

## 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—"Four four, one eight, J"  
2100—"Two one, hundred"  
3000—"Three thousand"  
2-1161—"Two, one one, six one"

### 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.

### ANSWERING CALLS

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

### TONES AND SIGNALS

**DIAL TONE**—A continuous hum, indicating that the equipment is ready to receive your call.

**RINGING SIGNAL**—A "burring" sound repeated at regular intervals, indicating the called telephone is ringing.

**BUSY SIGNAL**—A steady "buzz-buzz-buzz" sound, indicating the line is in use.

**DIAL AGAIN SIGNAL**—A continuous hum alternately rising and falling in pitch indicating some mistake has occurred on the call.

### PLEASE LISTEN FOR SIGNALS

After placing a call, you will hear the ringing signal, busy signal or the report from your operator. Allow the called line to be rung for a long enough time so that the called party will have time to answer.

When you hear the busy signal, please replace the receiver and try the call again later.

For central offices not equipped for giving 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 TELEPHONE

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

A charge will not be made on calls which are not completed.

Between successive calls, replace the receiver for at least five seconds.

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



## Dialing

### TO DIAL A LOCAL NUMBER

Dial the figures of the desired number in their order from left to right.  
For example, to call 2-0951:

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 "0-9-5-1" 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, during or at the end of dialing, a continuous hum, alternately rising and falling in pitch, is heard it indicates that some mistake has occurred on the call. Replace your receiver, verify the called number with the latest directory, and then dial again.

If, after the number is dialed, no signal is heard within a reasonable period, replace 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, replace the receiver for a few seconds, then dial the opening where the word "Operator" appears and she will assist you.

### OUT-OF-TOWN NUMBERS

Please do not attempt to dial out-of-town numbers, as such calls should be placed with the Operator. Page VI contains 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, during or at the end of dialing, you find another party has come on the line, replace the receiver for a moment and then dial the number again.

To ascertain the telephone number of another party on your line call or dial Repair Service for the telephone number.

### TO CALL ANOTHER TELEPHONE ON YOUR PARTY LINE

**DAVIS:** To call another party on the same line dial "29", 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.

**SACRAMENTO:** Two and Four Party Lines. To call another party on the same line it is necessary to dial a special code number which may be obtained from the operator. After dialing the code number, replace your 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.

**Ten Party Lines:** To call another party on the same ten party line, dial the listed number. When dialing is completed, the busy signal will be heard. 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.

## General Directory Matters



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 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 the directory. If it is incorrect in any way, please call the 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.

### 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.

### DIRECTORIES OF OTHER CITIES



Telephone directories of other cities are usually available and may be consulted at the Business Office. We cordially invite you to use these directories. If you desire any copies they may be secured at an additional service charge, by arrangements with the Business Office.

### 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.

### COPIES OF THIS DIRECTORY

Use of an out-of-date telephone directory interferes with good telephone service, as each new issue contains many changes in numbers and listings. Simply as a matter of good service, the Telephone Company retains ownership of telephone directories. For this reason we ask that they be given to the delivery man at the time the succeeding issue is distributed.

If you did not receive the latest copy of the directory, please get in touch with the Business Office.

### 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. Space has been reserved on the first page of the **INTRODUCTORY SECTION** for this purpose. When a new directory is delivered to you, please tear out that page from your old directory, and, after verifying the numbers, transcribe them to your new book.

