

KEY LISTENING POSITIONS—MANUAL OFFICES

1. **Trunk signal flashes or lights on an idle trunk.** Operate the associated listening key momentarily.
Note: If locally directed to do so in the case of manual ringing converted trunks, hold the listening key operated until you are ready to cut out.

2. **Order received.** If you understand the order, proceed with the call. After you have received the order, if calls are waiting, operate the listening key on the next call to be taken and while receiving the order on this call, establish connection on the first call.

3. **Incomplete or excessive order received. (Call announcer)** Proceed as for a no order condition in Sec. 2, 4.

4. **Order forgotten and you are not in on the trunk.** Connect the trunk with the reorder signal.
Note: If locally directed to do so, operate the listening key and obtain the order.

5. **Signal received on an established connection.**
 - a. **One Lamp Supervision.** Disconnect the trunk and if the signal continues, proceed as on a new call.
 - b. **Two Lamp Supervision.**
 - (1) When only the disconnect signal lights, disconnect the trunk.
 - (2) If the disconnect signal lights and the trunk signal lights or flashes, disconnect the trunk and proceed as on a new call.

6. **Teamwork.**
 - a. **Call Indicator Temporarily Straightforward Positions.**
 - (1) When assisting an operator at an adjacent call indicator temporarily straightforward position, operate the team key on a trunk on which a call is waiting on the adjacent position and test the called line or trunk with a trunk from your position.
 - (2) When assisting an operator at an adjacent key listening position having manual ringing trunks, plug the trunk on which a call is waiting on the adjacent position into a listening jack on your own position and test the called line with a trunk from your position.
 - b. **Key Listening Positions with Manual Ringing Trunks.** When assisting an operator at an adjacent jack listening position, plug the trunk on which a call is waiting on the jack listening position into a listening jack on your own position and test the called line with a trunk from your own position.