

TELEGRAMS BY TELEPHONE

To facilitate sending telegrams and cablegrams, patrons should call by name:—
 For The Pacific Telephone And Telegraph Company, call "Pacific Telegraph."
 For Postal Telegraph Cable Company, call "Postal."
 For Western Union Telegraph Company, call "Western Union."

The charges for telegraph messages of the Pacific Telephone And Telegraph Company and the Western Union Telegraph Company, filed by telephone, will be billed by the Telephone Company on its bill for telephone service.

Patrons calling telegraph companies for any other purpose than to send a telegram or cablegram should call by number in the usual manner.

REFUNDS FROM COIN BOX STATIONS

At coin box stations, a charge will not be made by the operator on local calls when the called line is busy, the party does not answer, or the call is not completed for some other reason, as for example, where the customer abandons the call, the called line is out of order, where calls are placed to stations which have been disconnected or temporarily disconnected. In addition, a charge is not made on calls where the telephone number of the station called has been changed, unless it is desired that a call be completed to the new number, in which event, a charge will be made. No charge will be made for local calls to the listed number of the Telephone Company. In case the coin is deposited and collected in error under the conditions referred to above, a report should be made promptly to the operator in order that the proper adjustment may be arranged, either by completing a local call at the time or subsequently, the charges for which will be covered by the amount collected in error. If it is not desired that adjustment be made by completing a local call at the time or subsequently, refund of the charges collected in error may be obtained at the time of the next box opening or by mail.

REPORTING TROUBLE

If your telephone is out of order or you have difficulty with your service, it will assist us in correcting the difficulty if you will report the facts promptly to us by telephone.

To Report Telephone Out of Order, call—"Repair Service."

To Report Service Difficulty, call—"Supervisor."

ORDERS FOR TELEPHONE SERVICE

Whenever any change in telephone service is desired, the Company should be notified at least seven days in advance. For orders for new service, changes in service, changes in directory listings, etc., call telephone number of Telephone Company, and ask for "Sales Department."

When vacating premises be sure to advise the Company sufficiently in advance to permit of your account being closed promptly.

INFORMATION REGARDING ACCOUNTS

For information regarding Bills Rendered, call telephone number of Telephone Company, and ask for "Collection Department."

PUBLISHING OF TELEPHONE NUMBERS

We advise the use of the expression, "Telephone Connection," rather than the telephone number, on vehicles, stationery and in advertising, as service requirements may necessitate a change in telephone number.

ATTACHMENTS TO TELEPHONES

Various devices, claimed by their agents to eliminate noise, to destroy germs, supplant the telephone directory, etc., are entirely unnecessary and interfere with the service. Subscribers are, therefore, requested not to permit instruments or appliances not authorized by this Company to be attached to or used in connection with its instruments or lines.

IDENTIFICATION OF EMPLOYEES

All employees of the Company whose duties require them to enter the premises of its subscribers, for any purpose whatever, are supplied with badges. Any subscriber having any doubt as to the right of a person to represent himself as an employee of the Company should request such person to show his badge.

Information relative to unauthorized persons requesting access to, or tampering with telephones, should be transmitted immediately to the Company; call telephone number of Telephone Company and ask for "Collection Department."

Subscribers having coin box telephones are requested to be present at the time of the box opening and to verify the contents before signing the certificate.

TELEPHONE DIRECTORIES

This Directory is the property of The Pacific Telephone And Telegraph Company and is provided for the sole and exclusive use of its patrons, who are requested to maintain it in its original condition, reasonable wear and tear excepted.

Other directories issued by this Company and directories issued by other Bell Telephone Companies may be obtained at nominal cost upon application to this Company.

Old telephone directories must be surrendered to the carrier who delivers the subsequent issue. Inasmuch as many telephone numbers are changed and new numbers listed in every issue of the directory, it is in the subscriber's interest as well as that of the Company that all old directories be collected. No binder, folder or auxiliary cover, except such as may be furnished by the Telephone Company, shall be used in connection with any directory furnished by the Telephone Company.

*Just clearing
the mouthpiece*



Incorrect

IN telephoning, the carrying power of your voice is increased or decreased as the distance between your lips and the mouthpiece varies.

It is not necessary to shout—talk directly into the telephone with your lips just clearing the mouthpiece and in an even tone of voice to insure that your telephone conversation will be heard satisfactorily.