

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 at 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.

SUGGESTIONS ON DIALING

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

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

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 another person comes on the line while you are dialing, tell him the line is in use. When he hangs up, replace your receiver for a moment, then listen for dial tone again, and redial the complete number. Otherwise you may get a wrong number.

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. If a special number is needed to reach the party you want, **Repair Service** will give it to you.

When you finish dialing this special number, 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.

From EDgewood 2 and GArden 8 Telephones—Dial the listed number. When you hear the party line signal here's what to do. If there is a single numeral on your dial number plate opposite "PTY code" dial that numeral after you hear this tone. When you hear a "busy" signal hang up. If there is no numeral on your dial number plate opposite "PTY code" hang up as soon as you hear the party line signal.

Your telephone and the called telephone will ring at regular intervals. Ringing will stop when the called telephone answers. Then lift the receiver and start conversation. If ringing does not stop after a reasonable period you can stop it by lifting your receiver for a moment.

CALLS YOU CAN DIAL YOURSELF

From Pay Telephones

You can dial direct all prefixes shown on the card at the telephone.

From All Other Telephones

You can dial all numbers in the Sacramento exchange. Such numbers start with these prefix names: EDgewood, EMpire, FRontier, GArden, GILbert, GLadstone, IVanhoe and WABash.

In addition from one and two party EDgewood 2 and GArden 8 telephones you can dial many station-to-station calls to numbers in California and across the nation that have two capitalized letters and a numeral in the prefix, followed by four other numerals. This is called **Direct Distance Dialing**, or **DDD**. If you are not sure about a particular place, ask operator. She will tell you if the place is dialable and give you instructions on how to dial the call, including the Area Code if it is necessary.

CALLS YOU PLACE THROUGH OPERATOR

There are certain calls you place through an operator:

- all Station-to-Station calls you cannot dial direct
- all Person-to-Person calls
- all ENterprise 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 somewhat 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.