

1. Before dialing, obtain the correct number from the current issue of the telephone directory. If the listing is not found, dial 113 for "INFORMATION".
2. Listen for the dial tone, a steady humming sound.
3. Dial the first two letters and numeral in the central office name, followed by the remaining figures in the number.
4. 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.

- Let the dial return freely after each letter and figure is dialed.
- Be careful not to mistake the letter "O" for the figure "0" (zero); or the letter "I" for the figure "1" (one).
- 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 ascertain the telephone number of a party on your line call "REPAIR SERVICE".

To call a party on your line, dial a special number which you may obtain from Repair Service. When dialing is completed replace the receiver. Your telephone and the called telephone will ring at regular intervals until the called party answers. When ringing stops, remove the receiver and begin conversation. If ringing is not stopped after a reasonable period, stop the ringing by momentarily lifting the receiver.

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

TO PLACE A CALL FROM A MAGNETO TELEPHONE

1. If you have a party line
Make sure the line is not in use before signaling.
2. With the receiver on the hook
Signal the operator by turning the crank briskly at least three turns.
3. Then lift the receiver
When the operator answers, give her the number you wish to call.
4. On completion of your conversation
After hanging up turn the crank at least three turns to let the operator know you are through talking. She will then disconnect you.
5. If it is necessary to recall the operator during a connection
Replace the receiver and turn the crank briskly. Then remove the receiver and listen for the operator's answer.

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. If again no signal is heard, dial Operator and report the condition to her.

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.

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.

Every effort is made to make the directory as accurate as possible.

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

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

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

OTHER MATTERS

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 he cannot furnish an identification card, please call the Business Office.

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.

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.

YOUR LONG DISTANCE CALLS WILL GO THROUGH FASTER IF YOU GIVE THE OPERATOR THE OUT-OF-TOWN NUMBER. WHEN YOU OBTAIN THE NUMBER, JOT IT DOWN FOR FUTURE USE.

[illegible]

When exchanging for a New Directory, PLEASE TEAR OUT THIS PAGE, then verify the numbers and transcribe to New Directory.