

Key and Lamp Units

Key and lamp units are flexible and offer opportunities for increasing office efficiency.

A number of associated key and lamp units provide a simple means of connecting any one of the units to any one of a group of circuits. These can be exchange lines, extensions, or private circuits.

The units are particularly useful where orders are taken by telephone: for example, employment agencies, travel and ticket agencies, and wholesalers.

Associated units can also be used by teams within an organisation to give joint use of a number of lines.





10-way Key and Lamp Unit

Benefits

- Easy operation.
- Flexible answering points for incoming calls.
- Lamp signalling gives quiet working conditions where bell/buzzer not used.
- User can hold one call and make an enquiry on another circuit without overhearing.
- A number of associated units can be staffed throughout the day according to incoming telephone traffic.

Description

Two sizes of key and lamp units can be provided. Up to ten circuits can be connected to the smaller unit and up to twenty to the larger. Each circuit has an associated signal lamp and a key with three positions. There is also a circuit identification strip and a key-bar.

The units are normally provided in grey plastic cases, but a special version of the smaller size can be fitted into the subscriber's own desk or console - this would require an opening 193mm by 97mm with a space of at least 67mm behind it in the desk or console. Customers should seek advice from the Telephone Sales Office before preparing any furniture for these units. The larger size is not suitable for console fitting.

Each circuit is normally connected to every unit, but special distribution arrangements are possible.

The units can be linked to cater for a larger number of circuits. Two or more units can be provided for each unit user in a group of associated units.

How the units are operated

The uses of the key positions are:-

- Up - 'normal'
- Middle - 'hold'
- Down - 'speak'

Incoming calls

An incoming call on any circuit flashes a signal lamp on every unit to which that circuit is connected, and operates a buzzer or bell alarm.

The alarm can be switched off if it is not required.

The call is answered by any of the unit users moving the appropriate key to the 'speak' position. This stops the alarm, and changes the flashing light to a steady glow on all the units to show that the line is engaged.

The call can be held by moving the key to the 'hold' position while an enquiry is made on another circuit or another associated unit user takes over the call. The caller cannot hear the enquiry and the signal lamps continue to glow steadily.

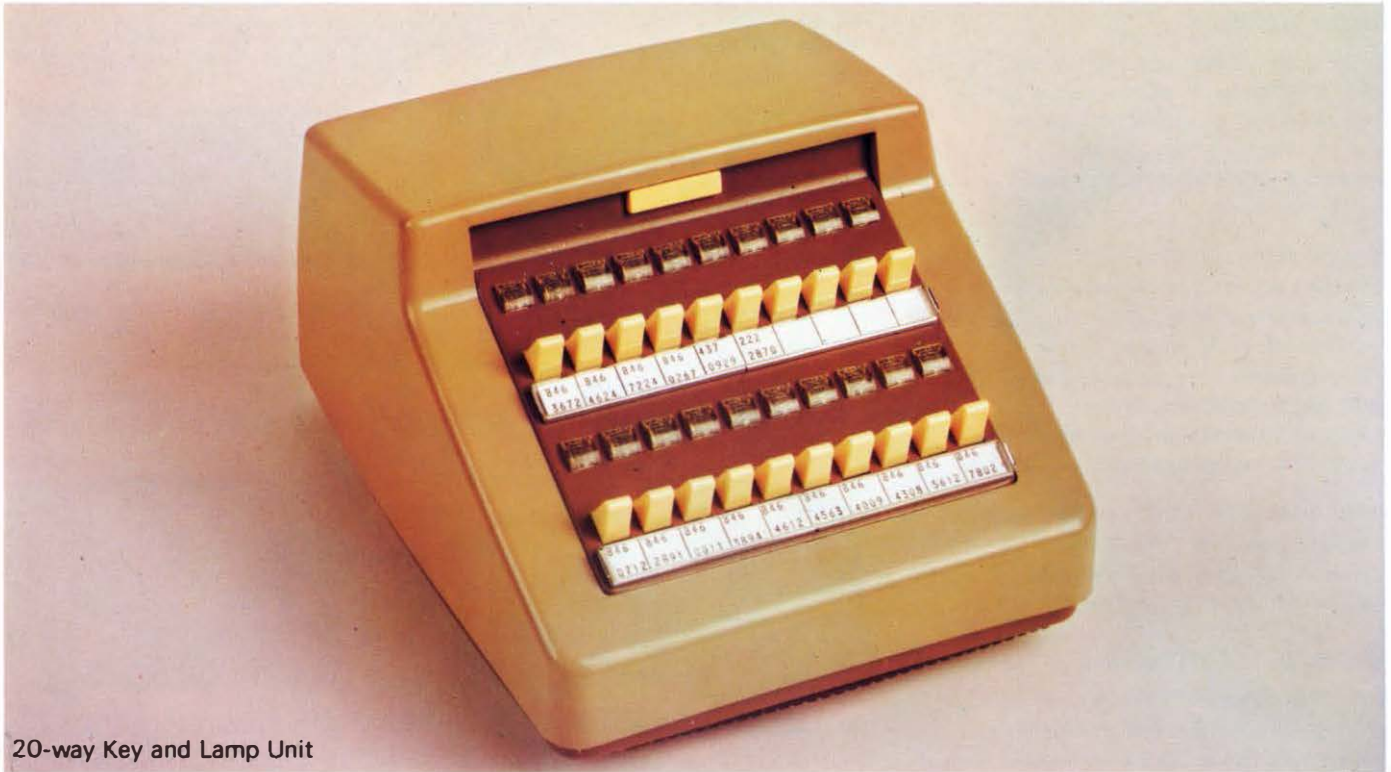
When the call ends the key is restored to the 'normal' position, and all signal lamps for that circuit go out.

Outgoing calls

An outgoing call on an exchange line is made by moving the key of a free line to the 'speak' position and dialling the number required.

Outgoing calls on certain private circuits or switchboard extensions are obtained by moving the key to the 'speak' position and pressing the long key-bar. This bar is also used for operator recall and transfer facilities when the key and lamp unit is connected to a switchboard by extensions.

The signal lamps on all units to which a circuit is connected will glow steadily while an outgoing call is in progress on that circuit.



20-way Key and Lamp Unit

Facilities

One person may be able to handle all the calls during quiet times, but when calls increase other units can be brought into use, with additional staff.

A large volume of calls can be handled with minimum delay, using a group of these units, fitted with sufficient circuits.

In offices, each associated unit user can have access to every circuit, and so answer calls without having to move from one desk to another.

Tablephones, telephone headsets or handsets are provided as the standard instrument with each key and lamp unit, but for additional charges Trimphones, Keyphones or Pendant telephones can be fitted. A plug and socket connexion is used for telephone headsets or handsets together with a dial unit that can either be mounted in a small drawer beneath the desk top, or fitted on or in the working surface.

To guard against loss of signal lights and alarms due to mains failure, stand-by power arrangements can be provided for an additional charge.



Other uses of key and lamp units

In some circumstances extensions from telephones in other offices can be terminated on a key and lamp unit so that they may be readily answered when their normal users are absent.

"Broadcasting" facilities can be provided where it is necessary to send the same information simultaneously to several places. When used for this purpose the units are suitable for racing information services, news agencies and similar organisations.

Other arrangements of key and lamp units are possible. A Post Office representative will be pleased to visit to discuss your particular needs.

General information

Each installation of key and lamp units is normally provided with a power unit. Power is drawn from a 3-pin mains socket outlet of at least 5-amp rating, provided by the subscriber. This socket outlet should be located at a suitable site for the power unit and auxiliary apparatus.

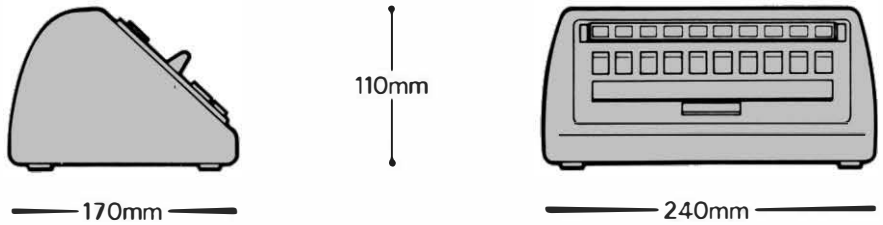
An auxiliary apparatus unit which includes lamp flashing equipment, is required for the first five circuits (exchange lines and/or PBX extensions) regardless of the number of circuits provided. A supplementary unit is required for each five, or part of five, additional circuits provided. Additional charges apply.

When only private circuits are fitted, a lamp flashing unit is provided together with one or more supplementary units.

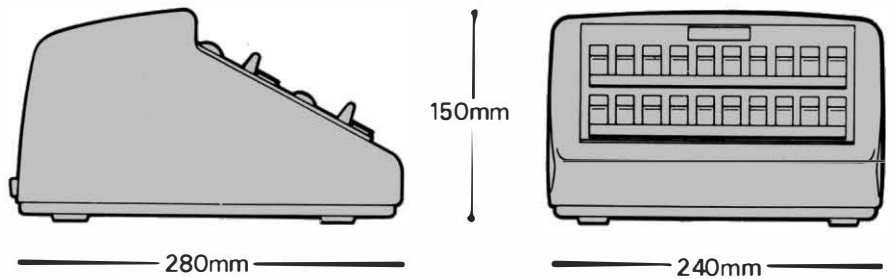
The dimensions and weights quoted above are approximate; certain installations may require additional or alternative equipment.

Dimensions and weights

10-way key and lamp unit
weight 2kg



20-way key and lamp unit
weight 3.6 kg



Power unit
355mm by 305mm by 190mm
18.1 kg

Auxiliary apparatus unit
480mm by 135mm by 135mm
8.1 kg

Supplementary unit
Lamp flashing unit
480mm by 100mm by 135mm
5.8 kg

Please note

We do our best to supply our customers with the apparatus they ask for but we may have to provide apparatus which does not accord exactly with the descriptions and illustrations in this leaflet.

Your Telephone Sales Office will gladly supply any further or more up-to-date information. The address and telephone number are shown in the preface of your telephone directory.