

GENERAL INSTRUCTIONS.

To call the Telephone Exchange give the bell crank two or three sharp turns, then take the telephone from the hook, place it firmly to the ear and listen for the Operator, who should answer "Number, please."

Call Number.—Give the Operator the number of the subscriber's station required, giving the figures of the number separately, as "one-four-two-nine," instead of "fourteen twenty-nine." The Operator will immediately connect your line with the number asked for, or notify you if the line is "busy."

Answer the calls on your bell promptly. Do not answer a call by ringing the bell, and do not ring your bell until you have finished, or you will be disconnected.

Face the transmitter with the mouth about two inches from the opening. Speak naturally, distinctly and not too rapidly.

When Finished speaking, ring once for disconnection. Your line will be reported "busy" until you do so. Replace the telephone on the hook with the opening downwards.

Do not use the Telephone during a thunderstorm.

Persons representing themselves as Telephone employees should not be admitted to subscribers' premises unless they exhibit a Bell Telephone Badge.

 **DESTROY PREVIOUS LISTS.**