

1.3 OPERATING INSTRUCTIONS

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1.3.1 STATION NOMENCLATURE

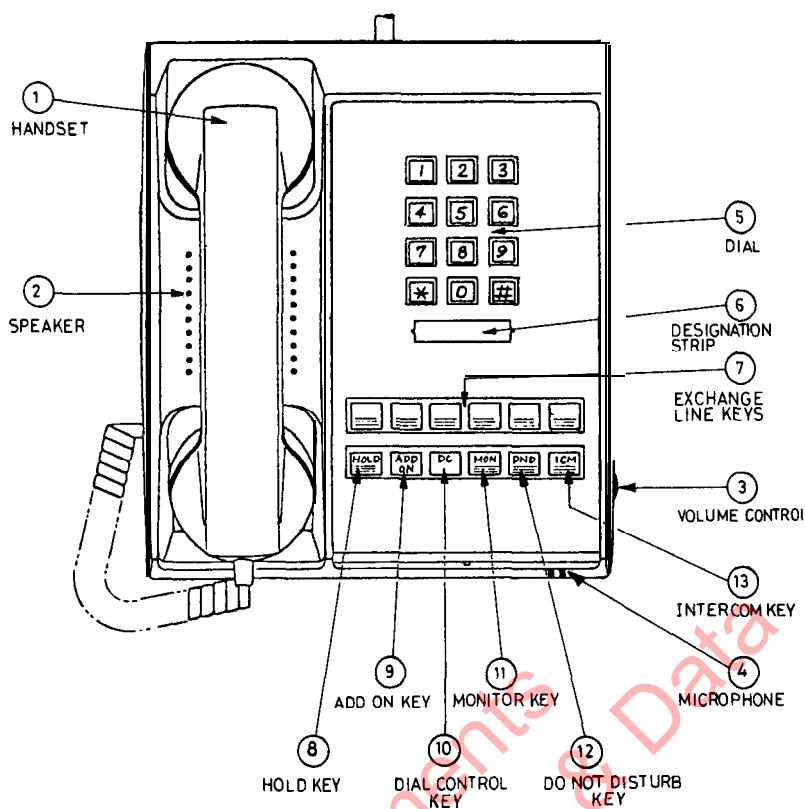


FIGURE 1 N616 STATION (TS-616)

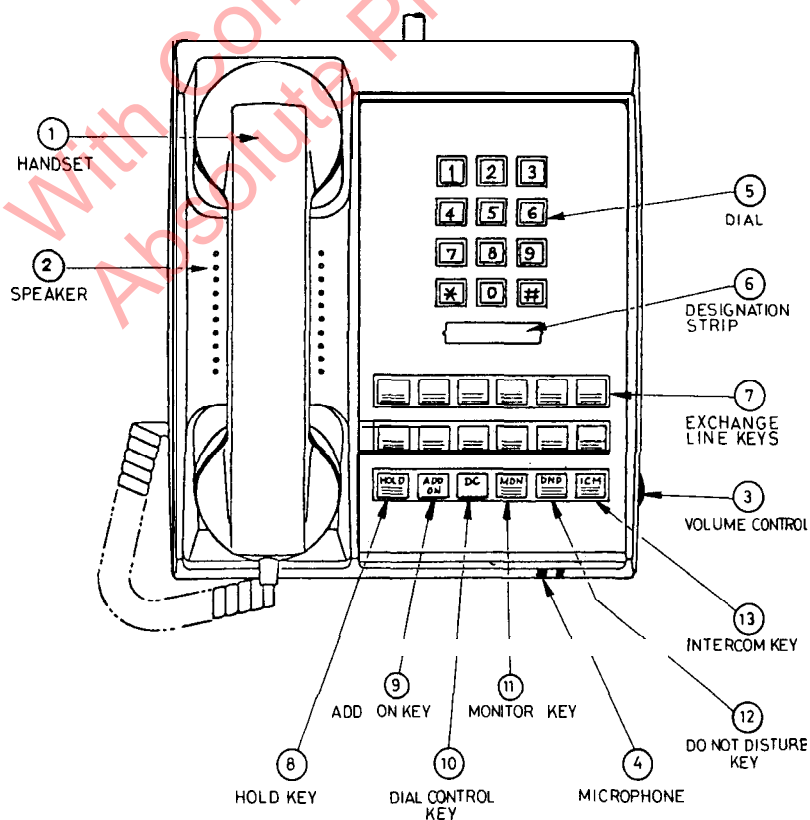


FIGURE 3 N1236 STATION (TS-1236)

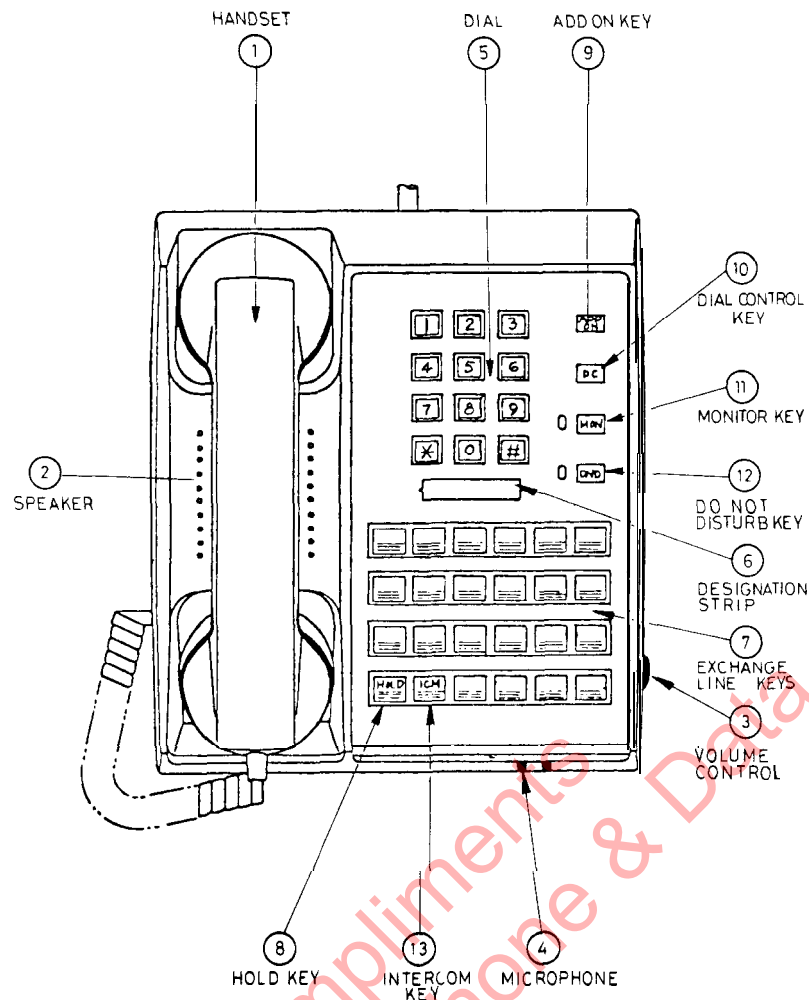


FIGURE 3 N2260 STATION (TS-2260)

1. Handset
2. Station Speaker
3. Volume Control
4. Microphone
5. Push-button Dial
6. Designation Strip
7. Exchange Line Keys / Exchange Line Status LEDs
8. Hold Key / Message Waiting LED
9. Add On Conference Key
10. Dial Control Key
11. Monitoring Key / Monitoring Status LED
12. Do Not Disturb Key / Microphone Cut-off Key
13. Intercom Control Key / Intercom Status LED

When the system provides an Exclusive Line, Hot Line and Earth Recall or Switchhook Flash the keys used for these facilities are automatically allocated. The last three exchange line keys will be used depending on what facilities are required.







The keys are allocated as shown:

616	1236	2260	
- 4	- 10	- 20	Exclusive Line Key
- 5	- 11	- 21	Exclusive Line Key or Hot Line Key
- 6	- 12	- 22	Exclusive Line Key or Hot Line Key or Earth Recall Key or Switchhook Flash Key

The exchange line keys are allocated from the last key to the third last key. If two facilities are used, for example Exclusive Line and Earth Recall the Exclusive Line will be allocated to the second last exchange line key.

Note: If the system is fully equipped with exchange lines, then the station has lost the use of the last common exchange lines.

1.3.2 STATION LED INDICATIONS

	Off	Free	
	Steady	Busy On-Hook Dialling Do Not Disturb Listen-in Monitoring	
	Slow Flash	Incoming Call Intercom Call (Microphone off) Microphone Off Message Waiting	(60 IPM)
	Flash	Hold	(120 IPM)
	Flicker	Exclusive Hold Add On Standby	(120 IPM)
	Rapid Flash	I-Hold Intercom Call (Microphone on) Hot Line Call Automatic Ring Back	(300 IPM)

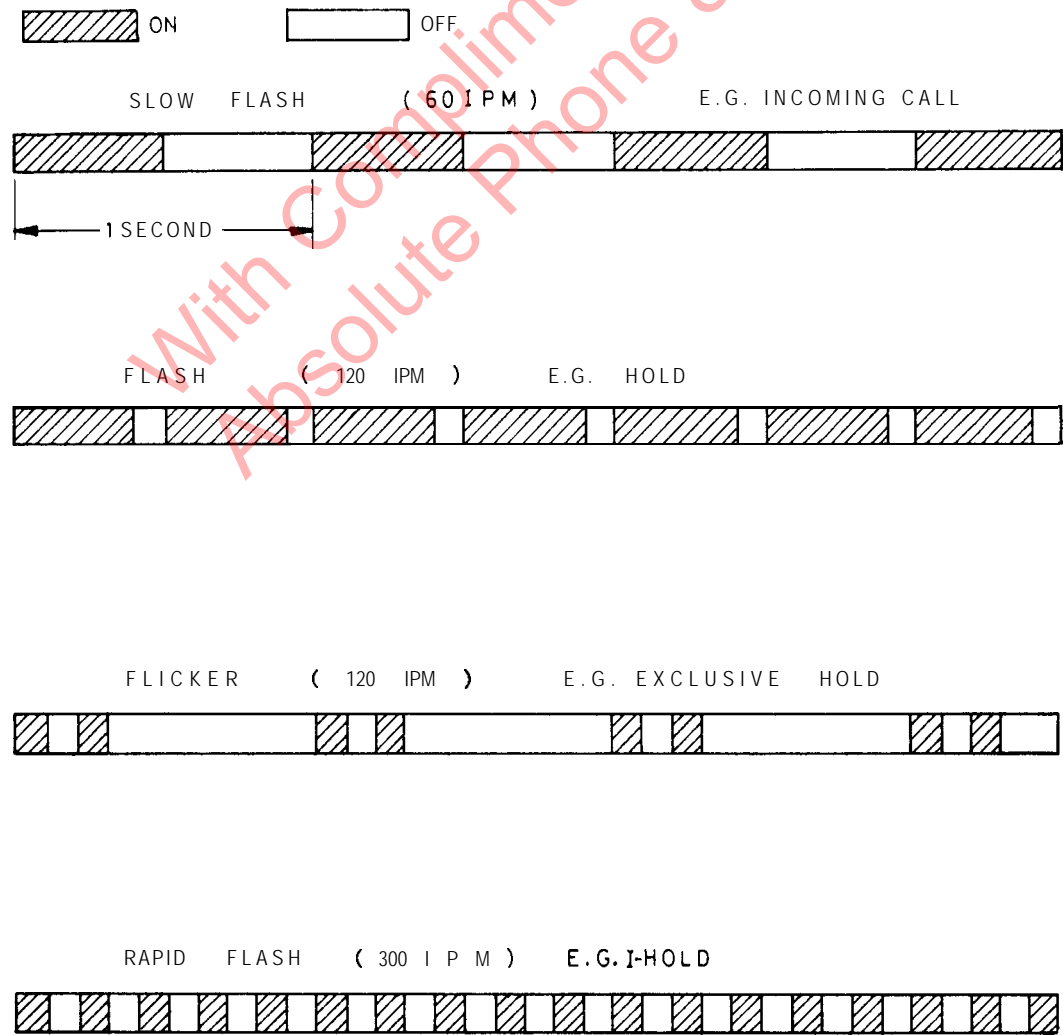


FIGURE 4 LED INDICATIONS

1.3.3 SYSTEM TONES

Ring Tone	—	Signal Call
Constant Tone	—	Dial Tone
Slow Repeating Tone (60 pulses per minute)	—	Station Busy
Fast Repeating Tone (120 pulses per minute)	—	Paging Busy
Single Tone Burst	—	Station in Do Not Disturb
Double Tone Burst	—	Number Unobtainable Tone
Single Warbling Tone	—	Intercom Call to Station with Mic on
Repeating Warbling Tone	—	Intercom Call to Station with Mic off
Five Tone Bursts	—	Paging Call
Rapid Repeating Tone (300 pulses per minute)	—	DSS Intrusion Tone
	—	Hot Line Call
	—	Alarm Signal

1.3.4 STATION OPERATIONS

PLACING AN EXCHANGE LINE CALL:

Lift the Handset (1) and press a free Exchange Line Key (7).

Dial the desired number after receipt of Dial Tone.

The selected Exchange Line Status LED (7) indicates:



Busy condition at all stations.

No other station can come across this line. You have complete privacy.

LAST NUMBER REDIAL:

Lift the Handset (1).

Select a free Exchange Line Key (7).

When you hear Dial Tone, press the DC (Dial Control) Key (10) then press the '*' button.

The system automatically dials the last number called. A pause is inserted if you dialled through a PABX (i.e. if you first dialled the digit for an outside line).

ON-HOOK DIALLING:

To initiate a call without lifting the Handset (1);



Press the MON Key (11),

Select a free Exchange Line Key (7) and dial the required number.

Once the person being called answers the telephone, you must lift the Handset (1) off-hook to speak.

ABBREVIATED DIALLING:

STORING TELEPHONE NUMBERS

Lift the Handset (1).

Press the DC Key (10) and wait for Dial Tone.



The ICM Status LED (13) will light.

Assign the storage location by dialling a number from 10 to 25.

Then dial the desired telephone number. If a pause is required within the telephone number press the '#' button and continue entering the remaining digits.

Up to 16 digits may be stored including any pause.

To store further abbreviated dialling telephone numbers, press the DC Key (10) and repeat the above procedure. Place the Handset (1) on-hook when you have finished.

USING ABBREVIATED DIALLING

Lift the Handset (1).

Select a free Exchange Line Key (7).

Press the DC Key (10) and dial the abbreviated number (from 10 to 25) corresponding to the telephone number you wish to dial.

When dialling stops due to a pause, wait for the new dial tone, then press the '*' button to continue dialling the abbreviated number.

ANSWERING AN EXCHANGE LINE CALL:

Incoming calls are signalled by a Tone Caller (if assigned) through the Station Speaker (2) and the



Exchange Line Status LED (7) slow flashes at all stations.

To answer the call,

Lift the Handset (1),

Press the Exchange Line Key (7).

The Exchange Line Status LED (7) then indicates:



Busy condition at all stations,

Should an exchange line call come for your station while it is in the busy condition, off-hook ring signalling will be heard through the Station Speaker (2) if this option is assigned.

Once the call is answered, no other station can come across the line.

HOLDING AN EXCHANGE LINE:

Press the HOLD Key (8) once. The



Exchange Line Status LED (7) on your station will indicate I-HOLD.



HOLD condition is indicated on all other stations.

If provided, music is transmitted to the held line.

To release the exchange line from Hold, any station may press the Exchange Line Key (7) corresponding to the held line.



Pressing the "HOLD" Key (8) twice puts the exchange line on EXCLUSIVE HOLD. In this condition only the station which held the line may answer the line.



Exchange Line Status LED (7) indicates busy at all other stations.



The LED in the HOLD Key (8) may indicate Message Waiting.

AUTOMATIC RING BACK (PROGRAMMABLE OPTION):

Once an exchange line has been on Exclusive Hold for a preset time, the Tone Caller signals again. If the call is not answered after a further 20 seconds the DSS station will ring.

TRANSFERRING AN EXCHANGE LINE CALL:

Vocal Transfer

Hold the Exchange Line and advise the required person to pick-up the call.

Transfer by Intercom or Paging Call

Place the call on hold and inform the required person via an intercom or paging call as described in Placing an Intercom Call and Paging.



I-HOLD is indicated on the held Exchange Line Status LED (7) at the holding station and the



HOLD condition is indicated on the Exchange Line Status LED (7) at all other stations.

The transferred call is answered by lifting the Handset (1) and pressing the corresponding Exchange Line Key (7).

MULTI PARTY CONFERENCE (EXCHANGE LINE):

Two EXCHANGE LINE CONFERENCE (SIMULTANEOUS OUTSIDE LINE CALLS)

While talking on an exchange line call,



Press the ADD ON Key (9), the exchange line is held and the Exchange Line Status LED (7) indicates Add On Standby.

Place another call using a free exchange line and begin the conversation.

Press the ADD ON Key (9) again to begin the conference.



Both Exchange Line Status Lamps (7) indicate busy.

To release one exchange line press the Exchange Line Key (7) corresponding to the person to whom you wish to continue to converse.

To terminate the conference place the Handset (1) on-hook.

TWO OR THREE STATION CONFERENCE WITH AN EXCHANGE LINE (OUTSIDE CALL CONFERENCE)

While talking on an exchange line call,



Press the ADD ON Key (9), the exchange line is held and the Exchange Line Status LED (7) indicates Add On Standby.

Ask the desired person, if located nearby, to lift the Handset (1) and press the Exchange Line Key (7) you are using. Press the ADD ON Key (9) again to begin the conference.



The Exchange Line Status LED (7) indicates busy.

Alternatively, the station which is to join the conference may be called via the intercom.

When the intercom call is answered, ask the person called, to lift the Handset (1) and press the ICM Key (13) or the Exchange Line Key (7) you are using. Press the ADD ON Key (9) again to begin the conference.



The Exchange Line Status LED (7) will indicate busy.

If the intercom call is not answered, press the ADD ON Key (9) to continue the conversation.

Up to 3 stations can be in conference with an exchange line, each station is added to the conference using the above procedure.

LISTEN-IN MONITORING:

Once a call is established and you wish to listen-in, but not take part in the conversation.



Press the MON Key (11) and then place the Handset (1) on-hook.

The received voice signal will be heard through the Station Speaker (2).

To stop monitoring, press the MON Key (11) again, or lift the Handset (1).

SWITCHHOOK FLASH (PROGRAMMABLE OPTION):

This facility is provided only when the system is connected to a PABX which uses Voice Frequency dialling.

While on a local call via the PABX press the Switchhook Flash Key to hold the exchange line at the PABX. Operation of the Switchhook Flash Key will give loop break of 1 second.

The Switchhook Flash Key is allocated as follows:

616	Exchange Line 6
1236	Exchange Line 12
2260	Exchange Line 22.

EARTH RECALL (SYSTEM OPTION):

This facility is provided only when the system is connected to a PABX which uses decadic dialling.

While on a local call via a PABX press the RECALL Key to hold the exchange line at the PABX. Operation of the Recall Key will put an earth on the line for 1 second.

In some cases the RECALL Key may be used to call the PABX operator.

The RECALL Key is allocated as follows:

616	Exchange Line 6
1236	Exchange Line 12
2260	Exchange Line 22.

EXCLUSIVE LINE (SYSTEM OPTION):

Only one station is connected to an Exclusive Line. Operation of an Exclusive Line is the same as the operation of an exchange line, as described above.

The exceptions being; an Exclusive Line can not be transferred and access barring is not applied to an Exclusive Line.

An Exclusive Line may be one of the last three Exchange Line Keys (7).

HOT LINE CALL(SYSTEM OPTION):

Only two stations are connected to a Hot Line.

To call the other station,

Lift the Handset (1), and press the Hot Line Key.



The Hot Line Status LED indicates busy.

To answer a Hot Line call, the



Hot Line Status LED indicates a call.

Lift the Handset (1), and press the Hot Line Key.



The Hot Line Status LED indicates busy.

Hot Lines cannot take part in a conference.

A Hot Line may be one of the last two Exchange Line Keys (7).

PRESELECTION:

A key may be operated up to 5 seconds before lifting the handset to seize a line.

PLACING AN INTERCOM CALL:

Check that the Intercom Status LED (13) is not on, since this indicates that all intercom links are busy.

Lift the Handset (1).



Press the ICM Key (13).

Wait for Intercom Dial Tone (constant tone).

Dial the desired station's number.

A Single Tone Burst indicates you can converse with the person at that station. Your voice will be heard through the Station Speaker (2), "Handsfree Talkback".

A Double Tone Burst indicates that the station being called has the microphone switched off. Therefore, you will not hear the person being called unless the microphone is switched on or the ICM Key (13) is operated and the Handset (1) is used.

A Slow Repeating Tone indicates that the station is busy on another call.

A Fast Repeating Tone indicates that the station called is in the Do Not Disturb mode.

Another station can not listen-in on your call, complete privacy.

To call a DSS Console Attendant, carry out the above procedure and dial "0" for the first DSS Console or "9" for the second DSS Console instead of the station number.

SIGNAL CALL:

When placing an intercom call to another station, and there is no immediate response, the person at the calling station may choose to initiate a signal call by dialling any extra digit.

This action changes the signalling at the called station from voice signalling, "Handsfree Talkback", to audible signalling until the call is answered or the calling party hangs-up. The calling party will hear ring tone through the Handset (1) while the called station is transmitting audible signalling.

A Signal Call is answered by lifting the Handset (1) and pressing the ICM Key (13).

ANSWERING AN INTERCOM CALL:

A Single Tone Burst from the Station Speaker (2) signals an intercom call.

The originator of the call can be heard via the Station Speaker (2), "Voice Calling".

The Intercom Status LED (13) will indicate;



Microphone-on, or



Microphone-off.

When the microphone is on, you can "talk back" without lifting the handset, "Handsfree Talkback"

If the microphone is off, press the DND Key (12) to turn the microphone on.

The DND Key (12) may be pressed during the call to turn off the microphone, another operation of the DND Key (12) is required to turn the microphone on, again.

At anytime during the call, the Handset (1) can be used.

Lift the Handset (1) and press the ICM Key (13).



The Intercom Status LED (13) will indicate busy.

ALTERNATE POINT ANSWERING

To answer an intercom call being made to another station located nearby.

Lift the Handset (1).

Dial the number of the station being called. Do not press the Intercom Key during this operation.



The Intercom Status LED (13) will indicate busy.

CALL TO A DSS CONSOLE ATTENDANT:

Lift the Handset (1).



Press the ICM Key (13).

Wait for Intercom Dial Tone.

Dial "0" for the first DSS Console or
"9" for the second DSS Console.

THREE STATION INTERCOM CONFERENCE:

Place an intercom call to the first station and ensure that the called party answers using the Handset (1).

Press the ADD ON Key (9).

Wait for Intercom Dial Tone.

Call the second station and ensure that the called party answers using the Handset (1).

Press the ADD ON Key (9) again and the conference is set up.

If one party places the Handset (1) on-hook, the conversation may continue between the remaining parties.

DO NOT DISTURB (PROGRAMMABLE OPTION):

This facility is a programmable option and may not be allocated to all stations.

A single operation of the DND Key (12), while the handset is on-hook, puts the station into Do Not Disturb mode



The DND Status LED (12) indicates Do Not Disturb busy.

To remove the Do Not Disturb condition operate the DND Key (12) twice.



The DND LED (12), then indicates the free condition

The DSS Station may override the Do Not Disturb condition depending on how the system is programmed.

CALL FORWARDING (PROGRAMMABLE OPTION):

To automatically transfer Intercom and Exclusive Line calls to a preassigned station.

Press the DND Key (12).



Do Not Disturb Status LED (12) indicates busy.

Exclusive Line calls and Intercom calls will be automatically directed to the preassigned station.

Press the DND Key (12), twice to reset Call Forwarding.



Do Not Disturb Status LED (12) indicates the free condition.

MICROPHONE CUT-OFF:

To cut-off the microphone, while using "Handsfree Talkback" on an intercom call, press the DND Key (12). For stations programmed to have Do Not Disturb the DND Key (12) must be pressed twice. However, stations with an intercom call in progress, only require a single operation of the DND Key (12) to cut-off the microphone.



The DND Status LED (12) indicates Microphone Cut-off.

While in the Microphone Cut-off state the calling party can not hear any conversation at the called station.

A station in the Microphone Cut-off state can receive incoming intercom calls but "Handsfree Talkback" is inhibited.

A single operation of the DND Key (12) returns the microphone to its normal condition.



The DND Status LED (12) indicates the free condition.

PAGING:

Three types of paging calls may be made.

1. ALL CALL PAGING

This method is used to make an announcement over the Station Speaker (2) of all stations and through the external loudspeakers, if equipped.

2. INTERNAL ZONE PAGING (PROGRAMMABLE OPTION)

This method is used to make an announcement through the Station Speaker (2) of the stations included in one of four zones. When the system is installed the stations are programmed into one of the four zones.

3. EXTERNAL ZONE PAGING (SYSTEM OPTION)

This method is used when an external public address or loudspeaker paging system is connected to the system.

To originate a paging call.

Lift the Handset (1).



Press the ICM Key (13).

Wait for Intercom Dial Tone.

Dial the desired paging number, hear single warbling tone and make the announcement. Busy stations will not hear the paging announcement.

The paging numbers are as follows:

80 All Call Paging

81 Internal Zone 1

82 Internal Zone 2

83 Internal Zone 3

84 Internal Zone 4

65 External Zone 1

*86 External Zone 2

. Note: External Zone 2 is not provided in the 616 system.

MEET ME ANSWER PAGING (PROGRAMMABLE OPTION):

Make an All Call or Internal Zone Paging announcement for someone to "Meet Me".

The originator of the call depresses the '*' button and waits for a response.

To respond to a "Meet Me Answer Paging" call, the respondent lifts the Handset (1) of a station through which the paging announcement was heard, and dials "8" to speak to the originator.

MESSAGE WAITING:

When a DSS console attendant activates the Message Waiting facility.



The Hold LED (8) indicates Message Waiting.

The message may be obtained by pressing the ICM Key (13), and dialling "1".

Then ask the attendant for the message.

When the call has been answered.



The Hold LED (8) will indicate idle.

BACKGROUND MUSIC CONTROL:

When the Handset (1) is on-hook the “#” button is used to turn the Background Music on and off by alternate depressions.

The volume of the Background Music is regulated by the volume control at each station.

POWER FAILURE:

During power failure the exchange lines are automatically switched through to preassigned powerfail stations. In this condition incoming calls may be received or outgoing calls can be originated, all other facilities are inoperative.

To answer an incoming call, lift the Handset (1).

To place an outgoing call, lift the Handset (1), wait for exchange dial tone and dial the desired number.

If a short interruption of the mains power occurs, the operation of the system will be interrupted and all calls will be cut off.

In this case the red reset LED (RL LED) on the power supply will be on. Press the reset switch (RS switch) to extinguish the LED. Normal operation will resume if power is still available.

With Compliments
Absolute Phone & Data

1.3.5 DSS CONSOLE NOMENCLATURE
(616/1236, 2260)

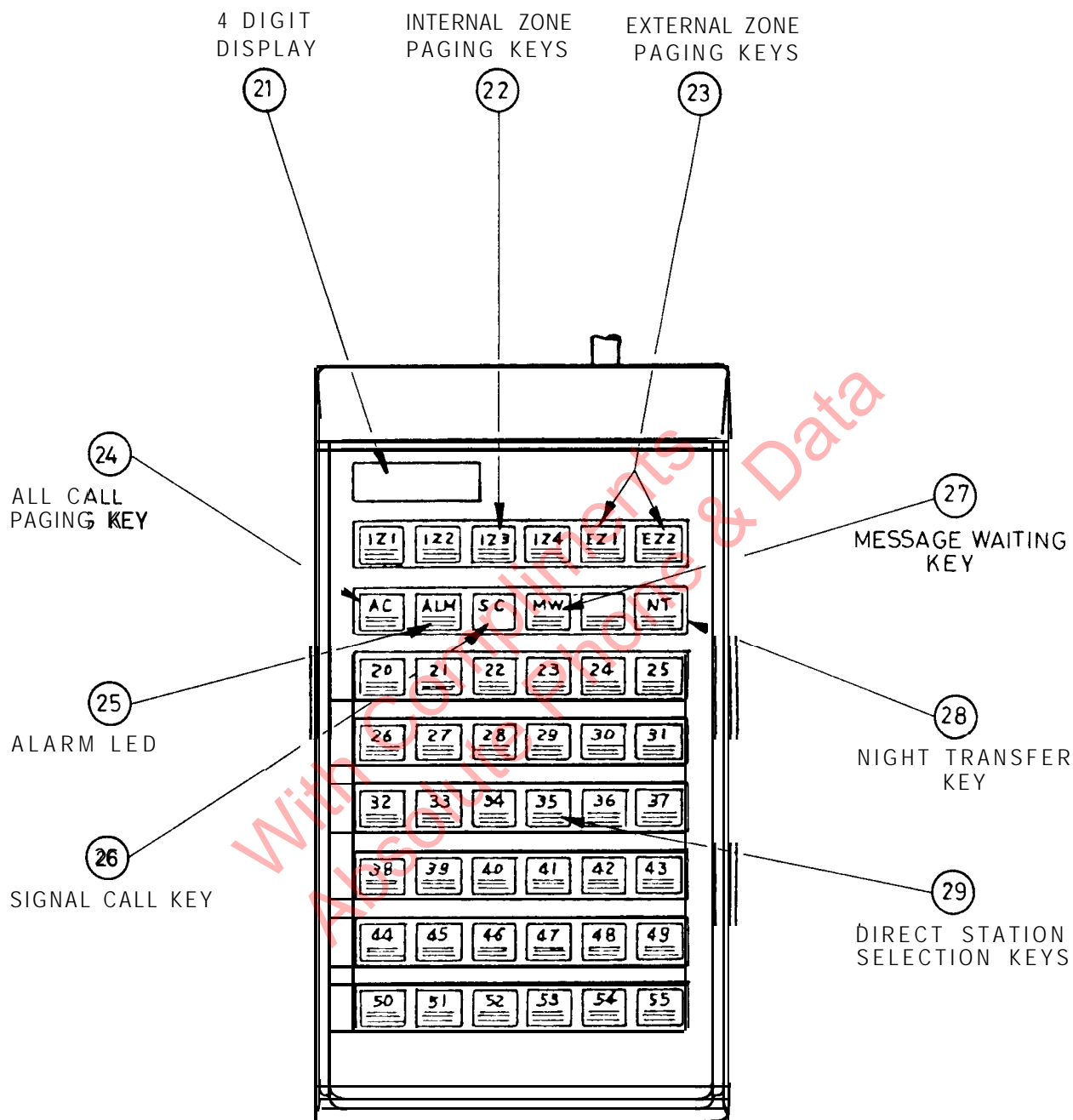


FIGURE 5 N616/1236 DSS CONSOLE (DSS-6161236)

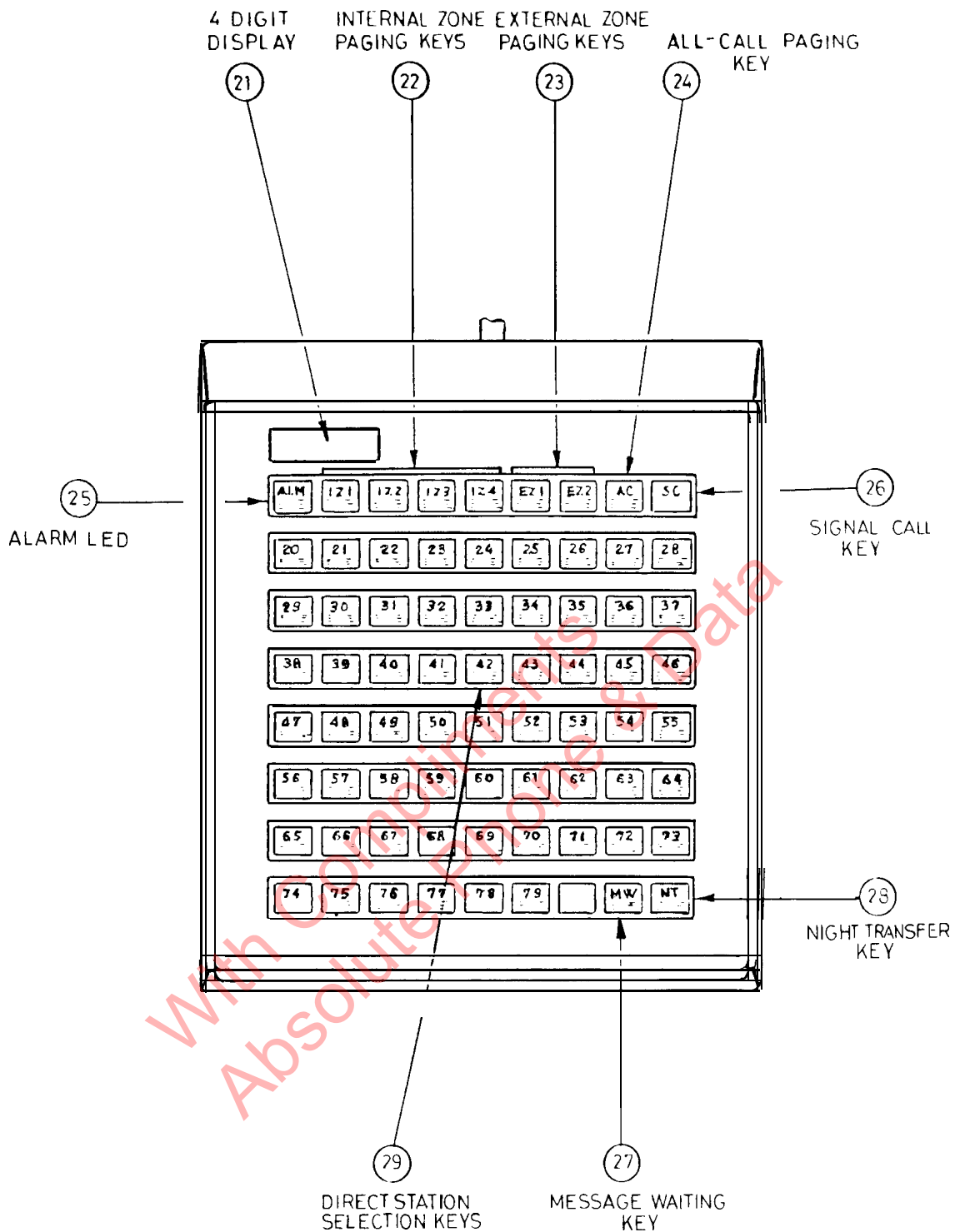






FIGURE 6 N2260 DSS CONSOLE (DSS-2260)

21. Display (4-digits)
22. Internal Zone Paging Keys
23. External Zone Paging Keys
24. All Call Paging Key
25. Alarm Lamp
26. Signal Call Key
27. Message Waiting Key
28. Night Transfer Key
29. Direct Station Selection Keys including Busy Lamp Field

DSS Station - the station located beside the DSS Console.

1.3.6 DSS CONSOLE LED INDICATIONS

The Busy Lamp Field shows station status

	Steady	Off Hook / Busy Condition	
	Slow Flash	Message Waiting Battery Low	(60 IPM)
	Flash	Station receiving a Handsfree Talkback Intercom Call	(120 IPM)
	Rapid Flash	Do Not Disturb Alarm	(300 IPM)

1.3.7 DSS CONSOLE OPERATIONS

SUMMARY

DSS Call
Automatic Exchange Line Hold
Digits Display
DSS Override
Signal Call
Automatic Ring Back
Message Waiting
Night Transfer
Alarm Indication
Battery Low Condition

DSS CALL

A DSS Call may be one of the following;

- Intercom Call
- Paging Call - All Call Paging
Internal Zone Paging
External Zone Paging

To make a DSS Call.

Lift the Handset (1) at the DSS Station.

Press the single function key (22, 23, 24, 29) corresponding to the type and destination of the call you wish to make.

Automatically the Intercom or Paging Call will be established.

NOTE: A DSS Console cannot take part or set-up a conference using the ADD ON facility. A conference must be set-up from the DSS station, only.

AUTOMATIC EXCHANGE LINE HOLD:

When the attendant at a DSS Console answers an exchange line call, the call may be transferred using a DSS Key (29) or by initiating a paging call using the DSS Console's special function keys (22, 23, 24).

This action automatically places the exchange line on hold. Therefore, it is not necessary to operate the HOLD Key (8) at the DSS Station. The Display (21) will show the call is held by the station corresponding to the operated DSS Key (29).

DIGITS DISPLAY:

The two digits on the left side of the display show the number of the held exchange lines and the two digits on the right side of the display shows the number of the station which holds the exchange line.

DSS OVERRIDE:

Calls from the DSS Console have priority over Intercom Calls and Paging Calls.

When the DSS Console overrides a call, the originator of the call will hear DSS Intrusion Tone. A flashing LED in the DSS Key (29) indicates that a call may be overridden.

DSS Console priority over Do Not Disturb is a programmable option.

NOTE A DSS Console can not override a remote or internal extension which is on **Do Not Disturb**.

SIGNAL CALL:

When a DSS Console attendant does not receive a response after transferring an exchange line call using a DSS Key (29) the SC Key (26) may be used.

Operation of the SC Key (26), after a DSS Key (29) has been depressed, will cause Audible Signalling to be transmitted through the Station Speaker at the station to which the call has been transferred.



The Exchange Line LED(7) will indicate Exclusive Hold at the station to which the call has been transferred.



And Hold at all other stations.

Audible Signalling will be transmitted to the station for 20 seconds.

If the call is not answered within 20 seconds it will be directed back to the DSS Console.

Audible Signalling will be transmitted from the DSS Station Speaker (2) until the call is re-answered.



The Exchange Line Status LED (7) will indicate I-Hold condition at the DSS station, and the station to which the call has been transferred.



And hold condition at all other stations.

AUTOMATIC RING BACK:

If exchange line calls transferred from the DSS Console are not re-answered within the preprogrammed ring back time, Audible Signalling will be heard via the DSS Station Speaker (2).



The Exchange Line Status LED (7) will indicate the I-HOLD condition.

MESSAGE WAITING:

To indicate to a station that there is a message at the DSS Console, carry out the following procedure.

After pressing the desired DSS Key (29).

Press the MW Key (27).



The Message Waiting LED (8) (Hold LED) at the unattended Station and the corresponding DSS LED (27) on the DSS Console will indicate Message Waiting active.

The Message Waiting condition will clear when there is a call from the associated station or if the DSS Console attendant operates the MW Key (27) and the DSS Key (29), corresponding to the station where the message was left, while the Handset (1) is on-hook.

NIGHT TRANSFER:

Operation of the NT Key (28) will direct all incoming audible signals to the programmed Night Transfer Station.



The Night Transfer Status LED (28) will indicate active.

ALARM INDICATION:

When the external alarm signal is detected (option), Alarm Tone will be heard at the DSS Station.



The Alarm Status LED (25) will indicate an Alarm.

The condition is stopped when the alarm signal is cleared.

BATTERY LOW CONDITION:



The Alarm Status LED (25) indicates the Battery Low Condition.

If the battery is not replaced in a short time the system will malfunction.

1.3.8 OPTIONAL EQUIPMENT
— HANDSFREE CONSOLE —

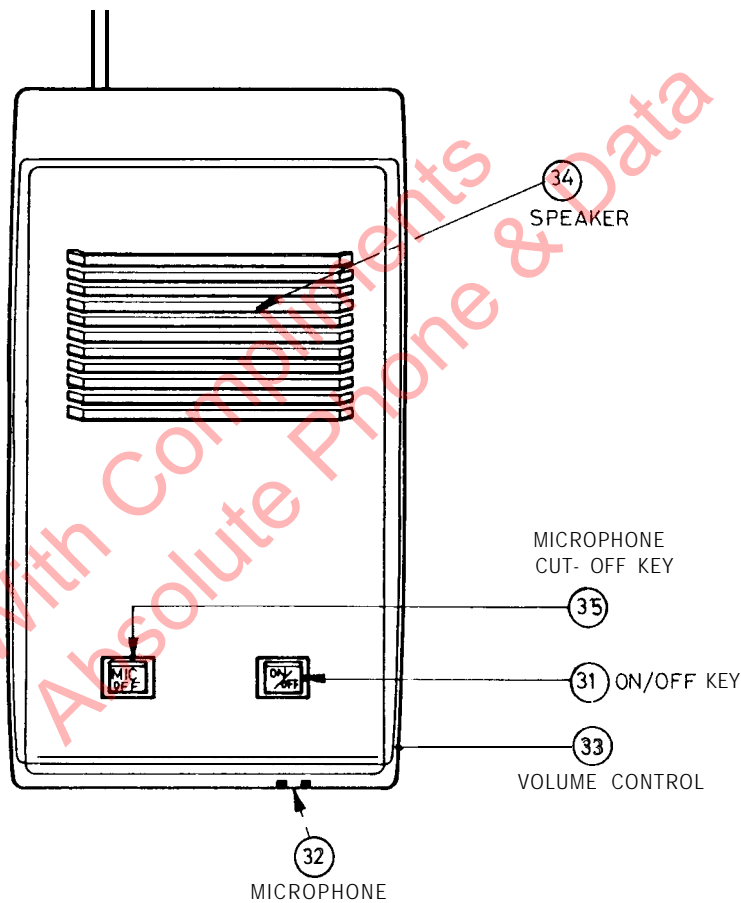


FIGURE 7 HANDSFREE CONSOLE (HFC-N)

Nomenclature

- 31. On/Off Key and LED
- 32. Microphone
- 33. Volume Control
- 34. Speaker
- 35. Microphone Off Key and LED

Lamp Indications

- Off Non-operational State
- On Active Handsfree Condition
Microphone Off Condition

Operation



Press the ON/OFF Key (31) to activate the Handsfree condition.

Select the required system feature using appropriate station key.

If necessary adjust the speaker volume level using the Volume Control (33).



Press the ON/OFF Key (31) again to terminate the call.

To transfer the conversation to the station Handset (1), simply lift the Handset (1). The ON/OFF LED (31) will go off automatically.

To transfer the conversation from the station Handset (1) to the Handsfree Console, first press the ON/OFF Key (31) and the



ON/OFF LED (31) will come on.

Now, place the Handset (1) on-hook.

To prevent your speech being transmitted, press the MIC/OFF Key (35) to turn off the microphone, the



MIC/OFF LED (35) will come on.

Press the MIC/OFF Key (35) again, to turn the microphone on. The



MIC/OFF LED (35) will go off

— INTERNAL EXTENSIONS (INTERNAL STATIONS) —

Nomenclature

Key Stations: 616/1 23612260 stations shown in the front of the instructions (fig. 1, 2 8 3).

Internal Extensions: Telecom Touchfone 10 or rotary dial telephones with decadic dialling.

Internal Extensions are normally located in the same premises as the system and are restricted in their use of system facilities.

For Internal Extensions with intercom access only, refer to the operating instructions for Remote Extensions.

+ EXCHANGE LINE CALLS

Placing an Exchange Line Call :

Lift the Handset. Wait for Internal Dial Tone.

Dial "3" to allocate any free Exchange Line for your call or,

"4" to allocate a free Exchange Line from the second group when the exchange lines are grouped.

Dial the desired number after the Exchange Line Dial Tone has been connected.

Answering an Exchange Line Call :

There is no facility to directly answer an Exchange Line Call. Exchange line calls must be transferred to an Internal Extension using the ADD ON Conference facility at a Key Station, or by a signal call from a DSS Console.

Transferring an Exchange Line Call :

An Exchange Line Call transferred to an Internal Extension can be transferred to a Key Station or Internal Extensions as follows:

Depress the Switchhook momentarily while talking on an Exchange Line Call. This operation will put the Exchange Line on Add On Standby. The Exchange Line Key (7) on Key Stations will indicate Busy.

Wait for **Internal** Dial Tone. If dial tone is not received, depress the Switchhook again and the Exchange Line is returned to you. Repeat the above operation if necessary.

Dial the Station to which the Exchange Line is to be transferred using an Intercom Call.

Ensure that the person being called answers using the Handset.

Depress the Switchhook again and a conference is set-up between three parties. Place your Handset on-hook and the connection between the two remaining parties is maintained.

+ INTERCOM CALLS

Placing an Intercom Call :

Lift the Handset. Listen for Internal Dial Tone.

Then dial "2" and the number of the required Key Station or Internal Extension.

If the call is for another Internal Extension, Ring Tone or Busy Tone is heard in the receiver. Wait for the called party to answer.

If the call is for a Key Station, and the station is not busy, Single or Double Tone Burst is heard and a normal "Handsfree Talkback" call is initiated.

Answering an Intercom Call :

Incoming calls are announced when the telephone rings.

Lift the Handset to answer.

Three-party Intercom Conference

A three-party intercom conference may be set-up as described for transferring an exchange line call, above.

+ PAGING

Lift the Handset.

Wait for Internal Dial Tone.

Dial the desired paging number for

All Call Paging	80
Internal Zone Paging	81 -84
External Zone Paging	85 or 88*

* 86 is not provided in the 616 system.

+ CALL TO A DSS CONSOLE ATTENDANT

Lift the Handset.

Wait for Internal Dial Tone.

Dial "0" for the first DSS Console or
"9" for the second DSS Console.

— REMOTE EXTENSIONS (REMOTE STATIONS) —

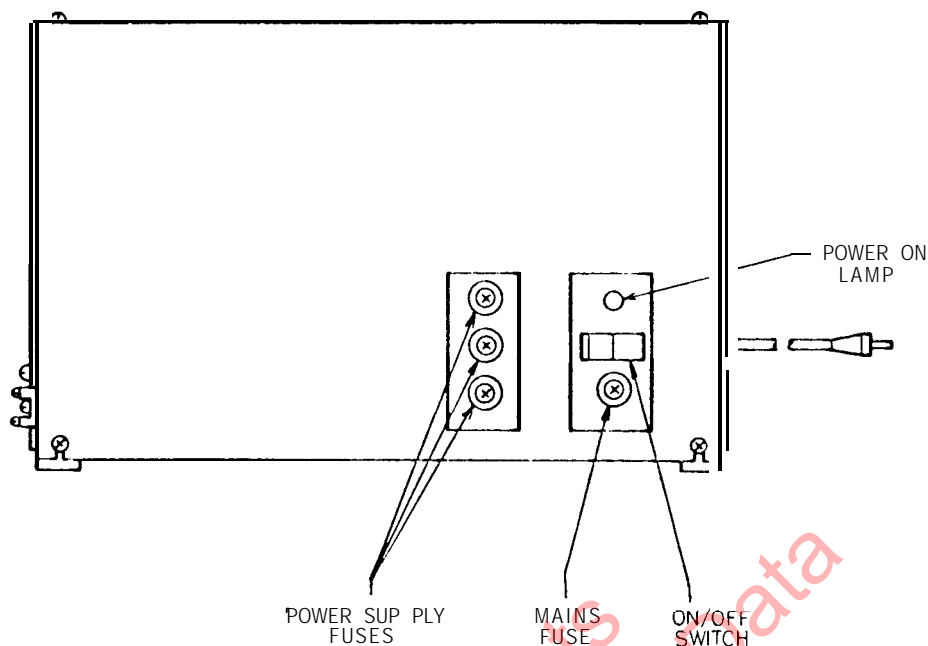


FIGURE 8 REMOTE EXTENSION AND TIE LINE
INTERFACE UNIT (RTIU-N)

Nomenclature

Key Stations: 616/1236/2260 stations shown in the front of the instructions (fig. 1, 2 & 3).

Remote Extension: Telecom Touchtone 10 or rotary dial telephones with decadic dialling.

Remote Extensions are located in premises remote from the system and are restricted in their use of system facilities.

+ EXCHANGE LINE CALLS

Placing an Exchange Line Call :

Call a Key Station.

Ask that person to connect an exchange line to your telephone using the ADD ON Conference facility.

Dial the desired number after Exchange Line Dial Tone has been connected.

Answering an Exchange Line Call :

There is no facility to directly answer an Exchange Line Call. Exchange line calls must be transferred to a Remote Extension using the ADD ON Conference facility at a Key Station.

Transferring an Exchange Line Call :

An Exchange Line Call transferred to a Remote Extension can be transferred to a Key Station, Internal Extension or Remote Extension as follows:

Depress the Switchhook momentarily while talking on an Exchange Line Call. This operation will put the Exchange Line on Add On Standby.

Wait for Internal Dial Tone. If dial tone is not received, depress the Switchhook again and the Exchange Line is returned to you. Repeat the above operation if necessary.

Dial the Station to which the exchange line is to be transferred using an Intercom Call.

Ensure that the person being called answers using the Handset.

Depress the Switchhook again and a conference is set-up between three parties. Place your Handset on-hook and the connection between the two remaining parties is maintained.

+ INTERCOM CALLS

Placing an Intercom Call :

Lift the Handset. Listen for Internal Dial Tone.

Then dial the number of the required Key Station or Remote Extension.

If the call is for another Remote Extension or Internal Extension, Ring Tone or Busy Tone is heard in the receiver. Wait for the called party to answer.

If the call is for a Key Station, and the station is not busy, Single or Double Tone Burst is heard and a normal "Handsfree Talkback" call is initiated.

Answering an Intercom Call :

Incoming calls are announced when the telephone rings.

Lift the Handset to answer.

Three-party Intercom Conference :

A three-party intercom conference may be set-up as described for transferring an exchange line call, above.

— TIE LINES —

When a system uses a tie line the tie line takes the place of an exchange line. Therefore, a tie line appears as an exchange line key on each station.

OUTGOING CALLS

Lift the Handset.

Select the exchange line key corresponding to the Tie Line.

The calling party will hear ring tone until the call is accepted.

INCOMING CALL

Incoming calls on a Tie Line are handled in the same way as an exchange line incoming call.

1.3.9 QUICK REFERENCE TABLE

STATIONS

PAGING: 80	All Call
81 - 84	Internal Zones
85 — 86	External Zones
MEET-ME ANSWER PAGING:	Originator - Page then '*'
	Respondent - Off-hook "8"
MESSAGE WAITING:	Off-hook, ICM, "1".
SIGNAL CALL:	Any extra digit.
ALTERNATE POINT ANSWERING:	Off-hook, Called station number.
DSS ATTENDANT:	Off-hook, ICM, "0"(1st) or "9" (2nd).

INTERNAL EXTENSIONS

Outgoing Exchange Line Calls:	"3" or "4"
Intercom Calls:	"2" then intercom number.
Paging:	"80" All Call, "81 - 84" Internal Zone, "85 - 86" External Zone.
DSS Attendant:	"0" or "9"
Hold / Transfer:	Switchhook Depression (Add on).