

How To Use This Telephone

To make an inside call—Depress (L) button on base of telephone and pick up handset. When you hear dial tone, dial number desired as shown on the other side.

If you hear busy signal, replace handset and try again in a few minutes.

To make a trunk (outside) call—Depress highest numbered trunk button on base of telephone and pick up handset. When operator answers, give your call.

If you hear busy signal before operator answers, try next lower numbered trunk. If you hear busy signal on every trunk, replace handset and try again in a few minutes.

If you do not receive an operator's answer or hear the busy signal promptly, speak to determine whether the trunk is being held on another call. Ascertain telephone desired and transfer call to that telephone in manner provided for an incoming call.

To answer an inside call—When your telephone bell rings, depress (L) button on base of telephone, pick up handset, and speak.

If, after answering, you are requested to answer on a trunk bearing a certain number, understand that **an incoming trunk call is being transferred from another telephone**. Acknowledge the request. Depress trunk button, bearing that number, on base of telephone and speak.

To answer an incoming trunk call—When a trunk bell rings, depress trunk button on base of telephone, indicated by tone of bell or by lighted trunk lamp signal. Then pick up handset and speak.

To transfer a trunk connection to another telephone—Request calling person to wait on the connection. Depress (H) button and then (L) button, on base of telephone. When you hear dial tone, dial number of desired telephone. Request person answering to answer on trunk on which call was received stating number of that trunk. As soon as person at desired telephone indicates he will answer on the trunk, replace handset.

To hold a trunk connection while answering another call—

Request calling person to wait on the connection. Depress (H) button on base of telephone. Replace handset momentarily and depress proper trunk button for the second call. When finished on second call, depress button on trunk used for first connection, thus returning to that connection.

To call back the operator on an outside call—Depress and release the plunger (between the handset supports) slowly, three or four times.

Do not replace handset or depress plunger on an inside call until through with the connection.