system has been programmed to allocate a button on your extension.

Pick up handset – check presence of intercom dial tone – press facility button associated with required extension.

### **Call on Busy**

Trying to call a busy extension will result in engaged tone being heard. If you wish to wait, as soon as the busy extension becomes free the extension will be rung and ringing tone will replace engaged tone.

No action required.

### **Ring when Free (E)**

When you ring a busy extension, you may press the 'E' button and replace the handset. The system will automatically inform you when the busy extension becomes free.

Hear engaged tone – press 'E' button – dial tone will be heard – hang up – your phone will ring when busy extension is free – pick up handset – ringing tone will be heard – required extension is being rung.

### **Who Rang Me (55)**

If another extension rang you and you did not answer, the system will automatically remember the calling extension. The called extension may ring back the caller.

- (a) If the system has been programmed to allocate a button on your extension to this facility:–

Who rang me lamp will be lit – pick up handset – check intercom dial tone is present – press who rang me button – extension will be rung.

- (b) If your extension does not have this facility associated with a button:–

Pick up handset – check intercom dial tone is present – dial 55 – extension will be rung.

## **PABX FACILITIES**

### **Direct Dialling Out**

Select free PABX exchange line - dial DDO digit - wait for local exchange dial tone - dial required number or use abbreviated dialling facility.

### **Operator Recall (R)**

If the host PABX has recall facilities they are invoked by pressing the 'R' button on the keypad.

## **GENERAL FACILITIES**

### **Divert (44)**

You may divert all incoming ringing to another extension.

(a) If the system has been programmed to allocate a button on your extension to this facility:-

Pick up handset - check intercom dial tone is present - push "Divert" button - check transferring tone is present - dial extension number of nominee - check interrupted dial tone is present.

(b) If your extension does not have this facility associated with a button:-

Pick up handset - check intercom dial tone is present - dial code 44 - check transferring tone is present - dial extension number of nominee - check interrupted dial tone is present.

Interrupted intercom dial tone will be heard in place of normal intercom dial tone as long as you have divert invoked.

To cancel divert, follow the above sequence but replace the handset when you hear transferring tone.

The nominee is the only extension capable of ringing you when "Divert" is invoked.

If the nominated extension does not answer the call within 10 seconds the diverting extension will be rung. This only applies to internal calls, NOT incoming Public Exchange Line Calls.

### **On Hook Selection**

Intercom calls may be dialled or a facility button operated before the handset is picked up. If the handset is not picked up within 3 seconds the operation will not be recognised.

### **Conference (C)**

Conference facilities are available on any intercom call. Any number of extensions may be brought into the conference with the practical limitation that volume will decrease with every extra extension included.

Intercom call in progress - initiator presses 'C' button - check intercom dial tone is present - dial extension number - secret call between initiator and required party established - other parties rejoin conference when required party presses his 'C' button.

If the required party does not wish to be involved in the conference or does not answer, the initiator reconnects the rest of the conference by pressing the 'C' button again.

### Secretarial Working

Any two extensions may operate as an executive/secretary pair. The executive invokes divert to the secretary's extension, who then deals with all incoming calls.

Any requiring the executive's attention are transferred:—

#### (a) Intercom Calls.

Secretary presses the 'C' button and dials the executive — a secret call is established between them — the caller is then connected to the executive when the secretary replaces the handset.

If the executive does not wish to deal with the call the secretary is reconnected to the caller when the executive replaces the handset. In the event that the executive does not answer the secretary presses the 'C' button again to be reconnected to the caller.

#### (b) Exchange Line Calls.

The hold and transfer facilities detailed in the 'exchange line facilities' section are used.

If the secretary does not answer a call within 10 seconds, the executive's phone will be rung.

## MAINS FAIL OPERATION

If a main power failure occurs the system operates as follows:—

Each extension has access to only 1 exchange line, without pressing any buttons. An exchange line call on another line at time of failure will be maintained.

Incoming and outgoing exchange line calls are still possible, including full operation of call barring and abbreviated dialling facilities. Intercom facilities are not available and lamps will not be illuminated.

### Supervisory Intercom Tones

Dial Tone



continuous hum

Interrupted Dial Tone



interrupted hum

Transferring Tone



continuous hum of lower frequency than dial tone

Ring Tone



long buzz — pause — long buzz

Engaged Tone



repeated medium pitched tone

N.U. Tone



continuous medium pitched tone

# PERSONAL DIRECTORY FOR TUDOR

**NAME**

**EXT.**

NAME	EXT.

# ABBREVIATED DIALLING LIST

STORED NUMBER/NAME	CODE
	01 02 03
	04 05 06
	07 08 09
	10 11 12
	13 14 15
	16 17 18
	19 20 21
	22 23 24

# ABBREVIATED DIALLING LIST

STORED NUMBER/NAME	CODE
	25 26 27
	28 29 30
	31 32 33
	34 35 36
	37 38 39
	40 41 42
	43 44 45
	46 47 48