

GENERAL INFORMATION

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. Subscribers are cautioned to use prefix in full.

DIRECTORY.—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.

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.

TELEPHONE "INFORMATION."—This department has been established to give attention to subscribers asking for general information regarding change of subscribers' number, name, location, names not in book, etc.

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.

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 "Telephone West 910," and transmit to that operator, requiring her to repeat it back to you to guard against errors.

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

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.

MONEY TRANSFERS.—Money transfers limited to \$100 may be made between stations of The Pacific Telephone and Telegraph Company 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 ten-word messages.

TELEGRAMS.—All stations of The Pacific Telephone and Telegraph Company are being equipped as rapidly as possible with Morse telegraph instruments in order that a regular telegraph business may be carried over the lines of the Company. Telegrams should be accepted by agents and employes whenever offered for transmission. If there are no telegraph instruments at your office, the message will be telephoned to the 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.

In furtherance of this service, telegraph messages to be sent to various parts of the Pacific Coast reached by the system, may be telephoned by subscribers to their nearest available Central offices, and will be telegraphed to the destination and any such message for a subscriber will, if desired, be telegraphed in advance of the written copy, in order to secure the earliest