

# GENERAL INFORMATION

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**SUBSCRIBERS' NUMBERS.**—Each subscriber's telephone is designated by a number placed to the left of his name. The number is prefixed by the name of the exchange with which the subscriber is connected. In calling for subscribers, it is necessary that both the exchange name and number be given.

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**DIRECTORY.**—The Directory is issued three times annually and goes to press on the 15th day of January, May and September of each year. No new names or corrections can be inserted in the alphabetical list after these dates. The current issue should be used to obtain correct numbers. The Directory is issued gratuitously by the Company to subscribers for their convenience, and not as a part of any contract between the Company and any subscriber, and the Company assumes no liability whatever because of errors or omissions in the Directory. Subscribers are requested, when they desire a change made, to notify the Company in writing at least thirty days in advance.

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**HOW TO ANSWER A TELEPHONE CALL.**—Remove the hand telephone from the hook and say: "Here is Main 297" (or whatever your number may be). The party calling should say "This is Main 298" (or whatever the number may be). Much friction and annoyance will be avoided if this simple plan is carried out.

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**TELEPHONE MAIN 600.**—This department has been established for the general benefit of the service and to give attention to subscribers asking for general information regarding change of subscribers' number, name, location, names not in book, etc.

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**NON-SUBSCRIBERS.**—When it is desired to have a non-subscriber called into one of our public offices at a distant place, a messenger will be sent for at the expense of the party ordering service.

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**CITY TELEGRAMS.**—Subscribers can send messages between the hours of 8:00 a. m. and 10:00 p. m., to be written out by the receiving operator and delivered in the City for twenty-five cents for a message of twenty words or less. First, write out your message, then call for "Tele-Phone, Main 910," and transmit to that operator, requiring her to repeat it back to you to guard against errors.

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**LONG DISTANCE CALLS.**—To make connection with other towns, remove the hand telephone from the hook and when operator says "Number" say "Long Distance." When the Long Distance operator says "Long Distance" give your telephone number, name and the town, telephone number and name, of party wanted.

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**LONG DISTANCE CASH SWITCHES.**—We frequently find that our patrons would like to pay cash at the time Long Distance switches are made, more especially when the switches are made from subscribers' telephones by outsiders.

On information being given to "Long Distance" operator at the time of making a Long Distance switch, that it is desired to pay cash for the same, a telephone messenger will be promptly sent to collect the money, which, if paid by an outsider, may be left with some one in the office where the telephone was used.

Please do not pay to messenger any such sum, unless he presents a printed blank from this Company, stating the facts.

Subscribers desiring that all switches should be cash can notify us by mail or telephone and the necessary order will be given.

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**MONEY TRANSFERS.**—Money transfers limited to \$100 may be made between stations of the Pacific States and Sunset Telephone and Telegraph Companies with the permission of the nearest Division office.

The rate is one per cent on the sum transferred (providing no single charge is less than 25 cents), in addition to the cost of 2 fifteen-word messages.

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**TELEGRAMS.**—All stations of the Pacific States and Sunset Telephone and Telegraph Companies are being equipped as rapidly as possible with Morse telegraph instruments in order that a regular telegraph business may be done over the lines of the Companies. Telegrams should be accepted by all agents and employes whenever offered for transmission. If there are no telegraph instruments at your office, the message will be telephoned to the nearest office equipped with instruments, so that it may be forwarded by telegraph from there to its destination. All employes are particularly cautioned against refusing to accept any such message.