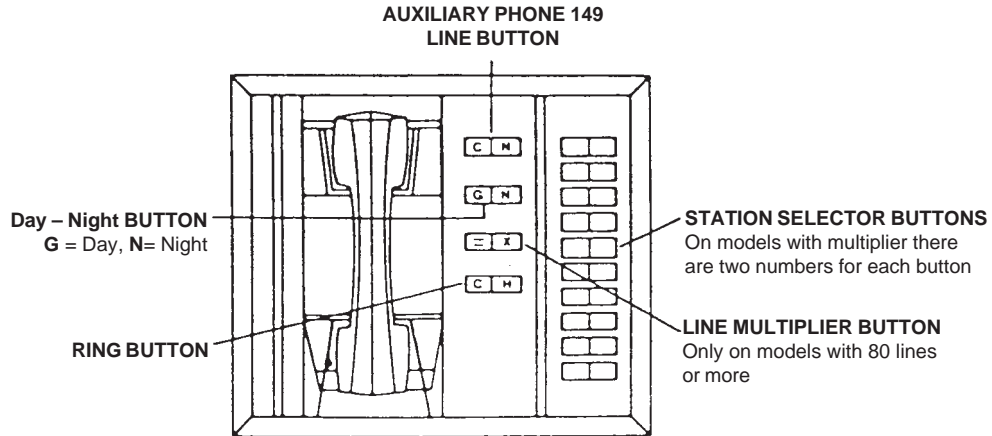


## **OPERATING INSTRUCTIONS**



### ***Operating Instructions***

Before operating the switchboard, make sure that all pushbuttons are in the upper position. The “G” of the G/N button should light indicating that the power is ON.

### ***Calling A Suite Station***

To call a suite station lift handset from board, press line button for the desired station until it locks (Button should light). Press call button CH momentarily—this will ring station selected.

**Note:** The station selected will ring for as long as the CH button is kept down.

When the called station answers, speak normally. If more than one station is desired, press the corresponding station buttons *one by one* and each time ring with the CH call button.

At the end of the conversation, return the station button on the switchboard to the upper position by pressing button once and return handset to the switchboard cradle.

**Note:** If the switchboard handset is returned to the cradle before releasing the station line button, the board buzzer will sound reminding the operator to disengage the station line button.

### ***Calling From A Switchboard With Multiplier***

In the models equipped with a station multiplier button, the station line button has two numbers each of different colors: RED and GREEN. To call a station, press the station line button and then press or release the multiplier button until the color (Red or Green) matches the color of the number desired.

### ***Calling The Switchboard From Suites***

To call the switchboard lift suite handset. This will automatically cause the board to ring intermittently. At the same time, the button corresponding to the calling handset will light at half intensity.

To answer, lift switchboard handset and press the station button down until it locks. The light will brighten to full intensity. Speak normally. If board is busy with another conversation, a continuous buzz will sound at the suite station indicating that the board is busy. For boards with a multiplier, press or release the multiplier button to match the color of the calling station before answering.

### ***Communication With Auxiliary Phone 149/001***

To communicate with the auxiliary (switchboard) phone 149/001, press CN button on switchboard until it locks, then ring with CH button. To call the board from the auxiliary phone, simply lift handset on phone. The buzzer on the board will sound and the CN button will light. Press CN button and speak normally.

### ***Day-Night Service***

For night operation, if desired, the switchboard can be unattended by switching all calls to the auxiliary station. Press G/N button until letter N lights. In this mode, all calls from any suite station will automatically ring the auxiliary phone 149/001.

**Note:** During night service the auxiliary phone cannot initiate a call to suite stations.