

HOW TO DIAL

REMEMBER

1. Get the correct number from the current telephone directory. If the listing is not found, please call "INFORMATION".
2. Lift the receiver and listen for the "hum" of the dial tone.
Note: If calling from a coin telephone, coin must be deposited before dial tone will be heard.
3. Dial the first two capitalized letters and the numeral of the central office name, followed by the remaining figures in the number.
4. Let the dial return freely after each letter or figure is dialed. Forcing or retarding the return motion may result in a wrong number.

OTHER SUGGESTIONS ON DIALING

- Be careful not to mistake the letter "O" for the figure "0" (zero); or the letter "I" for the figure "1" (one).
- If you realize a mistake in dialing has been made, hang up for a moment. After listening for the dial tone again, redial the complete number.

TO PLACE A CALL FROM A PUBLIC TELEPHONE-COIN

Instructions are posted on or near telephone instruments. Please report any service difficulties or coin collection errors

- 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 another person 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".

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.

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. 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.

DIRECTORY FACTS

COPIES OF THIS DIRECTORY

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.

DIRECTORY ERRORS

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.

DIRECTORIES OF OTHER CITIES

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

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

TELEGRAMS

To send a telegram follow directions under the alphabetical directory listing for Western Union.

RATES

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

SHIP AND AIRCRAFT TELEPHONE SERVICE

Two-way telephone communications are available between any land telephone and ships or aircraft having suitable radiotelephone equipment when within range of telephone company radiotelephone stations. For further information, call your telephone company business office.

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.

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 architects, 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."

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.

PERSONAL TELEPHONE LIST

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.

NAME	TELEPHONE NUMBER	NAME	TELEPHONE NUMBER

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