

# How To Control Trunk Connections To and From Telephones — — —

Incoming Calls—If, when you answer an incoming trunk call, you receive a call for one of the above telephones, ask the calling person to wait while you establish connection. Then operate the control key bearing the number requested to the position marked “MON” and listen. If you hear no conversation, operate this key to the position marked “TALK” and ring by operating the ringing key in line with the control key used, to the “RING” position. When the called telephone answers, replace handset.

If you hear conversation when you listen, report to the calling person that the line is busy, and, without having replaced handset, make subsequent attempts in same manner as first one.

If called telephone does not answer promptly, ring again as on first attempt and keep calling person informed.

Outgoing Calls—If, when you answer an inside call, the calling person gives the number of one of the above telephones and asks for an outside connection, operate the control key bearing the number given by the calling person to the position marked “TALK.” Then depress a trunk button, as on an outside call from your telephone. When you hear dial tone or an operator’s answer, replace handset and allow calling person to proceed with the call.

Releasing a Connection—Having established a connection for one of the above telephones, listen at intervals to determine when the connection is no longer required. Then restore the control key to its original position. Your Telephone cannot be used for any other call until the control key is restored.