

How To Use The Telephone

OBTAIN TELEPHONE NUMBER FROM DIRECTORY

Please obtain the desired number from the latest issue of the telephone directory. If the listing is not found, call "Information."

PRONOUNCING TELEPHONE NUMBERS AND SPEAKING OVER THE TELEPHONE

0082—"Oh, Oh, eight two."
 0273—"Oh two, seven three."
 4418-J—"Four four, one eight, J."
 2100—"Two one, hundred."
 3000—"Three thousand."
 10796—"One oh seven, nine six."

Speak slowly and clearly, in an even tone of voice, directly into the transmitter with the lips just clearing the mouthpiece.

LISTEN FOR SIGNALS

After placing a call, listen for the ringing signal, busy signal, or report from the operator. Please do not abandon the call until you have given the called party sufficient time in which to answer. The ringing signal is a "burring" sound heard at regular intervals. The busy signal is a steady "buzz-buzz-buzz" sound, indicating that the called line is in use.

TO RECALL THE OPERATOR

After placing a call with an operator, if you wish to recall the operator on the existing connection, move the receiver hook slowly up and down until the operator answers; do not move the hook rapidly as this may result in the operator not receiving the signal.

CALLING FROM A COIN BOX TELEPHONE

Before depositing a nickel, please take the following precautions:

- (a) On a dial telephone—listen for dial tone.
- (b) On a manual telephone—listen to be sure no one else is using the line.

If the call is not completed the coin will be returned at the time or after the receiver is replaced. Between successive calls the receiver should be replaced for at least five seconds.

Any service difficulty or coin collection error should be reported promptly to the operator.

How To Place Calls To An Enterprise Number

FROM MANUAL TELEPHONES

Call the Operator as you would for any other local number and ask for "ENTERPRISE (number)."

FROM DIAL TELEPHONES

Dial the RED figure "0" (zero) for Operator and ask for "ENTERPRISE (number)."

Method of Dialing

DIALING A LOCAL CALL

Dial the first two letters of the office name, being careful to use the correct spelling, and each figure of the number (including the zeros, if any) and the party line letter if there is one.

For example, to call FRuitvale 0711-W:

1. Lift the receiver and listen for dial tone (a steady humming sound). Do not begin to dial until you hear the dial tone.
2. Keeping the receiver off the hook, place finger in opening where you see the letter "F."
3. Turn the finger wheel until your finger strikes the stop; then release and allow wheel to return to normal.
4. Do the same with the letter "R", and then the figures 0-7-1-1, in that order, followed immediately by the letter "W".



OTHER DETAILS TO OBSERVE ABOUT DIALING

If, while dialing you realize that a mistake has been made, replace the receiver and after waiting a few seconds, lift the receiver and when you hear the dial tone try the call again.

Always replace the receiver for a few seconds between calls; then lift the receiver, listen for dial tone, and dial the number desired.

Please do not turn the dial finger wheel while talking as it may break the connection.

Please do not attempt to dial telephone numbers located outside the local service area.

Please refer to page 4 of this directory regarding the placing of Inter-City calls.

To Call Another Party on Your Own Line, dial the RED figure "0" (zero) for OPERATOR, give her the number you wish to call, and state that it is the number of the other party on your line. Replace the receiver for a sufficient time to allow the operator to ring the other party and for the called party to answer, then lift the receiver and start conversation. If no answer is received within a reasonable length of time, signal the operator and ask her to ring the number again.

MISTAKES TO AVOID

Please do not mistake the BLACK letter "O" for the RED figure "0" (zero); nor the BLACK letter "I" for the RED figure "1".

Please do not force or retard the return motion of the finger wheel.

HOW TO MAKE AN EMERGENCY CALL IN THE DARK

Lift the receiver, listen for dial tone, and then place your finger in the first dial opening below the finger stop. Dial this figure (zero) and an operator will answer. Explain the situation, giving her your number and the details of your call and she will assist you.