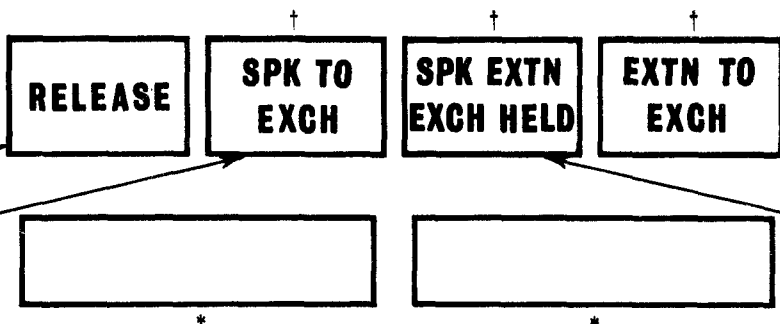


# HOW to USE the (MAIN) TELEPHONE

(Plans 105, 105A, 107 & 107A)



— **TO MAKE AN EXCHANGE CALL**, lift the handset, press the key, wait for dialling tone, then dial.

— **TO ANSWER AN EXCHANGE CALL**, lift the handset, press this key and speak.

**TO SPEAK TO EXTENSION WHILE HOLDING AN EXCHANGE CALL**, press this key (*the SPK TO EXCH will restore*) and ring extension by pressing either of the two long unmarked keys.\* *The red light behind the key is to remind you that the exchange line is being held.* If you wish to speak on the exchange line again press the SPK TO EXCH key.

— **TO CONNECT EXCHANGE LINE TO EXTENSION**, press this key (Ring the extension if necessary). The white light behind the key glows while the extension is speaking and will go out when the extension handset is replaced. *If the key is left down, any fresh exchange call will ring the extension as well as the main bell (Buzzer on main, instead of bell, if the extension is "external").*

— **TO SPEAK TO EXTENSION**, without calling exchange, restore all keys to normal by pressing this key, which does not stay down. Ring the extension if necessary.

† *Each of these keys stays down when pressed but pressing any one down releases either of the others.*

\* *Ring extension keys; if there are two extensions each key will ring a particular extension.*

## Notes:—

- (i) An *external extension*, when calling the main, must operate the push button key *before* lifting the handset.
- (ii) Make sure that the plug is in the electric socket and that the switch, if there is one, is "on".