

Helping **Jperator**

We suggest that subscribers practise the following :-

- 1. Always consult our latest directory, because numbers are frequently changed.
- 2. In a moderate tone, speak slowly and distinctly directly into the mouthpiece with your lips not more than an inch away.
- 3. Answer promptly when your bell rings. It saves "Central" ringing rings. It saves "Central" ringing again; saves the calling party's time, and speeds up business generally.
- 4. When you answer give your name or the name of your firm instead of the old-fashioned "Hello," thus allowing the conversation to begin without

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