

Automatic Subscribers' Numbers

are preceded by the letter

'A'

For Numbers other than those
preceded by the letter 'A'

DIAL **0**

COURTESIES.

Answer Promptly.

When you are called, answer by giving your number, name, or name of business.

When you call anyone, open the conversation by stating who you are.

If calling from an extension or party line telephone, first listen so as not to interrupt others who may be conversing.

The essence of telephone service is brevity.



SPECIAL NOTICES TO SUBSCRIBERS

Enquiries, Complaints, and Faults.

Subscribers are notified that enquiries about outside matters cannot be answered, and they should not converse with the attendant beyond giving necessary instructions. While promptness and civility on the part of the attendants will be insisted upon, subscribers should also refrain from anything like rudeness of speech. In the event of complaints of inattention or rudeness, the Officer in Charge should at once be asked for.

If your Telephone Apparatus is out of order, dial A5911 if Automatic, and if Manual ask for No. 8104.

New Subscribers. Information.

New subscribers will be provided with a supply of cards to enable them to notify clients and friends of the fact that they have taken up a connection. When making enquiries respecting new numbers, ask for No. 8110.

Communications with other Exchanges.

Apart from the annual subscription, a separate charge is made for a conversation with another exchange or office. This is called a 'Toll Communication.'

Subscribers requiring Toll Communications should ask for and obtain 'Toll' before stating their requirements.

Directory Listings.

Subscribers must notify the local office in writing of any additions or alterations required in the Directory, not later than 9th July and 9th January in each year.

Removal of Telephones.

Subscribers are requested to communicate to the local office in writing any change needed in the situation of Telephone Apparatus.

Calling Subscribers.

Use great care in giving numbers to the Operator. Remember that if your request is misunderstood someone will be put to the inconvenience of unnecessarily answering the telephone, and you to loss of time.

When giving a number, subscribers are requested to name each figure separately instead of running the figures into one number: thus, 'six-two-five' instead of 'six hundred and twenty-five.' If the number is followed by a letter, care should be taken to name the letter as well as the figures.

The word 'nought' should be used for the figure 0, and the word 'double' in conjunction with a figure to indicate its repetition, e.g., No. 1550 should be given as 'one double five nought.'

Be particularly careful in giving the numbers 'five' and 'nine'—they are apt to sound alike over the telephone.

When the conversation is finished see that the receiver is placed on the hook, and ring off.

Party Lines.

Subscribers desiring to communicate with party line Subscribers must advise the Exchange Attendant of the telephone number required and the letter following such number.

A party line Subscriber desiring to communicate with a Subscriber sharing his own line should do so independently of the Exchange, by using the special code rings corresponding with the letter following