

ABOUT YOUR MULTI-BUTTON TELEPHONE

Your multi-button telephone has a row of six buttons below the dial. These may provide up to five inside or outside lines and the hold feature on your single telephone. Or up to six lines without the hold feature.

Lamps light each line button to visually indicate the status of the lines. When an incoming call rings on a line, the light under the button for that line flashes—on your phone and on all other phones with access to that line. When a line is in use, the light under the button for that line lights steadily on all phones having access to that line. A winking lamp indicates a line being held. When a line is not in use, its button remains unlit.

To Answer a Call

Depress the flashing line button and lift the handset.

You may also join a call that someone else has already answered or placed. Press the button for the line that the call is on and lift the handset.

To Place a Call

Look for a line that's not in use. (The line button is unlit when line lamps are provided.)

Depress the button of an idle line and lift the handset. If you depress the button of a line on which someone else is dialing and lift the handset, you may cause him to reach a wrong number.

To Terminate a Call

Place the handset back into its cradle.

To Hold a Call

If your phone has a HOLD button, you may ask a person to hold or wait on one line while you, for example, handle a call on another line. The party being held does not hear your second conversation.

To hold a call, depress the HOLD button and release it. The button for the line you were talking on snaps up but remains lit. (Or if you have the wink-hold feature, the button for the held line winks, that is, flashes quickly.)

You may now depress any other line button on your phone. You won't break your original connection.

To terminate your participation in the second call and return to your original party, depress the button for the line you were holding.

You may hold more than one call at a time. But remember: To hold a call, depress and release the HOLD button each time before pressing another line button. Otherwise you will break your connection.

SIGNALING

The signal button, usually marked SIG, sounds a bell or buzzer connected to another inside phone. The signal button is either a designated line button or a separate button connected to the bottom of your phone. Its signal can cue someone to call you, to pick up his phone, to come into your office, or to perform some other task.

MANUAL INTERCOM

The manual-intercom line button, usually marked ICM, provides a direct line to one or more other phones in your office.

Depress the intercom button and lift the handset. The button lights on your phone and on all other phones connected to the intercom system. Press the signal button to alert the person(s) you want to speak with.

DIAL INTERCOM

The dial-intercom line button, usually marked DL INT, enables you to reach another inside phone by dialing only one or two digits.

To place such a call, depress the dial-intercom button and lift the handset. You may or may not need a dial tone. Dial the abbreviated number of the phone you want to reach. You may or may not hear the common signal indicating that the phone you're calling is ringing.

A bell or buzzer on the phone you're calling does sound—but only once per call on most systems.

Answer a dial-intercom call by pressing the dial-intercom button and lifting the handset.

Note: The hold feature normally isn't provided for manual- or dial-intercom lines.

SOME TELEPHONE TIPS

To Adjust the Bell Volume

Turn the wheel on the underside of your telephone. If your set doesn't have a wheel, push the sliding switch on the side of your phone forward or backward.

To Care for Your Phone

Your Multi-button telephone is ruggedly constructed—designed to give you many years of good service.

To clean your set, use mild soap with a clean, damp (not wet) cloth. Do not use detergents, treated cloths, harsh cleaning agents or sprays, as these items may harm the set.

Avoid spilling liquids on your phone. And don't jar or drop it.

How to use

THE MULTILINE
BUTTON

Desk Telephone



HOW TO USE

The Multibutton Desk Telephone

The rotary and TOUCH-TONE® Dial 10 and 20 button desk telephone sets offer expanded telephone service for the business user. Whether you have the 10 button or the 20 button model, you are sure to find an extra measure of convenience and economy added to your business telephone usage.

On the 10 button set, up to 9 of the buttons may be used to accommodate inside or outside lines (or combination of services). The 20 button set provides an even greater capacity; it can accommodate up to 19 inside or outside lines. The first button on both sets (in red), is the HOLD button. The HOLD feature permits you to answer or make a call on another line while maintaining the original connection.

Each line button is illuminated to indicate whether or not that particular line is, or is not in use. When a call comes in, the button lamp flashes—on your telephone and all other phones connected to that line. When a line is in use, the button lamp for that line on all phones will light steadily.



TO ANSWER A CALL simply depress the line button, the lamp for which is flashing, and lift the handset. When necessary, you may take a call already in progress (by depressing the appropriate button)—in this case the lamp will already be glowing steadily.

TO MAKE A CALL depress an unlit button, lift the handset and wait for dial tone before dialing the desired number.

TO HOLD A CALL press the HOLD button firmly and release it. The line button for the line you were speaking on will snap up, but remain lit. You may now use any other button on your telephone without breaking your original connection. (When equipped with the “wink-hold” feature, the “held” line button lamp will flash to remind you of your “held” call). To return to the original call, simply depress the line button being “held.” If you desire to “hold” the second call, you must depress the HOLD button again in the same way, before depressing the line button being “held.”

You will break your connection if you depress another line button without depressing the HOLD button first.

OPTIONAL ARRANGEMENTS Some of the buttons on your telephone may be used for optional service arrangements such as:

SIG or signal Pushing this button sounds a buzzer or bell on another phone in your office. This may be used to signal any pre-arranged task you desire.

ICM or INT (Intercom) This line button provides a line to one or more other phones at your location. (When the button is de-

pressed, its lamp and the button lamps on all other phones in the circuit will light.) A separate signal for alerting the party you wish to contact, is provided. These calls are answered by depressing the lit ICM or INT button and lifting the handset.

DIAL INTERCOM This line button provides a selective “intercom” feature which enables you to reach another phone at your location by dialing one or two digits. To place such a call, depress the dial intercom button and then dial the appropriate digit(s) of the abbreviated number you wish to call. A bell or buzzer at that phone will sound. A dial intercom call is answered in the same way as a call on any other line button.

ADD-ON With this feature you can add another person at your location to an outside call. After you have placed or answered a call, push the HOLD button and then depress the ICM button or a line button. Dial the line reserved for conference calls. When the person answers, push the ADD-ON button. You will then have a three-party conversation.

CONF or conference If your “intercom” system is provided with a pre-set conference feature, groups of up to six pre-selected telephones may be called simultaneously by dialing a special intercom code, or by pushing a CONF button. The INT or ICM button lamps will flash until all the pre-selected conference stations answer.

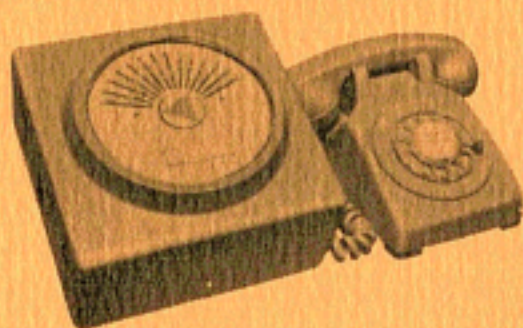
NOTE: Hold buttons, visual line buttons and certain of the other features described above, are subject to normal Bell System tariff rates and are provided at an extra charge where applicable.

Other Bell System Products and Services to Meet Your Home and Business Communications Needs

The Apartment Door Answering Service provides the apartment house dweller with a modern, fast and reliable means of identifying and admitting visitors simply by using the telephone in his apartment to talk to visitors while they are in the apartment lobby.



Small, stylish and so modern—that's the TRIMLINE® phone . . . Fits as comfortably in your hand as it does in your home . . . Available in a wide range of appealing colors in both desk and wall models.



The Alarm Reporting Telephone is designed to warn you of a danger to your product or service. You can relax while this "watchman" is on the job.