

## 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 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. Some Central Offices are not equipped for giving these signals, but in such cases the operator will give a report if the called party does not answer within a reasonable interval, or if the called 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 replacing 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.

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.

## Inter-City Calls

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

### I. CALLS HANDLED BY YOUR LOCAL OPERATOR

Station-to-Station calls to certain points, the names of which are preceded by a star (\*) in the list of rates on pages VI, VII and VIII, will be accepted by your local operator when placed by number. If you do not know the telephone number, consult the Directory or call "Information" before placing your call.

For Person-to-Person calls to points to which Person-to-Person service is available—call "Long Distance."

### 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.

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 Station-to-Station 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 Person-to-Person calls.</p> <p>To place a Station-to-Station Long Distance call, proceed as follows:</p> <ol style="list-style-type: none"> <li>1. Call the Long Distance Operator, giving her the name of the city and the telephone number you are calling.</li> <li>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.</li> <li>3. Give your telephone number when the operator requests it.</li> <li>4. Unless otherwise advised by the Long Distance Operator, wait on the line until the called number answers or the Operator gives a report.</li> </ol>	<p>A Person-to-Person 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 Person-to-Person call.</p> <p>To Place a Person-to-Person call, proceed as follows:</p> <ol style="list-style-type: none"> <li>1. Call the Long Distance Operator, giving her the name of the city, and the telephone number and name of the person you are calling.</li> <li>2. If the telephone number is not known, give the name and address of the person you are calling.</li> <li>3. Give your telephone number and name when requested by the operator.</li> <li>4. Unless otherwise advised by the Long Distance Operator, wait on the line until the called party answers or the Operator gives a report.</li> </ol>
<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. Person-to-Person rates apply to calls of this nature.

#### MESSENGER CALLS

A Messenger Call is a call for a particular person requiring a messenger to bring the desired person to the telephone. Person-to-Person rates apply to calls of this nature. The charge for the messenger applies even if the desired conversation is not held, and is in addition to the Telephone Company's message charge.

#### 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 period rate is 25c or more, provided anyone answering at the called station accepts the charge. When the initial period rate is 20c, a special collect rate of 25c applies. If the initial period rate is less

than 20c, the corresponding Person-to-Person classification and rate applies provided this service is available.

**Person-to-Person, Appointment and Messenger Calls**—At regular rates applying to these calls, 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.

#### CONFERENCE TELEPHONE CALLS

A conference telephone call is one that enables from three to six people in different cities to carry on a joint conversation. By special arrangement, more than six telephones may be interconnected at the same time. You need no special equipment. Just call "Long Distance" and ask for the Conference operator. When she answers, give her the details of your call. Rates and other information may be obtained from her.

## Rates

From 7:00 P. M. to 4:30 A. M. every night and all day Sunday, rates are lower on both Person-to-Person and Station-to-Station calls to the majority of points. See inside front cover and pages VI, VII and VIII for rates to certain points. Rates to points not listed and other information regarding Inter-City calls may be obtained by calling "Long Distance."