

How to Use the Telephone (*Continued*)

6418-J—say "Six Four (pause) One Eight J."

6100—say "Six One (pause) Hundred."

6000—say "Six Thousand."

HOW TO SPEAK

Speak slowly, clearly, in an even tone of voice and directly into the telephone with the lips just clearing the mouthpiece.



When answering the telephone, do not say, "Hello," but give your name; as for example, "Smith and Company, Mr. White speaking."

TO RECALL THE OPERATOR

If necessary to recall the operator for any reason, move the receiver hook slowly up and down until the operator answers. Do not move the hook rapidly.

When a connection has been broken accidentally, through failure of the equipment, or by jiggling the receiver hook, both parties should hang up. The calling party should place the call again.

THE BUSY SIGNAL

The busy signal is a rapid "Buzz-Buzz-Buzz" sound which informs you that the called line is busy. When you hear this signal, hang up the receiver and call again in a few minutes.

At some Exchanges, instead of the busy signal, a report will be received from the operator, as, "The line is busy."

THE RINGING SIGNAL

The ringing signal is an intermittent "Burring" sound which informs you that the bell of the called telephone is being rung.

At some Exchanges, not equipped for giving the ringing signal, a report will be received from the operator when the called telephone does not answer, such as "They do not answer."

TO CALL FROM A PUBLIC TELEPHONE

IN SAN PEDRO, TORRANCE AND WILMINGTON, remove the receiver and listen to be sure there is no conversation being held over the line. Then deposit a nickel and give the operator the desired number in the usual manner. When a call is completed the nickel will be automatically collected. If the call is not completed, the coin will be returned at the time or after the receiver is hung up.

IN AVALON AND LOMITA, remove the receiver and listen to be sure there is no conversation being held over the line. When the operator answers, call the desired number in the usual manner. Do not deposit coin until told to do so by the operator.

Between successive calls the receiver must be replaced on the hook for at least five seconds. Any service difficulties or requests for refunds should be reported promptly to the operator.

REFUNDS FROM PUBLIC TELEPHONES

At public telephones, a charge will not be made on local calls when the call is not completed. In addition, no charge is made on calls where the telephone number of the station called has been changed, unless a call is completed to the new number. No charge will be made for local calls to the listed number of the telephone company, or departments as listed on Page Three.

Where coins are collected in error, a report should be made promptly to the operator in order that proper adjustment may be arranged.

If it is not desired that adjustment be made by completing a local call, refund of the charges collected will be made by mail or at the next box opening.

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