

HOW TO DIAL

REMEMBER

1. Before dialing, obtain the correct number from the current issue of the telephone directory. If the listing is not found, dial 113 for "INFORMATION".
2. Listen for the dial tone, a steady humming sound.
3. Dial the first two letters and numeral in the central office name, followed by the remaining figures in the number.
4. If you realize a mistake has been made, hang up. After waiting a few seconds, lift the receiver. When you hear the dial tone again, redial the complete number.

OTHER SUGGESTIONS ON DIALING

- Let the dial return freely after each letter and figure is dialed.
- Be careful not to confuse the red figure "0" (zero) with the black letter "O" or the red figure "1" (one) with the black letter "l".
- From an extension or party line telephone, if you hear someone else dialing when you lift the receiver, tell him you have interfered with his call. Then hang up and make your call later.

If, while dialing, you hear someone else come on the line, tell him the line is in use. When he hangs up, replace

the receiver for a moment. If you hear the dial tone again, redial the complete number. A wrong number may result.

TO CALL ANOTHER TELEPHONE ON YOUR PARTY LINE

To ascertain the telephone number of the party on your line call "R".

To call another party on your line, you may obtain from "Repair Service" a card. When completed, replace the receiver. The telephone will ring at regular intervals. When ringing stops, resume conversation. If no answer is received after a certain period, stop the ringing by momentary

PUBLIC TELEPHONES

Instructions are posted on or near the telephone. Please report any service difficulties to the operator. A charge will not be made if the call is not completed.

TO PLACE A CALL FROM A MAGNETO TELEPHONE

1. If you have a party line
Make sure the line is not in use before signaling.
2. With the receiver on the hook
Signal the operator by turning the crank briskly at least three turns.
3. Then lift the receiver
When the operator answers, give her the number you wish to call.
4. On completion of your conversation
After hanging up turn the crank. This signals the operator know you are ready to disconnect you.
5. If it is necessary to recall the operator
Replace the receiver and turn the crank. This signals the operator to move the receiver and listen.

TONES AND SIGNALS

DIAL TONE—A continuous steady hum, the signal to start dialing.

RINGING SIGNAL—A "burring" tone repeated at regular intervals.

BUSY SIGNAL—A steady "buzz-buzz" tone.

DIAL AGAIN SIGNAL—A siren like sound rising and falling in pitch indicating some mistake has occurred on the call.

IF NO SIGNAL IS HEARD WITHIN A REASONABLE TIME AFTER DIALING—Hang up. Look up the number to be sure it is correct. Then, after waiting for the dial tone, dial the complete number again. If again no signal is heard, dial the Operator and report the condition to her.

VOICE RECORDING SIGNAL—A "beep" tone heard on the telephone line about the time you start your conversation. This indicates that the person with whom you are having a conversation by means of his electric recording machine is connected to the telephone line.

This signal is provided by the Telephone Company for protection. If you do not want a recording, ask the person with whom you are talking to disconnect the recording machine. When the "beep" signal is no longer heard.

The "beep" is produced automatically when you connect the recorder to the telephone line. If the recorder is disconnected, use of a recording machine is unlawful.