Cautions.

All numbers preceded by the letter 'A' are Automatic numbers; all other numbers relate to connections with the Manual (non-Automatic) system, and must not be dialled.

Before commencing to dial remove the receiver from the hook.

The dial must be operated with the finger. The use of a pencil or similar object in place of the finger causes mistakes in dialling and injures the dialling mechanism.

The dial, when rotated, must be permitted to return to its normal position without assistance, and nothing must be done to hasten or retard its action.

Do not make any extra movements of the receiver hook; simply allow it to come up when the weight of the receiver is taken off, and to go down with the weight of the receiver.

Do not move the hook or dial while talking, as this will disconnect the circuit.

If, in making a call, you should make any false movements of the dial or hook, hold down the hook for a second or more, and begin your conversation.

Always wait a reasonable time for an answer. Not all persons can answer every call immediately; consider the possibility of the place being closed or the usual occupant being temporarily absent. Answering your own bell promptly means better service.

If you have more than one call to make, be sure you disconnect after each by hanging up the receiver for a second, then remove receiver, and commence dialling.

If, after dialling, you fail to get either the 'ringing' or the 'engaged' sound, or if you get a wrong number, make another careful attempt. If you are again unsuccessful in establishing a connection with the desired number, dial No. 5911 and report the fact.

A specific report of a telephone fault will hasten its correction.

In using a party line or an extension telephone, listen and speak before operating the dial; otherwise you may interrupt another's conversation. A call will not be effective with two receivers off the hooks. After a connection is established the movements of another party's receiver hook or dial will not break the connection.

If, after a connection has been established, it is accidentally lost, it should be re-established by the person who made the call. The called party should replace the receiver on the hook and await the second call.

A Subscriber can test his own instrument and line, with reasonable certainty, by dialling his own number and listening for the engaged 'buzz.' If heard it indicates that the call has gone through properly, and his line is in order.

Always hang up receiver when finished talking.

Large End Down.