

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 (optional for a small monthly charge) 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 steady or 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.

When you hear the dial tone, dial the number you want to call.

If your phone has Touch-Tone® calling buttons (optional), press them firmly in the same sequence as the digits appear in the number you want to call. If you accidentally press the wrong button or press more than one button at once, hang up and begin again when you hear the dial tone. If you need assistance, press the button marked "O" for Operator.

Some Touch-Tone dials have a button marked \* and another marked # for use with custom-designed services. If these buttons do not have an assigned function in your area yet, don't press them.

#### 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.

#### To Flash the Operator

To reach your switchboard operator, if you have one, depress either plunger in the cradle that holds the handset for a second. Then release it.

# Your telephone company can provide you with many optional services. The most popular are described here.



#### 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 dialintercom 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. Dial tones and audible ringing signals on dial-intercom calls may be optional in your area.

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.

#### ADD-ON CONFERENCE

The add-on conference line button, usually marked ADD-ON, connects together any pre-arranged pair of inside or outside lines on your phone. When on one line of this pair, you can reach another party on the second line and add him to your conversation.

Be sure the second line isn't busy.

Put the person you're talking with on hold.

Then depress the button of the second line and call the party you want to add.

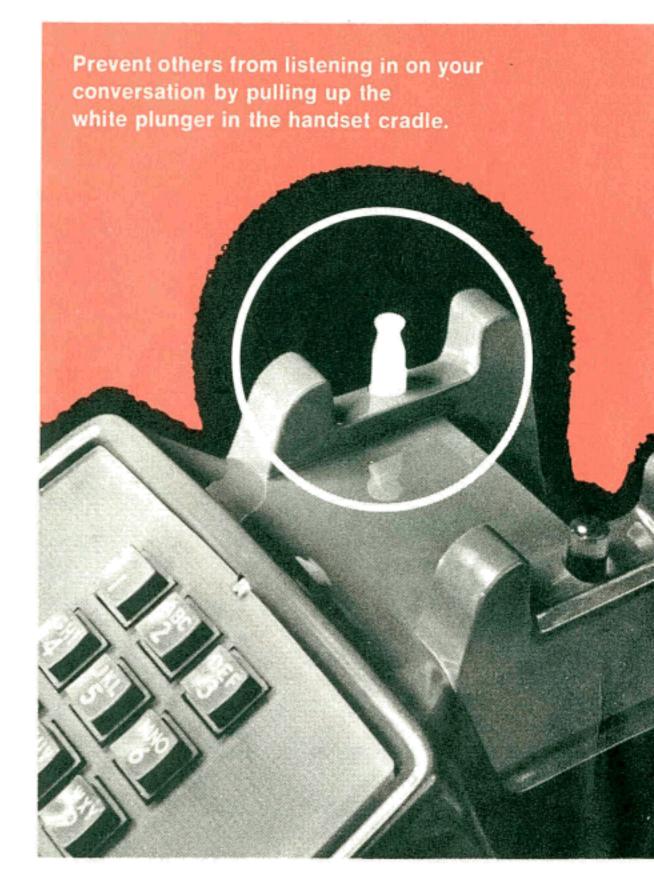
When he answers, depress the ADD-ON button to connect all three of you together.

To release the entire connection, place the handset back in its cradle. Or break the connection with either party and continue talking with the other. To do this, make sure the line button for the party you want to continue talking with is down. Then depress the ADD-ON button again.

#### EXCLUSION

The white plunger in the handset cradle may deny others access to a predetermined line on your phone. For privacy when on that line, pull the white plunger up beyond its normal up position.

To turn the exclusion feature off and continue talking, lightly tap the white plunger back to its normal up position. Replacing the handset in its cradle also turns off exclusion.





#### THE HEADSET

To use your headset if you're not already on a line, release all the line buttons by pushing the HOLD button. Plug the headset into the jack in the back of your telephone.

To place or receive a call, turn the knob to ON. When you wear your headset, use your telephone as you normally would to answer and place calls (except, of course, leave the handset in its cradle).

To terminate a call, turn the knob counterclockwise.

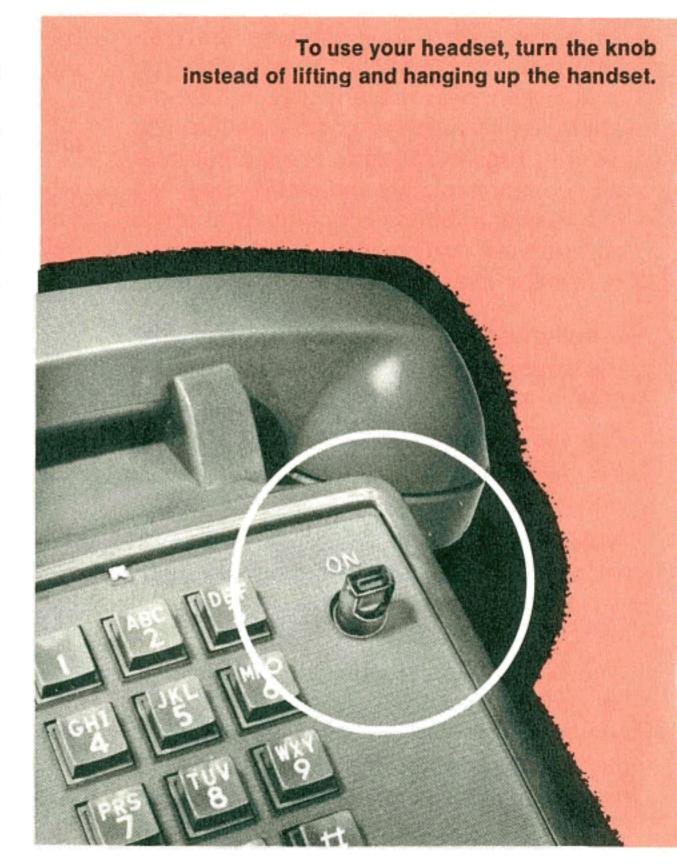
To switch from headset to handset in midconversation, first pick up the handset. Then turn the knob counterclockwise. Speak through the handset.

To switch from the handset to the headset, plug the headset in, turn the knob to ON, hang up the handset and wear the headset.

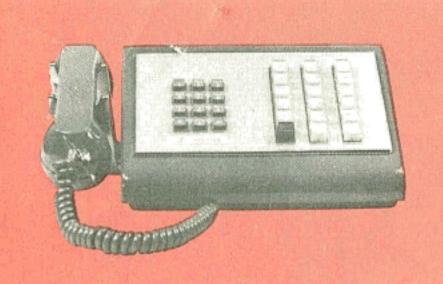
Use the knob to hang up and regain the dial tone. Press it. Hold it. Then release it.

The knob may be used to signal your switchboard operator if you have one. Press it briefly and release it.

The headset may remain plugged into the jack when not in use.

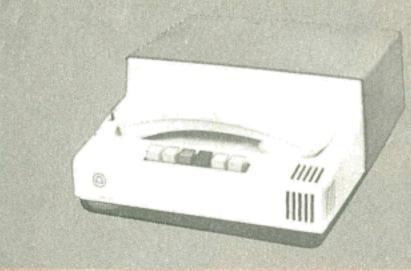


## IB 2412, 2420, 2425, 2440



## The CALL DIRECTOR® Telephone

packs up to 29 lines into one compact, attractive unit. Offered with optional built-in Speakerphone service or plug-in headset for hands-free telephoning. Also available with intercom and signaling options for added flexibility.



## The PORTABLE CONFERENCE Telephone

permits a group to confer with other individuals or groups. Its loudspeaker can easily be heard in conference room or classroom. Furnished with three microphones for group use and handy carrying case.



### The SPEAKERPHONE Set

lets you converse hands free.

Meeting groups can hear, and be heard by, those at the other end of the line.

For privacy, phone can be used in normal manner.

