

## How to Use the Telephone

### PLEASE BE SURE OF THE NUMBER



You can obtain the desired number from the latest issue of the telephone directory. If the listing is not found please call "INFORMATION".

### PRONOUNCING TELEPHONE NUMBERS

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

### SPEAKING OVER THE TELEPHONE

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

### PLEASE LISTEN FOR SIGNALS

After placing a call, listen for the Ringing Signal, Busy Signal or Report from the Operator.

The Ringing Signal is a "burring" sound heard at regular intervals, indicating the called telephone is ringing. Allow the bell to ring long enough so that the called party will have time to answer.

The Busy Signal is a steady "buzz-buzz-buzz" sound, indicating the called line is in use. When you hear this signal, please replace the receiver and try the call again later.

For central offices not equipped for giving these signals, the operator will give a report if the called line does not answer within a reasonable time, or if the called line is busy.

### CALLING FROM A COIN BOX TELEPHONE

Instructions are posted on or near each coin box to tell you how to place calls.



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.

Please report at once any service difficulties or coin collection error to the operator.

### ANSWERING CALLS

Please answer promptly. You will save time when answering if you give your own number or name.

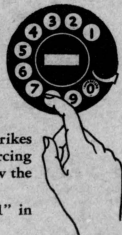
## Dialing

### TO DIAL A LOCAL NUMBER

Dial the figures of the desired number in their order from left to right.

For example, to call 2071:

1. Lift the receiver and listen for the dial tone (a steady humming sound).
2. Keeping the receiver off the hook, place your finger in the opening where the figure "2" appears.
3. Turn the dial until your finger strikes the stop, then release and without forcing or retarding the return motion, allow the dial to return to normal.
4. Do the same with the figures "0-7-1" in that order.



### PLEASE OBSERVE THESE DIALING SUGGESTIONS

If, while dialing, your finger slips or 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.

If, after the number is dialed, no signal is heard within a reasonable period, hang up the receiver. After a few seconds, remove the receiver and when you hear the dial tone, dial the number again. If you again receive no signal, dial "Operator" and report the condition to her.

Always replace the receiver for a few seconds between calls.

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

In case you have repeated trouble dialing a number, hang up for a few seconds, then dial the opening where the word "Operator" appears for assistance.

### OUT-OF-TOWN NUMBERS

Please do not attempt to dial out-of-town numbers, as such calls should be placed with the Operator. Blue Page 7 and following pages contain complete directions for placing out-of-town calls.

### DETAILS TO OBSERVE ON PARTY LINES

If, when you begin to place a call, you hear the dialing of another party, excuse the interruption, replace the receiver and make your call later.

If you find another party has come on the line during or at the end of dialing, replace the receiver for a moment and then dial the number again.

DAVIS: To call another party on the same line dial "9", followed by the last digit of your number and then the last digit of the called number. After dialing replace the receiver. Your telephone bell will ring at regular intervals. When ringing ceases, lift the receiver and begin conversation. If no answer is received after a reasonable period stop the ringing by lifting the receiver momentarily and replacing it.

### TO MAKE AN EMERGENCY CALL IN THE DARK

Lift the receiver, listen for the dial tone and then place your finger in the first opening below the finger stop. Dial the figure "0" (zero) to reach an operator. When the operator answers explain the situation, and she will be glad to assist you.

## How to Use This Directory



This directory contains most of the numbers you have occasion to call. You can obtain the numbers of new telephones, which have been installed since the directory was printed, by calling "Information". If a number has been changed since the directory was printed you can obtain the new number by calling the one listed in this directory.



### DIRECTORY LISTINGS

For each subscriber, a listing is included in the alphabetical directory without additional charge.

### TO FIND A LISTING

1. *Look under different spellings* if you don't find the name at first.
2. *Look under initials and first names.* For example, you may know a person as "Adam Smith," but he may have chosen to be listed as "A Douglas Smith."
3. *Use the address as a check.* For example, you may know a person's last name but the fact that he lives at a certain address will single him out from others of the same name.
4. *The abbreviation indicating business or profession serves as a guide.* For example, there may be three Smiths in a large office building, but the business abbreviation after his name may enable you to select the one you want.

### CLASSIFIED TELEPHONE DIRECTORY (Yellow Pages)

You will find in this section the names of business subscribers listed under classified headings descriptive of their respective businesses.

### IT IS A BUYERS' GUIDE

If you wish to purchase a commodity or service, please look for the heading descriptive of the article or service you have in mind and select a firm from the listings and advertisements.

### IT IS A TELEPHONE NUMBER FINDING LIST

If you are looking for the telephone number of a person or firm and you know the profession or business, you can find it easily under the heading descriptive of the profession or business.

### ADVERTISING IN YELLOW PAGES

If you are interested in rates for advertising in the Classified Telephone Directory, we shall be glad to furnish them upon request.

## General Directory Matters

### BLUE PAGES

The Blue Page Section you are now reading is an innovation in this directory. It was designed to help you obtain fullest value from your telephone service by placing at your fingertips in conveniently arranged style, the essential suggestions regarding its use. We hope you will like it.

We invite your attention particularly to the Long Distance pages which follow. You will find them helpful in giving directions on how to place calls, and the Business and Social uses of the service. They also include a conveniently arranged list of rates.

### COPIES OF THIS DIRECTORY

If you desire additional copies of this directory or if you did not receive the latest copy, please get in touch with our Business Office.

### DIRECTORIES OF OTHER CITIES

Telephone directories of other cities may be consulted at our Business Office. We cordially invite you to make use of our directory library. If you desire to purchase copies of these directories, they may be supplied by arrangement with our Business Office.



### DIRECTORY ACCURACY

Every effort is made to compile and print this directory as accurately as possible. However, sometimes despite care and attention, errors will occur.

Please check your listing in this directory. If it is incorrect in any way, please call our Business Office so that it may immediately be corrected in our Information Records as well as in subsequent issues of the telephone directory. The Company does not assume liability because of errors or omissions.

In order that our records may be correct and up-to-date, we should appreciate prompt notification of any change in your listing. A change of your house number or street name should likewise be called to the attention of the Business Office when it occurs.

### MAINTAIN YOUR PERSONAL TELEPHONE LIST

To provide ready reference, we suggest that you keep a list of the telephone numbers you frequently call — your doctor, beauty shop, friends, etc. Page 16 of the BLUE PAGES has been reserved for this purpose. When a new directory is delivered to you, please tear out this page, and, after verifying the numbers, transcribe them to your new book.

