

# HOW TO USE YOUR DIAL TELEPHONE

## HOW TO DIAL

1. Refer to this directory for the correct number.
2. Remove your receiver and listen for the dial tone. This is a steady humming sound which tells you that the equipment is ready to handle your call.
3. Place your finger in the opening corresponding to the particular letter or numeral you wish to dial. Pull the dial around until your finger strikes the finger stop. Remove your finger and allow the dial to return to normal without interference.

## LOCAL CALLS TO BANFIELD, DELTON, and HICKORY CORNERS

You can dial all RAndolph 1-, MAdison 3-, and ORiole 1- numbers without toll charge. Dial the first two letters of the exchange name followed by the five numerals of the number.

For example, to call RAndolph 1-2345, dial the letters R and A, followed by the numerals 1, 2, 3, 4 and 5.

## LOCAL CALLS TO LACEY

Dial 75 to reach the Lacey operator. Give her the Lacey number you wish to call. There is no toll charge on calls to Lacey.

## LONG DISTANCE CALLS

To place a long-distance call, dial "Operator."

## TO CALL ANOTHER PARTY ON YOUR LINE

Other parties on your own line can be recognized by their telephone numbers. If all except the last digit of the

number you wish to call is the same as your number, then the party is on your line. To call another party on your line, dial his number the same as any other number. After you have dialed the complete number you will hear the "revertive-call signal." This signal tells you that you have dialed a number on your own line. Hang up and allow sufficient time for the other party's telephone to ring a few times. Remove your receiver. If the other party has answered, proceed with your conversation. If the other party has not yet answered, you will again hear the revertive-call signal. Wait for the other party to answer.

IF YOU MAKE A MISTAKE IN DIALING, or if your finger slips, replace your receiver. Wait a few seconds, then remove the receiver and listen for dial tone. Dial the complete number.

## AT THE END OF A CALL

Always hang up after a call. Leave the receiver on the hook for a few seconds before making a second call. Always listen for dial tone before dialing.

## CONVERSATION TIMING

In order to prevent lengthy conversations from tying up party lines, all local calls are limited to a duration of from 6 to 8 minutes. One minute before this time has expired, you will hear a brief warning tone. One minute later, if you have failed to conclude your conversation, you will be automatically disconnected. Only local calls are subject to conversation timing. Long distance calls on which toll charges apply are not limited in duration.

## **SIGNALS AND TONES**

1. **DIAL TONE** — A steady humming sound telling you that the dial equipment is ready to handle your call. Always wait for the dial tone before dialing — failure to do so may result in a wrong number or no number at all.

2. **BUSY SIGNAL** — A "buzz-buzz-buzz" sound telling you that the number you have dialed is busy. When you hear the busy signal, hang up and try your call later.

3. **REVERTIVE-CALL SIGNAL** — Similar to the busy signal except that the buzzes are not as regular. Every now and then a "buzz" is skipped. When you have finished dialing, you hear the revertive-call signal, replace your receiver and allow sufficient time for the other party's telephone to ring a few times. Then remove your receiver. If you answer your telephone and hear the revertive-call signal, someone on your own line is calling you. Wait for the other party to remove their receiver and proceed with the conversation.

## **LONG DISTANCE CALLS**

Dial "Operator" for all long-distance calls.

1. **STATION-TO STATION.** If you will talk with anyone who answers the telephone, place a station-to-station call. Charges begin as soon as the telephone is answered. Station-to-station calls cost less than person-to-person calls.

2. **PERSON-TO-PERSON.** If you want to talk to a particular person, tell the operator when you place your call. Charges do not begin until you reach the particular person you are calling. There is no charge if the particular person cannot be reached.

3. **Reduced Rates** apply on many long-distance calls after 6 P.M. and all day Sunday as well as on New Year's, Thanksgiving and Christmas.

## **HOW TO PLACE LONG DISTANCE CALLS**

1. Give the operator the name of the town and the state you are calling. Then give her the telephone number you are calling, if you know it. Calling by number saves time. For example: "Chicago, Illinois, DEarborn 9-4567." If you want to talk to a particular person, give the name to the operator also.

2. If you do not know the telephone number, give the operator the name and address. Tell her whether you will talk to anyone who answers a station-to-station call, or if you want to talk to a particular person.

3. When the operator asks for it, give her your own complete telephone number. Be sure to give her the exchange name as well as the numerals. For example: "RAndolph 1-5975".

4. **Collect calls.** If you wish the charges to be billed to the distant telephone, you may place a "collect" call. If the charges are accepted, the person you are calling pays for the call instead of you. Charges for "collect" calls are the same as for regular calls except where the regular rate is 25 cents or less, in which case a slightly higher rate applies. Always tell the operator "collect" when you place your call.

## **TELEPHONE RATES AND PAYMENT OF BILLS**

Telephone bills are rendered monthly and are due when rendered. Bills cover local service for one month in