

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 dial or hook, hold down the hook for a second or more, and begin again.

Be sure you have the right number in your mind, then lift the receiver, call the number correctly, and thus avoid annoying other persons.

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

Large End Down.

DIRECTIONS FOR OPERATING AUTOMATIC TELEPHONES.

A Subscriber having an Automatic Telephone must observe the following rules for obtaining a connection with another automatic telephone:—

For example:—To call A4851:

Remove the receiver from the hook.

Place a finger in the hole in the dial over the figure 4 and rotate the dial until the finger touches the finger-stop. Remove the finger and allow the dial to run back freely. Now place the finger in the hole over the figure 8 and rotate the dial again to the finger-stop, allowing it to rotate back. Do this in turn with 5 and 1. When the dial has returned on the last rotation your line is connected with line No. A4851, and the bell on that line begins ringing intermittently, as you can hear with the receiver at your ear.

If you hear a distinctive intermittent buzz, this indicates that the line you are calling is engaged. When you hear this, hang the receiver on the hook **LARGE END DOWN**, and call again in a reasonable time.

When finished talking hang the receiver on the hook; the connection is then broken, and your telephone is in a position to receive calls.

Should you wish to make a second call, return the receiver to the hook, or depress the hook for a full second in order to complete the disconnection, then commence dialling again.

To call any Subscriber not on the Automatic Section, dial 0. When the Exchange Attendant answers the call, give the number in the usual way.

For Information concerning telephone numbers not found in the Directory, ask for 8110.

To report any difficulties or inaccuracy in your service, dial 5911, Complaint Department.

For Toll, dial 5511.

DIRECTIONS FOR OPERATING MANUAL (NON-AUTOMATIC) TELEPHONES.

A Subscriber not equipped with an Automatic Telephone must call the Exchange in the usual way, and when the attendant answers, give the number required.

For Information concerning telephone numbers not found in the Directory, ask for 8110.

To report any difficulties or inaccuracy in your service, ask for 8104, Complaint Department.

For Toll, ask for Toll.