

## HOW TO DIAL

### REMEMBER

1. Get the correct number from the current telephone directory. If the listing is not found, please call "INFORMATION" by dialing "411".
2. Listen for the "hum" of the dial tone.
3. Dial the first two letters and the numeral of the central office name, then the remaining figures in the number. If the figures are followed by a letter, such as W, J, R, or M dial this letter also.
4. Remove your finger and let the dial return freely after each turn. Forcing or retarding the return motion of the dial may result in a wrong number.

### OTHER DIALING SUGGESTIONS

- Be careful not to mistake the black letter "O" for the red figure "0" (zero); or the black letter "I" for the red figure "1" (one).
- If your finger slips or a mistake is made hang up for a moment. Then after listening for dial tone again, redial the complete number.
- If, while dialing, another person comes on the line, tell him the line is in use, then hang up for a moment. After listening for dial tone again redial the complete number. Otherwise a wrong number may result.
- If before you dial you hear someone else dialing tell him you have interfered with his call. Then hang up and make your call later.
- Do not turn the dial while talking. It may break the connection.
- Always replace the receiver for a few seconds between calls.
- If you encounter any difficulty, dial "Operator" (zero) and explain it to her. She will be glad to help you.

### MESSAGE RATE SERVICE

If you reach the wrong number or are cut off, report the occurrence to your operator.

### TO CALL ANOTHER TELEPHONE ON YOUR PARTY LINE

To ascertain the telephone number of a party on your line call "REPAIR SERVICE" by dialing "611".

To call another party on the same line, dial "Operator" (Zero). Give her the number you wish to call and tell her that it is a number of another party on your line and she will assist you.

### TELEPHONE NUMBERS TO BE DIALED

From dial telephones, dial the telephone number, including the numeral in the central office name, on all calls within the San Francisco Zone (see page 4).

From dial business telephones, except coin telephones, also dial the telephone number, including the numeral in the central office name, on calls to telephones in the East Bay Zone (see page 3). From all other telephones, such calls should be placed by number with the local "Operator".

### PUBLIC TELEPHONES

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

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