


TELEPHONE USER'S MANUAL

Access Code	A number dialed to connect to the long distance equipment. Dialing the Access Code is the first step in dialing a Long Distance call. (See page 1, a-b-c's of Long Distance dialing.)
Area Code	The Area Code is a three-digit number that routes the call to a city or town. When dialing a long distance call to a city or town that has the same area code as your own, do not dial the area code — merely dial the ACCESS code and the telephone number.
Attachments to Telephones	(Unauthorized telephone attachments) Telephone gadgets can easily disrupt or impair telephone service. For this reason, attachments not furnished by the telephone company are generally prohibited. Also, the use of certain equipment and devices is prohibited because of laws governing secrecy of telephone conversations.



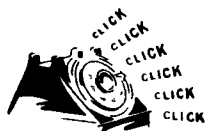
Automatic Number Identification	Equipment that automatically identifies and records the originating telephone number when a long distance call is dialed. More such equipment is continuously being installed and in the future, will serve all telephones.
Beep Tone	When a telephone conversation is being recorded, a short "beep" tone is heard every 15 seconds. This signal is required by law as a warning that the conversation is being recorded. If recording is not desired, request that the recording equipment be disconnected.
Busy Signal	 <p>A repeated buzzing sound that means the equipment or line being called is in use. Hang up and call again later.</p>

Children Playing



A child's natural curiosity may lead him to play with the numerous objects in the home—including the telephone. This curiosity is good for his development; however, a child playing with a telephone can cause some serious service interruptions and inconveniences to his family's telephone service, as well as to the service of others. Among other things it can cause: (1) All incoming calls to be blocked from that telephone; (2) A tie-up of equipment in the switching center that denies others the use of the telephone equipment and (3) Annoyance to others who are accidentally dialed. So, please be sure children do **not** play with the telephone.

Dialing Pulses



Surts of electrical current generated when the dial is turned and then released. These pulses tell the dial equipment what number is being dialed. For example, the digit "7" sends 7 pulses while spinning back to its rest position. When the telephone number is dialed properly, it is these pulses that control the telephone equipment and assure the right number being reached. If dialing starts before the dial tone is heard, (See Dial Tone) or if the dial is forced or retarded, the dialing pulses become mutilated, which results in a wrong number.

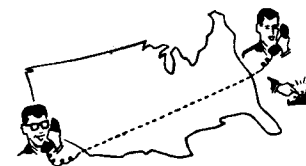


Dial Tone



A steady humming sound that is a signal that the telephone equipment is ready to handle a call; it is the signal to start dialing. Always listen for the dial tone before dialing.

Direct Distance Dialing



A service that allows the dialing of long distance calls. When using this service the operator in some locations will ask for your number after the dialing is completed. See page 1 for how to dial a long distance call (a-b-c's).

Information Service

Local — Provides local numbers not listed in the directory. Long Distance — Provides distant city telephone numbers.

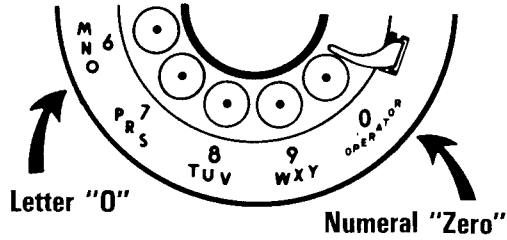
Intercept Service

Special telephone equipment that connects a call to a special operator or recorded announcement if the number being called has been disconnected or is unassigned.

If a party has had a number change, the call will be routed directly to a special operator and the new number given to the person dialing.

Please check the directory to be sure that the number being dialed is correct.

Letter "O" and Numeral "Zero"



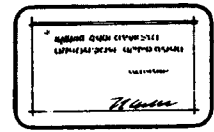
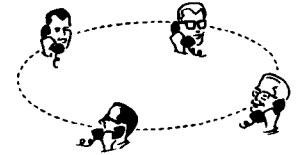
The letter "O" is the sixth position on the telephone dial, the numeral "Zero" is the tenth position. Care should be taken not to confuse these two "look-alikes" on the telephone dial.

Local Calling

A call within a local area which can be made without payment of a toll charge. See the local telephone directory for local service areas.

Long Distance—Types of Calls

- **STATION-TO-STATION (Standard)** — A call on which the calling party will talk with anyone who answers the distant telephone; charges begin when the distant telephone is answered. Long distance calls of this type are the most economical.
- **PERSON-TO-PERSON** — A call to a particular person, business extension, department, or office. Charging begins when an answer is received from a particular person, extension or office or from an accepted substitute for any of these.
- **COLLECT CALL** — (Reverse Charges) Station-to-Station or Person-to-Person calls may be charged to the number being called if a responsible person at the distant telephone accepts the charges. The operator must be informed that a Collect Call is desired. She will usually announce this type of call as follows: "I have a collect call for Mr. _____. Will you accept the charges?" On some calls there is an extra charge for this service.
- **CONFERENCE CALL** — Enables several people in different places to talk to each other at the same time. Upon request, the operator will arrange a conference call for home or business needs.
- **CREDIT CARD CALL** — A long distance call placed through an operator from any city or town allowing the charges to be billed to a home or business account. After the operator is informed that a credit card call is desired, she will ask for the credit card number. Credit cards may be obtained by contacting the telephone company business office.





**Operator
Number
Identification**

When dialing a long distance call, from certain locations, an operator may request the telephone number from which the call is being dialed. This number is required for billing purposes.

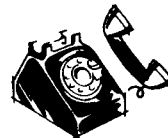
**Operator
Service**

An operator is always available when assistance, instruction, or emergency help is required. Just dial "Operator."

**Party
Line
Calling**

When two or more families share the same telephone line, only one may use this line at a time. It is courteous to keep calls as short as possible.

**Receiver
Off
Hook**



Leaving the receiver off the hook when the telephone is not in use can cause considerable inconvenience. A receiver off the hook on any line, party line or individual, when not in use, ties up the telephone equipment and adversely affects the service of others.

Sometimes receivers are accidentally "left off the hook" by objects near the phone. To get the most of telephone service, the telephone receiver should be securely in place on its cradle or hanger when not in use.

**Repair
Service**



The Telephone Company provides free telephone repair service. Since all telephone equipment remains the property of the Telephone Company, the company provides maintenance of equipment. To assure the best possible telephone service, always call the Telephone Company repair service whenever a telephone is in need of repair.

**Speaking
Into
Mouthpiece**



The Telephone network is designed to carry a true voice reproduction from one telephone to any other telephone. This can best be accomplished by speaking directly into the mouthpiece.

<p>Telephone Number</p>	<p>A telephone number is composed of a three-digit Area Code and a seven-digit local number that makes possible the selection of any one of many millions of telephones in the United States and Canada.</p>
<p>Toll Calls</p>	<p>Same as Long Distance.</p>
<p>Touch-Tone® Frequencies</p>	<div data-bbox="489 505 637 692" data-label="Image"> </div> <p>Frequencies generated when pressing the push-buttons on a Touch-Tone® telephone. These frequencies tell the telephone equipment what number is desired. For example, the tone (or frequency) generated when the "7" button is pressed, activates the telephone equipment to register the digit 7 as part of the number being called.</p> <p>The dial tone must be present before the push-buttons will accept the number correctly. Press the appropriate button only once for each digit in the number.</p>



emergency numbers

Write in the telephone numbers you will need in case of emergency.

fire 

police 

state police 

doctor  office

home

Remember, too, your Operator is available in case of emergency. Simply dial "Operator" for assistance. If you cannot stay at the telephone, tell the operator the exact location where help is needed.