

## HOW TO GET TELEPHONE NUMBER INFORMATION

FOR LOCAL NUMBERS not in this directory, dial 113 for Information.

FOR TELEPHONE NUMBERS AT ALL OTHER POINTS dial Operator and ask for Information for the place you want to call; for example: "I want San Francisco Information".

## HOW TO USE YOUR TELEPHONE

### HOW TO DIAL A CALL

Lift the receiver. Listen for a steady "humming" sound, the dial tone. Then dial.

Be sure to dial the first two capitalized letters and numeral in the prefix, then the remaining numerals.

### WHAT THE SIGNALS MEAN

You will know when the telephone you have called begins to ring, by the ringing signal, a "burring" tone repeated at regular intervals. Let it go on at least a minute before you hang up. That will give the person you are calling time to answer.

The busy signal is a steady "buzz-buzz" tone. When you hear it, hang up and wait a few minutes before dialing again.

A siren-like sound that rises and falls is the dial-again signal. It means there has been a mistake on the call. No signal after you dial may also mean a mistake. Hang up. Check the number you called to see if it was right. Then dial again—making sure you wait for the dial tone first and then dial the whole number. If there is still no signal, dial Operator and report the condition.

If you are talking to someone on the telephone and you hear a short high "beep" tone every 15 seconds or so, it is a voice-recording signal. This means the person you are talking to is recording your conversation. It is against the law to use a recorder without this signal.

### HOW TO CALL SOMEONE ON YOUR PARTY LINE

To find out the number of a telephone on your party line, call Repair Service by dialing 114.

To call another party on your line dial a special number you can get from Repair Service. When you finish dialing, replace your receiver. Your telephone and the called telephone will ring at regular intervals. Ringing will stop when the called telephone answers. Lift your receiver and begin conversation.

If ringing does not stop after a reasonable period, you can stop it by lifting your receiver.

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## CALLS YOU CAN DIAL YOURSELF

You can dial any other telephone served by the Sacramento exchange, which includes the following prefix names:

EMpire  
GARden

GILbert  
GLadstone  
HUDson

IVanhoe  
WABash

Don't use letter "O" if you want numeral "0" (zero) or letter "I" for the numeral "1" (one).

If a mistake in dialing is made, hang up for a moment, then lift the receiver, listen for dial tone, and re-dial the complete number.

## CALLS YOU PLACE THROUGH OPERATOR

There are certain calls you place through an operator:

From dial telephones . . . . . all Station-to-Station Long Distance calls  
all Person-to-Person calls  
all Collect calls

### Station-to-Station Calls

When you will talk with anyone who answers the called telephone, you make the call "station-to-station".

Tell the Operator the name of the city and the telephone number you want. If you do not know the number, give the Operator the name and address the telephone is listed under and tell her you will talk with anyone who answers.

### Person-to-Person Calls

When you want to talk to a particular person, department or extension, you can make the call "person-to-person". The charge for this kind of call is slightly more than for a "station-to-station" call.

Tell the Operator the name of the city . . . the telephone number (or the name and address the telephone is listed under) . . . and tell her what person, department or extension you want.

### Collect Calls

When you want your call billed to the number you are calling, you can make the call "collect".

Tell the Operator when you place the call—not afterwards—that you want it made "collect".

The minimum charge for a "collect" call is 30c. Otherwise, collect calls cost the same as other calls.

### Other Long Distance Calls

It will help also if you ask for:

Overseas Operator . . . . . on calls overseas or to Alaska  
Marine Operator . . . . . on calls to ships and planes  
Mobile Service Operator . . . . . on calls to autos, trucks, trains

Upon request, the Operator will notify you at the end of a stated period of time on long distance calls.