#### REMEMBER

- Before dialing, obtain the correct number from the current issue of the telephone directory. It the listing is not found, dial 113 for "INFORMATION".
- 2. Listen for the dial tone, a steady humming sound.
- Dial the first two letters and numeral in the central office name, followed by the remaining figures in the number.
- If you realize a mistake has been made, hang up. After waiting a few seconds, lift the receiver. When you hear the dial tone again, redial the complete number.

# OTHER SUGGESTIONS ON DIALING

- Let the dial return freely after each letter and figure is dialed.
- Be careful not to confuse the red figure "0" (zero) with the black letter "0" or the red figure "1" (one) with the black letter "!".
- From an extension or party line telephone, if you hear someone else dialing when you lift the receiver, tell him you have interfered with his call. Then hang up and make your call later.

If, while dialing, you hear someone else come on the line, tell him the line is in use. When he hangs up, replace

the receiver for a moment. Then after hearing the dial tone again, redial the complete number. Otherwise a wrong number may result.

#### TO CALL ANOTHER TELEPHONE ON YOUR PARTY LINE

To ascertain the telephone number of a party on your line call "REPAIR SERVICE".

Dial as described below and hang up. Your telephone and the called party's telephone will ring at regular intervals until the called party answers. When the ringing is stopped by the called party's answer remove the receiver and begin conversation. If ringing is not stopped by the called party answering after a reasonable period, stop the ringing by momentarily lifting the receiver.

Two and Four Party Lines—Dial a special code number which you may obtain from "REPAIR SERVICE".

Ten Party Lines-Digl the listed number.

### PUBLIC TELEPHONES

Instructions are posted on or near telephone instruments. Please report any service difficulties or coin collection error to the operator. A charge will not be made on calls which are not completed.

# TONES AND SIGNALS

**DIAL TONE**—A continuous steady hum, the signal to start dialing.

RINGING SIGNAL—A "burring" tone repeated at regular intervals.

BUSY SIGNAL-A steady "buzz-buzz" tone.

DIAL AGAIN SIGNAL—A siren like sound rising and falling in pitch Indicating some mistake has occurred on the call.

IF NO SIGNAL IS HEARD WITHIN A REASONABLE TIME AFTER DIALING—Hang up. Look up the number to be sure it is correct. Then, after waiting for the dial tone, dial the complete number again. VOICE RECORDING SIGNAL—A short high "beep" tone heard on the telephone line about every 15 seconds means that the person with whom you are talking is recording your conversation by means of his electrical recording machine connected to the telephone line.

This signal is provided by the Telephone Company for your protection. If you do not want a record made of what you are saying, ask the person with whom you are talking to disconnect the recording machine. When he disconnects his recorder the signal is no longer heard.

The "beep" is produced automatically by the device used to connect the recorder to the telephone line. It stops when the recorder is disconnected. Use of a recorder without this signal is unlawful.

# DIRECTORY FACTS

### COPIES OF THIS BIRECTORY

Use of an out-of-date 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.

#### ERRORS

Every effort is made to make the directory as accurate as

The Company, however, assumes no liability for damages arising from errors or omissions in the making up or printing of its

### DIRECTORIES OF OTHER CITIES

Telephone directories of other cities may be consulted at our Business Office.

If you desire any copies, they may be obtained at an additional service charge by arrangement with the Business Office.

### OTHER MATTERS

### IDENTIFICATION OF EMPLOYEES

Employees of this Company who regularly visit the public are provided with a photographic identification card. This card, which is properly countersigned, shows the employee's name, signature and photograph. If you doubt the right of a person to represent himself as an employee of this Company and the cannot furnish an identification card, please call the Business Office.

#### DATES

Rates and practices included in this directory are based upon

those in effect at the time this directory was closed for printing and are subject to such changes as may be made from time to time.

#### ATTACHMENTS TO TELEPHONES

In the interest of good service, please do not use any devices on telephone equipment except those furnished by the Company. The devices claimed by agents to eliminate noise, to destroy germs, etc., are usually detrimental and interfere with good service.

# OTHER SERVICES

### ADVERTISING COPY SERVICE

Our advertising copy service department is equipped to help Classified Telephone Directory advertisers use their display space so as to get maximum results. This service includes preparation of copy, layouts and art work. There is no charge.

### ADDITIONAL DIRECTORY LISTINGS

Following are some of the additional directory listings that are sometimes needed and which are available at a nominal charge:

Additional Residence Listing—For other members of the customer's household, especially those with different surnames.

Additional Business Listing—For the man who needs his own name in the directory, in addition to his firm's name.

Alternate Call Listing—For people who desire to have their calls answered at another telephone when they are away.

After Hour Listing—To give information where to call after hours and on Sundays and holidays.

### ARCHITECTS AND BUILDERS SERVICE

A free advisory service on advance planning of telephone service arrangements in new homes and other building construction is available to architecs, owners and builders. Extensive and costly alterations after the completion of the building are frequently avoided through proper advance planning for telephone outlets. Call the Telephone Company Business Office and ask for "Architects and Builders Service".

### MOTION PICTURE FILM SUBJECTS

The Telephone Company maintains a film library of sound motion pictures on telephone subjects suitable for showing before clubs, lodges, schools and other groups. Arrangements for showings may be made by calling your local Business Office.

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