

how to use your

KELLOGG



Select-O-Phone

KELLOGG SWITCHBOARD AND SUPPLY COMPANY

A Division of International Telephone and Telegraph Corporation

SALES OFFICES: 79 WEST MONROE STREET, CHICAGO 3, ILLINOIS

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1. Routine Operation. To Call: There is no dial tone—just lift handset, dial wanted party and press button to ring. The called instrument rings until you release button. Press again if more than one ring is needed.

2. Busy Signal: A buzzing sound heard immediately after dialing is completed means the instrument you have dialed is busy. Wait for the signal to clear, then press your ring button to ring your party. You may replace handset and try again later to make your call.

Note: A busy signal heard before you have dialed the last digit of the number you are calling should be disregarded, continue dialing your number.

3. General Instructions: Upon completion of any conversation, hang-up immediately to free the lines. Allow a second or two for the other party to hang-up before dialing another number.

4. Party Line Extensions: To call an instrument on a line, other than yours, which serves more than one instrument, dial and press ring button the required number of times to sound the code signal for that instrument.

5. Party Line Extensions: To signal an extension instrument on your line (bearing the same call number as yours), press ring button the required number of times, then lift handset to talk. You need not dial.

6. Delayed Answer: If you are not free to receive a call, you may (if you expect to be delayed) lift handset and acknowledge incoming call by telling him you will call him back. Or (if you expect to be available in just a few seconds), lift handset, place it on your desk and press ring button several times as a signal to the caller that you will return his call. When you are free to talk, pick up handset from desk and press ring button to ring calling party back.

In calling: If your party is not free to accept your call he may lift his handset and tell you he'll call you back. Or he may just lift his handset and place it on his desk and press his ring button several times. You will then hear an acknowledgement signal. In either event, hang-up and await his call.

7. Conference Calls: To initiate a conference, the first party is called in the normal manner, this party in turn dials and rings the next party, and so

forth. Always it is the party last called who dials and rings the next conferee. There is no limit to the number of stations that can be included in a conference.

8. General Call or Locating (Code Signals): If your SELECT-O-PHONE System connects to bells, horns, etc., for locating a party not at his desk, and the call is urgent, hang-up after you learn the party is not at his desk. Then lift the handset, dial number one (1) and signal to sound your party's assigned code number by pressing your ring button. Press button firmly; release promptly. Space the signal strokes evenly, allowing two silent stroke intervals between groups of strokes.

To answer: When you hear your code signal over the general call system, go to the SELECT-O-PHONE nearest you, lift handset, dial number two (2) and press ring button to establish contact with the caller. Make your conversation brief, or ask for the caller's number and call him back. This clears the general call circuit for the next party who must use the locating system.

9. General Call or Locating (Loudspeakers): If your SELECT-O-PHONE System connects to an amplifier and loudspeakers, and the call is urgent, hang-up when you learn your party is not at his desk. Then lift handset, dial number one (1), press ring button and, speaking with mouth close to the mouthpiece, in a strong voice slowly say, "Mr. Smith, call nine-eight (your number)—Mr. Smith, call nine-eight." You hang-up and await his call.

To answer: Upon hearing your name and the request for you to call, go to the SELECT-O-PHONE nearest you, lift the handset and dial the number given. Press ring button to ring.

10. Station Voice Paging: This operation permits one SELECT-O-PHONE to serve several persons in the same area. If the station you are calling is equipped with an amplified speaker, not a part of the general call system, dial and press ring button to reach that station. The speaker connected to that SELECT-O-PHONE is "live" and a click heard at the called station as you press your ring button warns that a message is coming. You then ask for the person you are calling, "John Jones."

When called party answers, speaker is cut off automatically insuring privacy.

Kellogg, famous as a supplier of communication equipment (since 1897) now offers quality equipment for distribution of sound. The same crisp clarity of tone which distinguishes Kellogg Intercommunication Systems is now available in Kellogg Sound Equipment.

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