

## Information About the Directory

### DIRECTORY LISTINGS

For each customer a listing is included in the alphabetical directory without charge. Customers may arrange for additional listings, under regulations applying to such listings, to be placed in the alphabetical directory.

### SEQUENCE OF LISTINGS

Listings are arranged in alphabetical order, determined by the sequence of the letters in each part of the listing. The parts of the listings are considered as follows: Name, given name or initial, middle name or initial, title if any, business or residence designation, street name, street number, central office name and number.

The position of listings is governed by the alphabetical precedence of the first letters when different, by the precedence of the second letters when the first letters are alike, by the precedence of the third letters when the first and second letters are alike, etc.

The separate parts of the listings are considered when the first part or parts are exactly alike for several listings.

In alphabetizing, the hyphens are not considered. Initials, when used instead of given names, precede the given names beginning with the same letter. Numerals used as names are listed as if spelled out. Names which consist of letters used as abbreviations are grouped at the beginning of each letter of the alphabet, for example "G. A. R. Bldg." would appear at the beginning of the letter G.

Names sounding alike may be spelled in different ways—try other spellings.

The words street, avenue, drive, place, etc., are omitted after the name of the thoroughfare, unless there are two or more thoroughfares of the same name, in which case the proper abbreviation is used after the name of the avenue, drive, place, etc., but not after the name of a street.

### ERRORS IN THIS DIRECTORY

The Company cannot and does not assume any liability because of errors or omissions in compiling this book. Sometimes, despite care and attention, errors will occur. Please check your listing in the directory. If it is incorrect in any way, please call the Business Office so that it may be corrected in the next issue.

### CHANGES IN DIRECTORY LISTINGS

In order that your listing may be shown correctly in the following directory issue, you should notify the Business Office, preferably in writing, of any change that may occur, such as the city changing your house number or street name, as soon as the change is made.

To lessen the possibility for error, it will be helpful if you report any changes in listings as these changes occur, rather than at the closing date because of the great amount of work necessary in preparing the directory for the printer.

Changes can be made only up to the closing dates as announced in the newspapers.

### LISTINGS NOT APPEARING IN THIS DIRECTORY

Between directory issues a great many telephones are installed. Customers may obtain telephone numbers not shown in this directory by calling "INFORMATION."

### BUYER'S GUIDE ADVERTISING



Rates and other information regarding advertising in the Buyer's Guide will be furnished upon request.

### COPIES OF THIS DIRECTORY

If you desire additional copies of the directory, or if you do not wish a directory for each telephone you have, you may arrange with the Business Office and your requirements will be cared for.

### DIRECTORIES OF OTHER CITIES

Customers desiring telephone directories of cities throughout the Country may arrange to obtain them by communicating with our Business Office.

## How to Use the Telephone

### OBTAIN CORRECT TELEPHONE NUMBER

ALWAYS obtain the correct telephone number from the current issue of the telephone directory.

### HOW TO PRONOUNCE TELEPHONE NUMBERS

You will find it helpful to pronounce telephone numbers as follows:

273—say "Two (pause) Seven Three."  
4418-J—say "Four Four (pause) One Eight J."  
2100—say "Two One (pause) Hundred."  
3000—say "Three Thousand."



### HOW TO SPEAK

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

### TO RECALL THE OPERATOR

If you wish to recall the operator on an 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.

### THE BUSY SIGNAL

The busy signal is a "buzz-buzz-buzz" sound, at one second intervals, which informs you that the called line is busy. When you hear this signal, hang up the receiver and call again in a few minutes.

### THE RINGING SIGNAL

The ringing signal is a "burr-rr-ing" sound heard while the bell of the called telephone is ringing.

If, after hearing this signal repeated, and waiting a reasonable length of time—normally about two minutes—for the called party to answer, you obtain no response, hang up your receiver and call again later.

### REFUNDS FROM COIN BOX TELEPHONES

At coin box telephones, 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 discontinued or temporarily discontinued. 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.