

Instructions and Suggestions.

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DESTROY ALL PREVIOUS LISTS.

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Call by Number.—The Operator will immediately connect with the number, or notify you if the line is busy.

When through talking ring once for disconnection; YOUR LINE MUST BE REPORTED "BUSY" until you do so,

Much dissatisfaction arises from improper use of the instrument. Face the transmitter with the mouth about three inches from the opening. Speak naturally, distinctly and not too rapidly.

Answer your bell as promptly as you do a person speaking to you direct. Do not answer a call by ringing the Bell.

The use of profane, obscene or improper language over the lines is strictly forbidden. Subscribers will be held responsible for the enforcement of this rule, and if such language is persistently indulged in, the telephone will be promptly removed.

Do not allow non-subscribers to use your telephone. It is unjust to other subscribers, impedes the service, and is a violation of your contract.

Operators are required to be polite under all circumstances. Please extend to them the same courtesy.

Complaints to Operators avail nothing.

Do not use the Telephone during a thunder storm.

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"LINE IN USE" OR "LINE BUSY."

About ten per cent. of all calls made, find the line wanted "busy." This can readily be understood from the fact that each wire is connected, upon an average, about fifteen times a day. On the railway and heavy commercial wires this average is more than trebled. Operators will always inform a subscriber when the line is in use. Subscribers are inclined to think because lines are often reported "busy," that the Operators do so to save labor, when, in fact, it is less difficult to make a connection than it is to report back to the one calling the "line is busy." Consideration of this fact, coupled with a visit to the Exchange, will enable subscribers to realize how necessary it is to quickly tell the Operator what is wanted, and to just as quickly leave the telephone if the line wanted is in use by some one else. The thousands of calls that are rushed into the Exchange at irregular moments make the assistance of the subscriber an essential element of prompt service. The instant a line is reported "busy," do not keep the attention of the Operator another moment, as there are others calling who should be promptly waited on.