

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

273—"Two, seven three."
4418-J—"Four four, one eight, J."
2100—"Two one, hundred."
3000—"Three thousand."

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 the called party has had a reasonable time to answer.

The ringing signal is a "burring" sound heard at regular intervals. In Central Offices not equipped for giving this signal, a report will be received from the operator when the called telephone does not answer.

The busy signal is a steady "buzz-buzz-buzz" sound, indicating that the called line is in use. In some Central Offices, instead of the busy signal, a report will be received from the operator that the line is busy.

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.

At telephones where the operator is signaled by turning a crank, the operator may be recalled by hanging up the receiver and turning the crank again.

CALLING FROM A COIN BOX TELEPHONE

A charge will not be made on calls which are not completed, or on calls for changed numbers unless a connection is established to the new number.

In case coins are deposited in error, please notify the operator promptly in order that proper adjustment may be arranged. Any service difficulty should also be reported promptly to the operator for attention.

Between successive calls the receiver should be replaced for a few seconds.

Inter-City Calls

Inter-City calls may be classified under two heads as follows:

I. CALLS HANDLED BY YOUR LOCAL OPERATOR (NUMBER SERVICE)

These are calls to out-of-town stations at nearby points. "Number Service" points are shown on Pages VI and VII under List "A." Calls to these points are accepted by the local operator by number only. For *Person-to-Person* calls to "Number Service" points to which this service is available—call Long Distance.

To place a Number Service call, call your local operator and give her the telephone number you want to reach. If you do not know the telephone number, consult the Directory or call "Information."

II. CALLS HANDLED BY THE LONG DISTANCE OPERATOR

The principal types of telephone service rendered by the Long Distance Operator are the *Station-to-Station* and *Person-to-Person* services. An explanation of these services and the method of placing calls under each type is presented below. The *Collect*, *Appointment* and *Messenger* services rendered by the Long Distance Operator are also explained. Information regarding the *Overseas* telephone service may be found on Page VIII.

Faster service is obtained on all calls if the number of the called telephone is given.

STATION-TO-STATION CALLS	PERSON-TO-PERSON CALLS
<p>A <i>Station-to-Station</i> call is one on which you wish to talk with <i>Anyone Who Answers</i> at the called station. The rates are less than on <i>person-to-person</i> calls, and are further reduced during certain hours of the evening and night. (See rate information on Pages VI and VII.)</p> <p>To place a <i>Station-to-Station Long Distance</i> call, proceed as follows:</p> <ol style="list-style-type: none">1. Call the <i>Long Distance Operator</i>, giving her the name of the city and the telephone number you are calling.2. If the telephone number of the person called is not known, give the name and address, and tell the operator you will talk with anyone who answers the telephone.3. Give your telephone number when the operator requests it.4. Unless otherwise advised by the Long Distance operator, wait on the line until the called number answers or the operator gives a report.	<p>A <i>Person-to-Person</i> call is one on which you wish to talk with a <i>Particular Person Specified By You</i>. If you wish to talk to a particular station of a private branch exchange without specifying a particular person, this is also classed as a <i>Person-to-Person</i> call.</p> <p>To Place a <i>Person-to-Person</i> call, proceed as follows:</p> <ol style="list-style-type: none">1. Call the <i>Long Distance Operator</i>, giving her the name of the city, and the telephone number and name of the person you are calling.2. If the telephone number is not known, give the name and address of the person you are calling.3. Give your telephone number and name when requested by the operator.4. Unless otherwise advised by the Long Distance operator, wait on the line until the called party answers or the operator gives a report.
<p>If you wish to have charges quoted on an inter-city call, ask the operator to quote charges immediately after you have given the called number information.</p>	

APPOINTMENT CALLS

An *Appointment Call* is one on which you wish arrangements made in advance with the called station or person to talk at a specified time. A charge slightly higher than the *Person-to-Person* rate is made for *Appointment Calls* to Pacific Coast Points (points in California, Nevada, Oregon and Washington).

MESSENGER CALLS

A *Messenger Call* is a call for a particular person requiring a messenger to bring the desired person to the telephone. The charge for the messenger applies even if the desired conversation is not held, and is in addition to the Telephone Company's charges for "Messenger Call" service.

A charge slightly higher than the *Person-to-Person* rate is made for *Messenger Calls* to Pacific Coast Points.

COLLECT CALLS

Upon request, the charges on inter-city calls to points within the United States, Canada and Cuba may be collected at the called station, as follows:

Station-to-Station Calls—At the station-to-station rate when the initial rate is 25¢ or more, provided anyone answering at the called station accepts the charge. When the initial period rate is 20¢, a collect station-to-station rate of 25¢ applies. If the initial period rate is less than 20¢, the corresponding person-to-person classification and rate applies provided this service is available.

Person-to-Person, Appointment and Messenger Calls—At the *Person-to-Person* or *Appointment* and *Messenger* rate, provided the called party accepts the charge.

REPORT CHARGES

A limited charge, known as a "Report Charge," is made on uncompleted *Person-to-Person*, *Appointment*, *Messenger*, and *Collect* calls if the called telephone is reached but communication between the calling and called parties is not established for reasons beyond the control of the Telephone Company.

Rates

Rate information will be found on Pages VI to VIII. Rates to points not listed may be obtained by calling Long Distance.