

## NOTICE TO SUBSCRIBERS.

Report interruption to the Telephone Service or inattention on the part of Employees' immediately to Chief Operator, Telephone 1000 or 455. If complaint is not promptly attended to, notify Local Manager. The company cannot be responsible for reports made to operators. Address all written communications to the Local Manager.

Instruments will be first located where directed by the subscriber. Any change will be charged for at actual cost for material and labor.

### Directions for Using the Telephone.

**Call by Number.** Give the figures of the number separately, as two, one, six, four, instead of twenty-one sixty-four. The operator will repeat the number and you will be connected at once or notified that the line is in use.

Answer promptly when you are called, remove the Telephone from the hook and speak, do not ring your bell.

Never leave your Telephone off the hook.

Do not attempt to use the Telephone during a thunder storm.

Do not ring after communication is established, until through talking, then ring your Bell.

The operator's duty is to answer calls only.

Handle Instruments carefully.

Call by numbers only, adding the letter if any.

Prompt answers from subscribers are necessary for good service.

### Long Distance Telephony.

Messages are received and repeated as understood by the Company's Operators, and the Company will not be liable for any mistakes or delays in transmission or delivery or for any failure to transmit or deliver the same, beyond the amount of the charges paid to the Company.

The regular Tariff rates will be charged for each connection made from a Subscriber's Telephone to outside points or toll stations.

Subscribers will be held responsible for tolls over such lines whenever their instruments are so used, and they are requested to refer non-subscribers desiring the use of the Telephone to the nearest Pay Station.

When a conversation over a toll line occupies over five minutes, one-half the full rate will be charged for each additional five minutes or fraction thereof except to points beyond Buffalo or Niagara Falls, N. Y. in which cases the extra rate is charged by the minute.

No messages are sent "Collect."

If any matter is not satisfactorily attended to by the Local Manager in charge, then please notify,

Manager Ontario Department,

BELL TELEPHONE CO.,

HAMILTON.