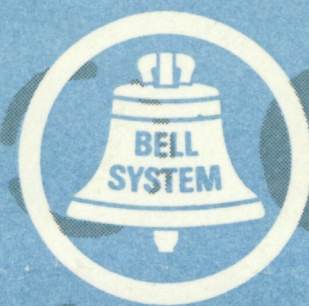




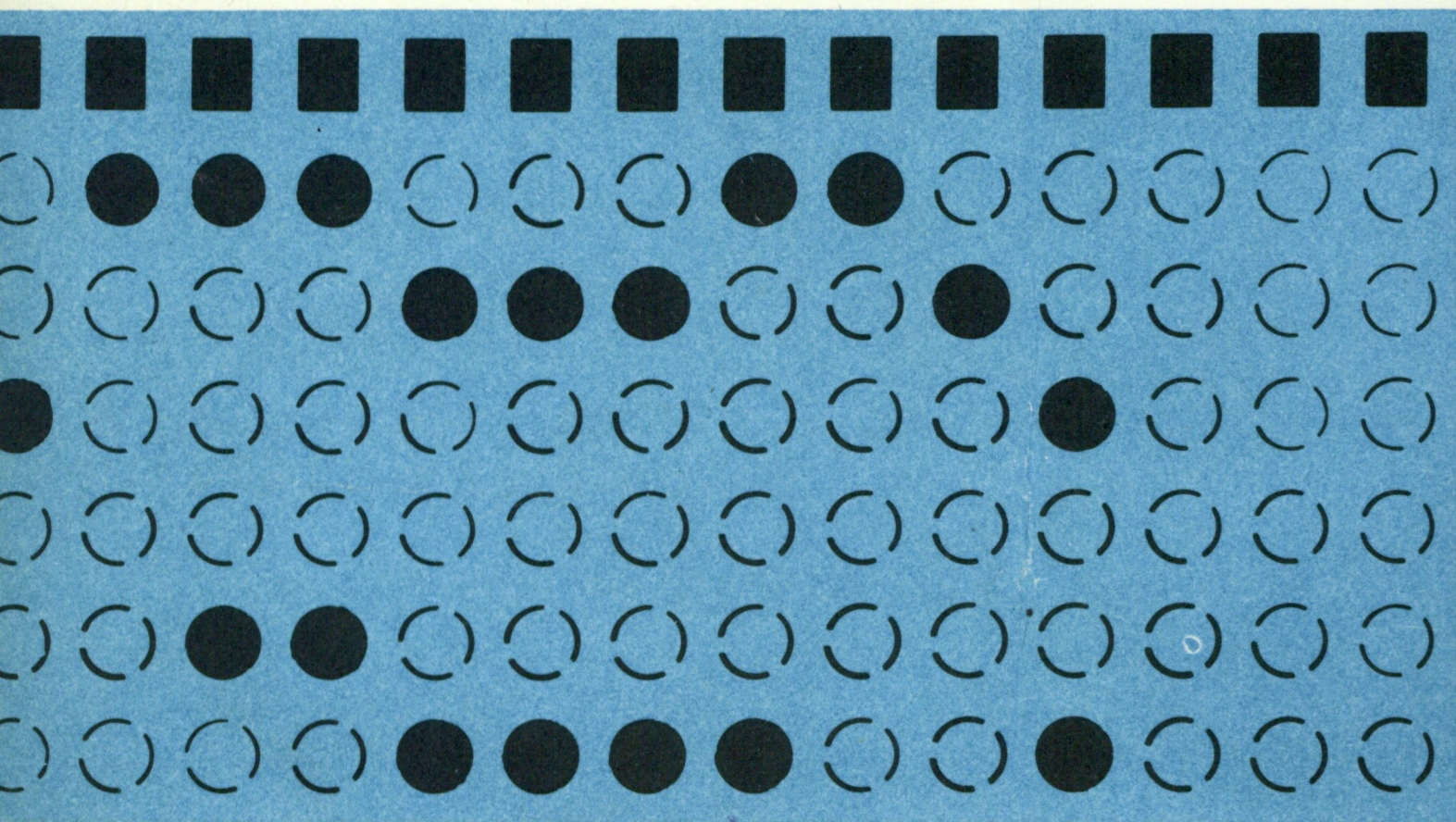
**HOW
TO USE
THE NEW**



**CARD
DIALER
TELEPHONE**



a
step-by-step guide
to
card coding
and
CARD DIALER
telephone operation



Punching the card correctly ensures accurate, automatic dialing and efficient CARD DIALER telephone operation . . . Telephone calls can also be made in usual manner by manually dialing the number.

TO PREPARE DIALING CARDS

(If an Area Code, Prefix Code or other code is required to reach an outside line, read instructions in step five before punching card.)

LOCAL CALLS

1 On the left side of the card write the name and number to be called.

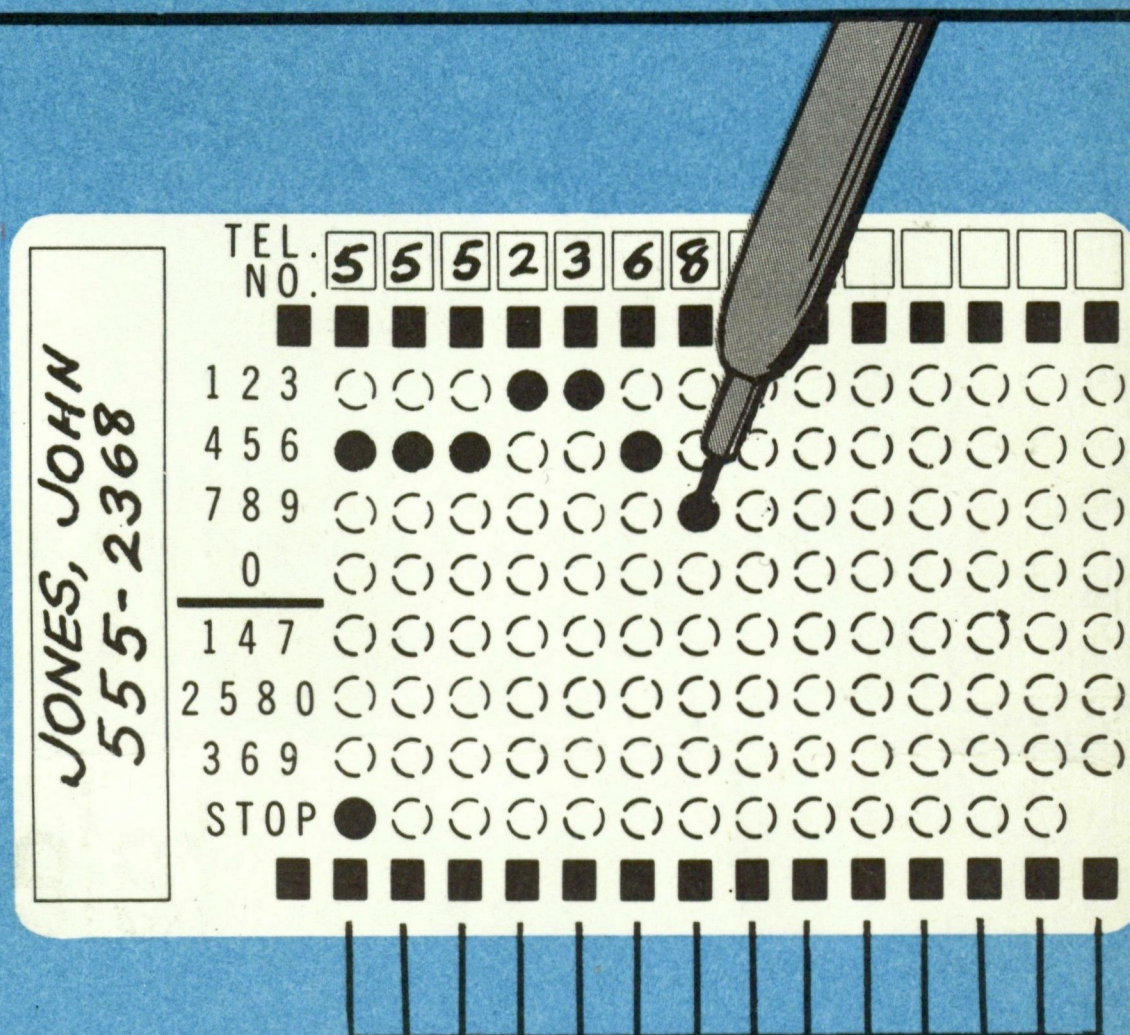
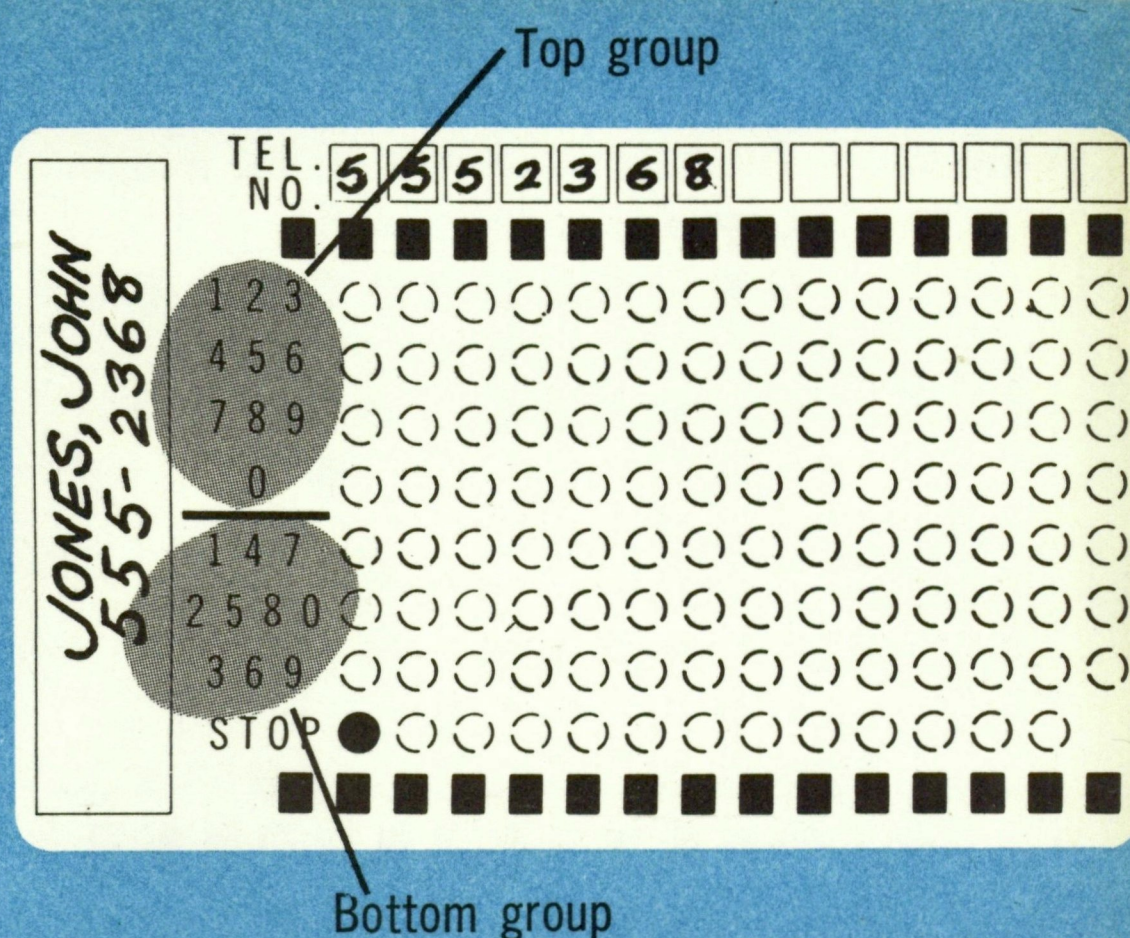
Write the telephone number in the spaces on the top, converting letters to corresponding numbers. Use dial as reference. EXAMPLE: KLondike 5-2368 should be written 555-2368.

2 Two groups of numbers are printed on the card. The telephone number must be punched in the **top group** of numbers and also in the **bottom group**.

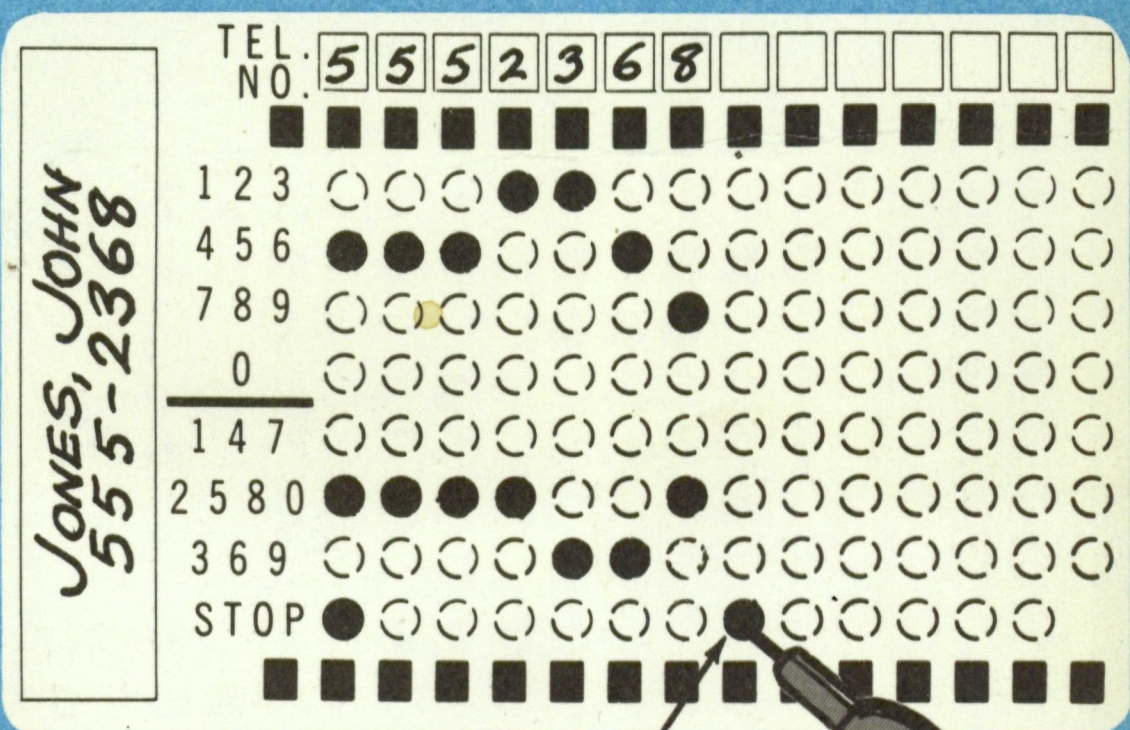
3 Using the **top group** of numbers only, locate the disc in the column under the first digit of the telephone number that corresponds with that digit in the printed number group. Punch out the disc with a ball-point pen or pencil. Follow this procedure until the telephone number has been punched in the **top group**.

4 Repeat the same procedure for the **bottom group** of numbers. When completed there should be two holes in each column for each digit.

Punch out the STOP disc in the column following the last digit of the telephone number.



A column of discs is associated with each digit of telephone number



Punch STOP disc in column following last digit

PBX Extension

JONES, JOHN
9-555-2368

TEL. NO. 9 5 5 5 2 3 6 8

1 2 3 4 5 6 7 8 9 0

1 4 7 2 5 8 0 3 6 9 STOP

Direct Distance Dialing (Prefix Code Required)

JONES, JOHN
1-311-555-2368

Expanded Direct Distance Dialing

JONES, JOHN

0-311-555-2368

TEL. NO.

0	3	1	1	5	5	5	2	3	6	8			
---	---	---	---	---	---	---	---	---	---	---	--	--	--

1	2	3	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	5	6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	8	9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<hr style="border: 1px solid black;"/>															
1	4	7	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	5	8	0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	6	9	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
STOP			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

5

On a PBX extension where a code (such as "9") is required to reach an outside line, this number must be punched preceding all other numbers. If a second dial tone is required, the STOP disc in the second column must be punched. Also in the second column, punch the first of the remaining numbers. EXAMPLE: 9-(STOP)-555-2368-STOP.

LONG DISTANCE CALLS

1 DIRECT DISTANCE DIALING (Station Calls Only.) A Prefix Code and Area Code for Direct Distance Dialing, when required, must be punched out before the telephone number.

EXAMPLES:

Prefix Code Required:

1-311-555-2368-STOP

Prefix Code Not Required:

311-555-2368-STOP

2 EXPANDED DIRECT DISTANCE DIALING (Person, Collect and Credit Card Calls.) This service permits dialing person, collect and credit card calls direct. A Prefix Code—0 (Zero)—must be punched out before the Area Code and telephone number.

EXAMPLE: 0-311-555-2368-STOP

3 PBX EXTENSION. Remember to punch in a code (such as "9") when it is required to reach an outside line. **EXAMPLES:**

Station Call

(Second Dial Tone Required):

9-STOP-1-311-555-2368-STOP

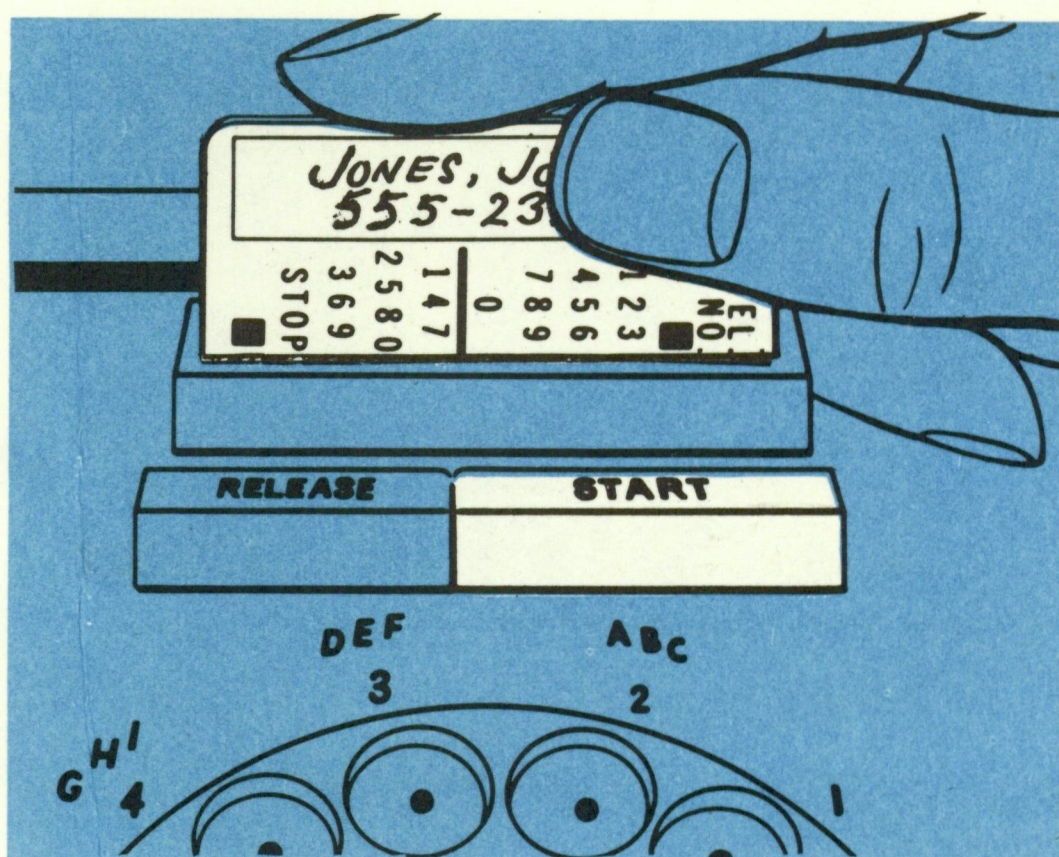
Person Call

(Second Dial Tone Not Required):

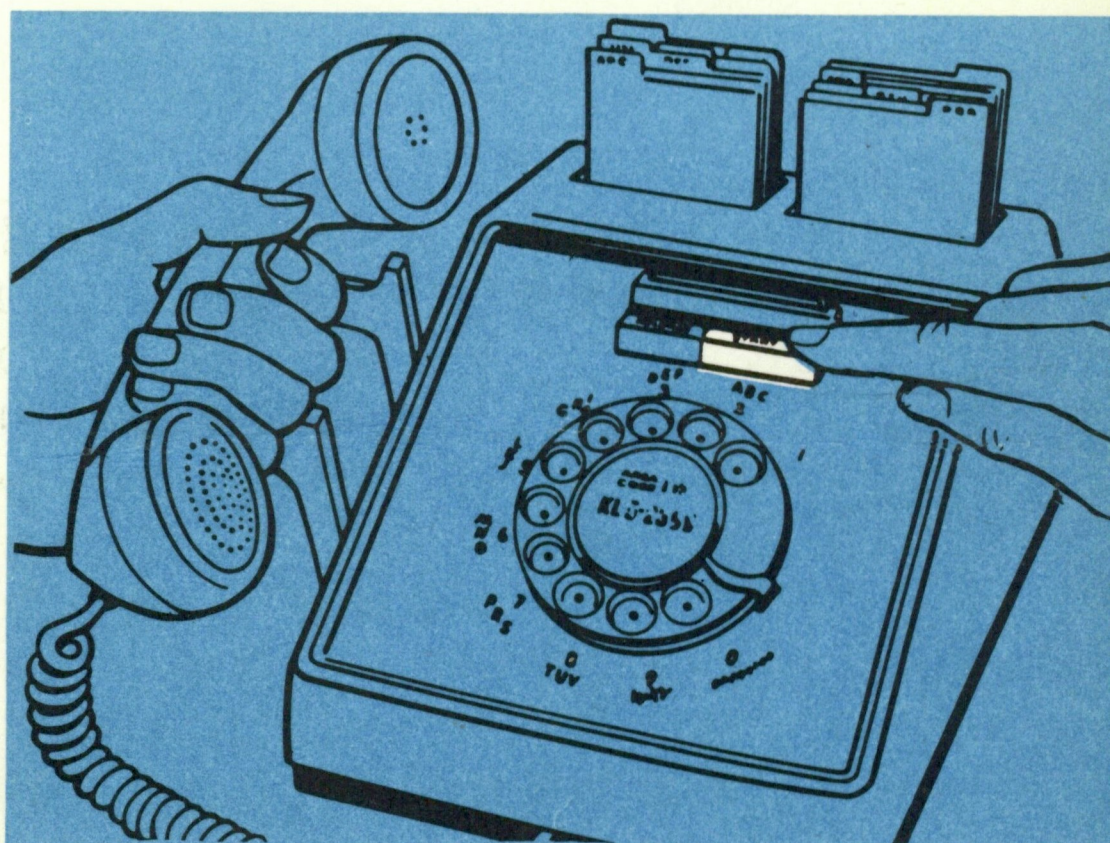
9-0-311-555-2368-STOP

HOW TO OPERATE

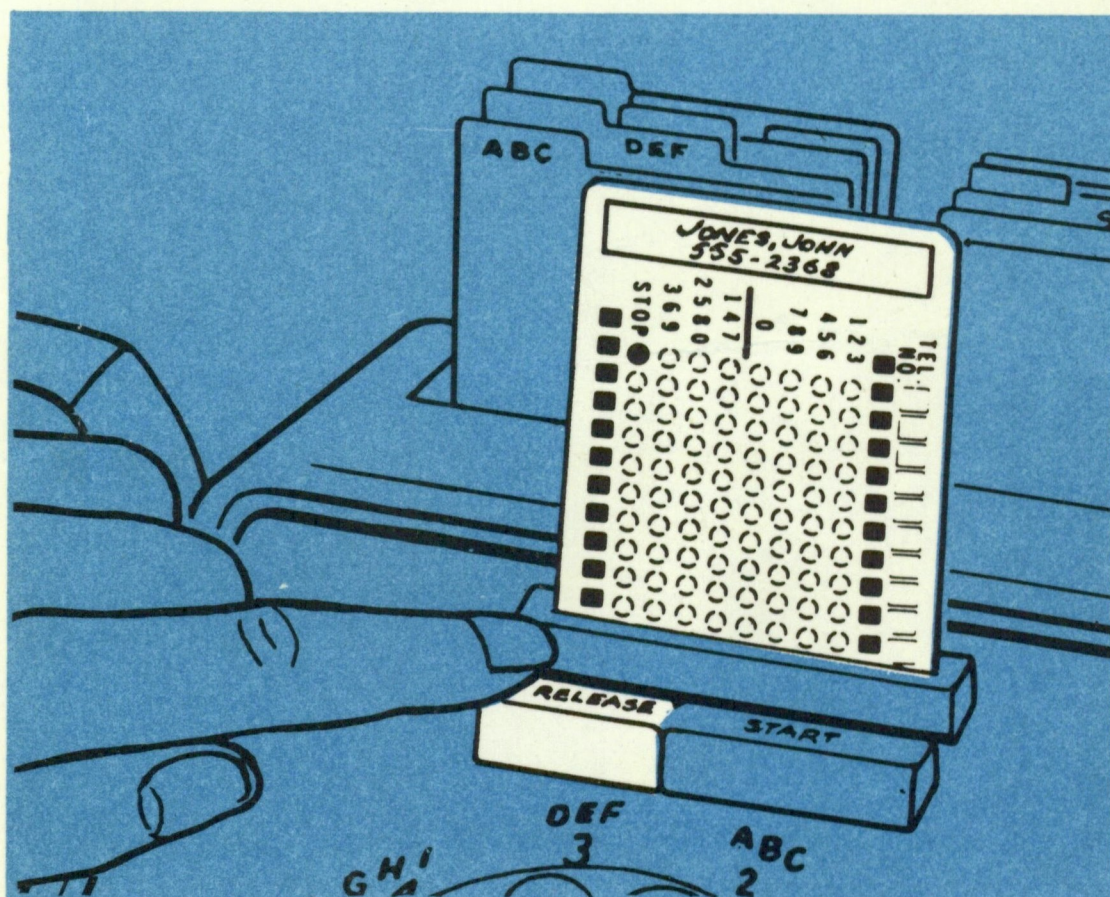
- 1 Insert card in slot with name facing you and press down all the way.

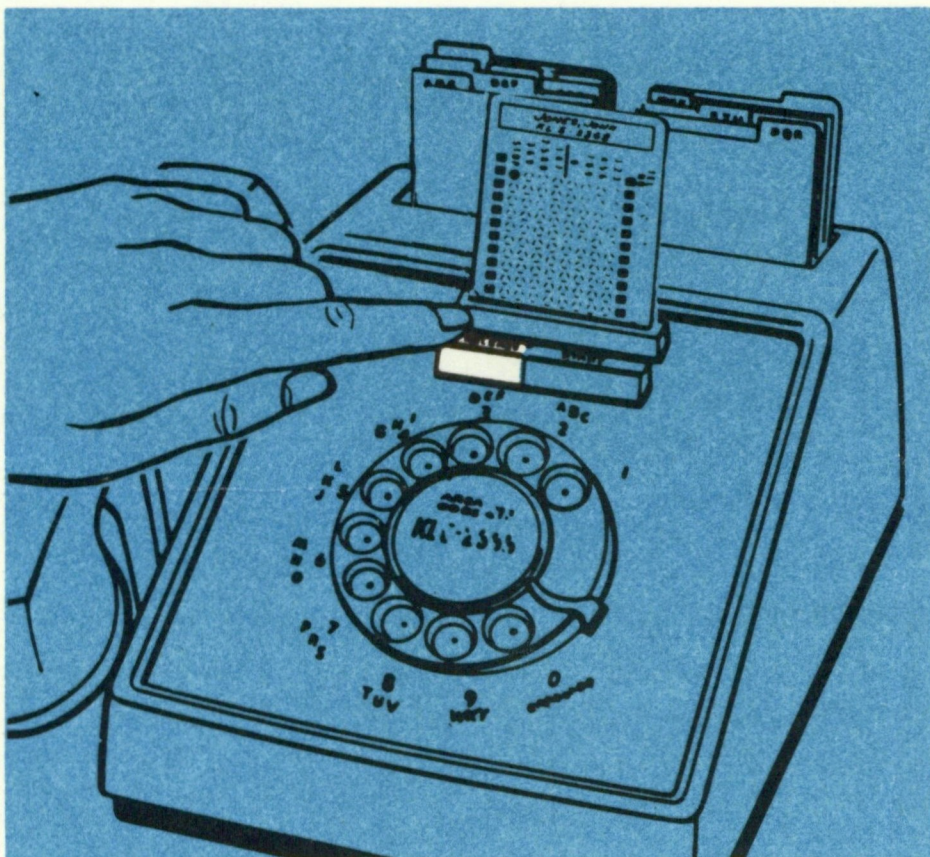


- 2 Remove handset and listen for dial tone. When dial tone is heard, depress START BAR firmly (card will rise as number is dialed). When placing an outside call from a PBX extension with a second dial tone, the card will stop after the Access Code (such as the digit "9") has been dialed. After hearing the second dial tone, depress the START BAR again and dialing will proceed.



- 3 Depress RELEASE BAR before attempting to remove card.





TO STOP AUTOMATIC DIALING PROCESS

To stop a call during the automatic dialing process, hang up the handset and press **RELEASE BAR**. **Never** remove a card until it is released.

NOTE: Disturbing the card during a call may interfere with conversation.



MULTI-BUTTON CARD DIALER TELEPHONE

The Multi-Button CARD DIALER telephone has a row of six buttons to the right of the dial, providing up to six lines. Usually, one button provides a hold; other buttons may provide local signaling, "intercom" circuits or other features.

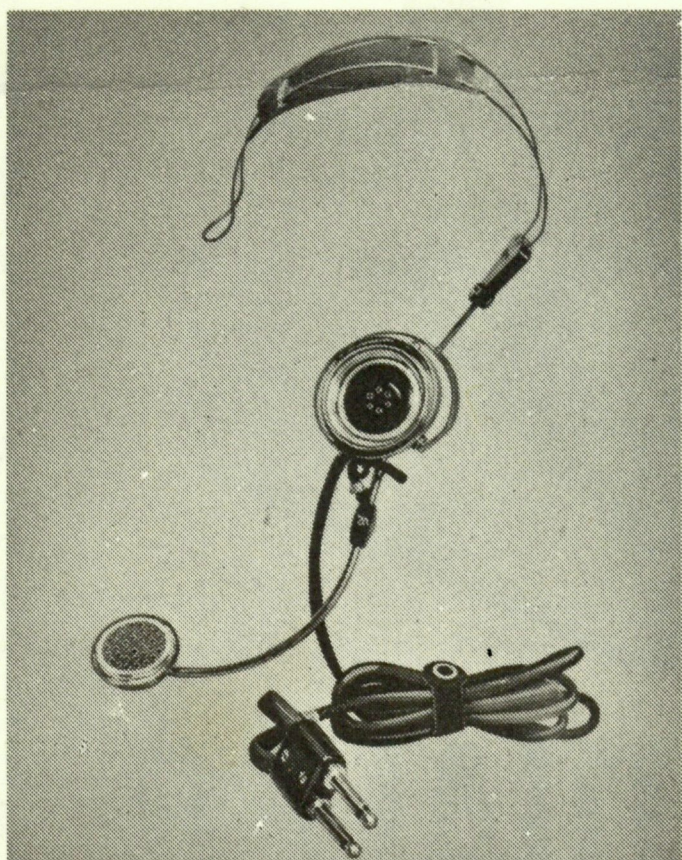
To answer a call, simply depress the line button which is flashing and lift the handset. To make a call, depress an unlit button, pick up the handset and dial the number you wish to call.



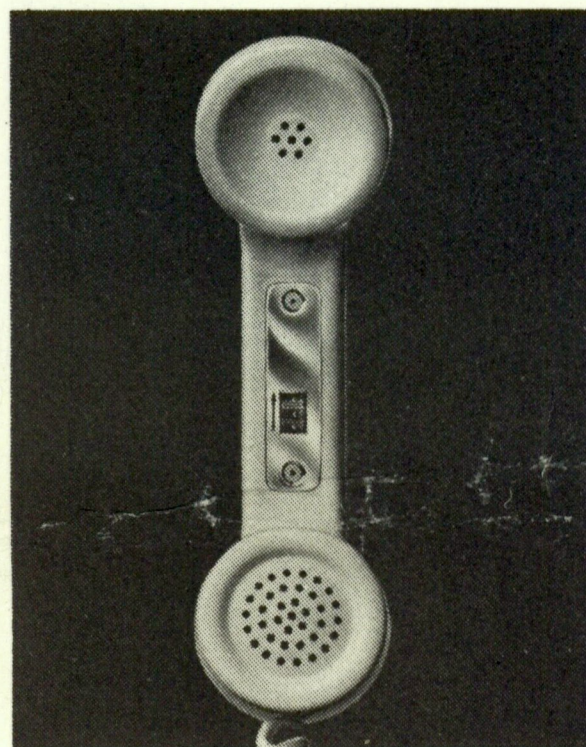
OTHER BELL SYSTEM PRODUCTS TO MEET YOUR TELEPHONE COMMUNICATION NEEDS



CALL DIRECTOR® sets are designed with flexibility in mind. There's flexibility for the receptionist who answers the phones for a number of people, or for the businessman who needs more than five lines with a "hold capability".

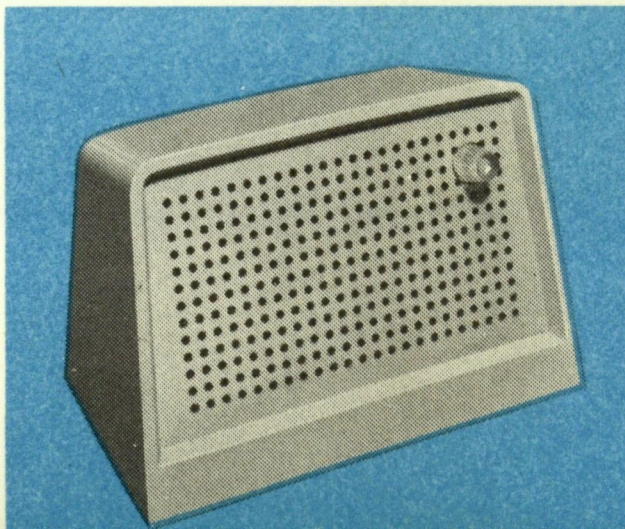
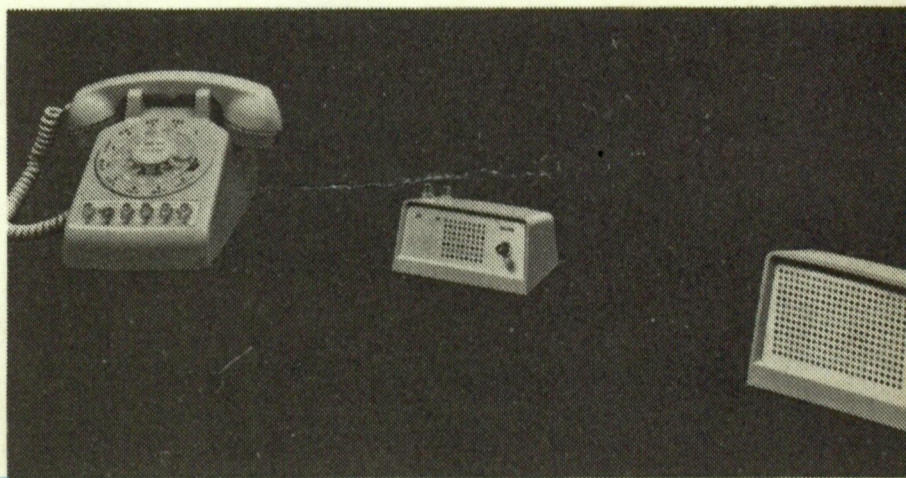


Headsets are the answer for busy secretaries who take dictation over the phone. Most business phones can be adapted to accommodate headsets.



Volume Control Handset features a receiving amplifier and convenient control in the handset. Designed to provide the necessary amplification for those with impaired hearing. Looks like the standard handset, and it's available in matching colors.

Speakerphone unit lets you speak "hands free." You carry on a regular telephone conversation without holding the handset to your ear.



SPOKESMAN Loudspeaker Set, with your regular telephone, permits a small group to hear both sides of a telephone conversation. Attractive, compact unit includes a combined "on-off" switch and volume control.

TEL. NO. **9 3 1 1 5 5 5 2 3 6 8**

JONES, JOHN
9-311-555-2368

1 2 3	○ ● ● ● ○ ○ ○ ● ● ○ ○ ○ ○ ○
4 5 6	○ ○ ○ ○ ● ● ● ○ ○ ○ ● ○ ○ ○ ○
7 8 9	● ○ ○ ○ ○ ○ ○ ○ ○ ○ ● ○ ○ ○ ○
0	○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
1 4 7	○ ○ ○ ● ● ○ ○ ○ ○ ○ ○ ○ ○ ○ ○
2 5 8 0	○ ○ ○ ○ ● ● ● ● ○ ○ ○ ● ○ ○ ○ ○
3 6 9	● ● ○ ○ ○ ○ ○ ○ ○ ● ● ○ ○ ○ ○ ○
STOP	● ● ○ ○ ○ ○ ○ ○ ○ ○ ○ ● ○



CARD DIALER TELEPHONE

■ Another product of BELL SYSTEM TEAMWORK

Developed by BELL TELEPHONE LABORATORIES ■

Manufactured by WESTERN ELECTRIC ■ Brought to

you, as a service, by your BELL TELEPHONE COMPANY