

HOW *to use*

THE DIAL TELEPHONE



ST. SIMONS ISLAND, GA.

SOUTHERN BELL TELEPHONE AND TELEGRAPH COMPANY
INCORPORATED

Foreword

THE INTRODUCTION of dial telephones in St. Simons Island provides the company's patrons with the latest improvements in the art of telephony.

The accuracy of service over the Dial Telephone depends upon the proper use of the instrument. Therefore, it is important that you understand the method of dialing a call.

Because we are desirous that you obtain the very best quality of telephone service, we have issued this booklet which contains valuable instructions and information about the use of the dial telephone.

WALKER KINSMAN
Manager.

Instructions

For St. Simons Island Dial Subscribers

How to Use the Dial Telephone



Obtain the Correct Number From the Directory

Always obtain the correct telephone number from the current issue of the telephone directory. If the desired listing is not in the directory, dial "Operator" and ask for "Information." When you secure the number from the "Information" operator, hang up your receiver for a few seconds before dialing your call.

Remove the Receiver Carefully

Before dialing, remove the receiver from the hook and place it to your ear, being careful not to "jiggle" the hook.

Listen for the Dial Tone

The dial tone is a steady "humming" sound which is usually heard immediately or within a few seconds after removing the receiver. The dial tone indicates that the equipment is ready for you to dial the number desired. Do not start to dial until you hear it.

If the dial tone is not heard within a short while, hang up your receiver, wait for a few seconds and try again.



If the dial tone is not heard on the second attempt, it indicates that your line may be in trouble and you should dial "Operator" from another telephone, ask for "Repair Service" and report the condition.

How to Dial

Suppose, for example, you wish to dial 4991:

1 Lift the receiver from the hook and listen for the dial tone.

2 Keep the receiver off the hook while dialing. When you hear the dial tone—

3 Place your finger firmly in the opening in the dial through which the figure "4" is seen.

4 Turn the dial around to the right until your finger strikes the finger stop.

5 Remove your finger from the opening, and without touching the dial let it return to its original position.

6 Proceed in the same manner with the other figures.

If before you complete the dialing of a number you find that you have made an error, or if your finger slips out of the opening before you have



Position of Hand Starting to Dial Figure "4"



Position of Hand After Dialing Figure "4" and Before Releasing Dial

turned the dial around to the finger stop, hang up the receiver for a few seconds. Then remove it and listen for the dial tone, and when it is heard, dial the complete number again.

To dial operator, place your finger in the opening in the dial through which the word "Operator" is seen. Turn the dial around until your finger strikes the finger stop and release the dial. In a few seconds the operator will answer.

The Ringing or Busy Signal

After you have finished dialing, you should hear either the "ringing" or the "busy" signal in less than half a minute.

The ringing signal is a "burring" sound, heard at intervals after you have completed dialing, which indicates that the dialed telephone bell is ringing.

If, after hearing the ringing signal for one or two minutes, you obtain no response, it is evident that there is no one within hearing distance to answer.

The busy signal is a "buzz-buzz-buzz" sound, heard after you have dialed, which indicates that the dialed line is busy. When this signal is heard, hang up the receiver and dial again a little later.

If you do not hear either of these signals within a half minute, hang up the receiver for a few seconds, and then dial the complete number again.

If, after a second attempt, you do not hear either the "ringing" or "busy" signal, dial "Operator" and report the condition to her.

To Disconnect Your Telephone from the Telephone You Dialed

To release your telephone from the telephone you dialed, hang up the receiver. Do not move the receiver hook or hang up the receiver before you finish talking, as it will break the connection. Do not move the dial while you are talking as it might also break the connection.

Keep Receiver on the Hook a Few Seconds Before Dialing Another Call

If, after dialing a number, you wish to dial another number or to dial the same number again, first hang up the receiver for a few seconds. Then remove it and as soon as the dial tone is heard, proceed to dial the number desired.

Calls from Party Line and Extension Telephones

If there are other telephones on your line, always listen in the receiver before starting to dial so as to be sure the line is not in use. If the dial tone is not heard, ask if the line is being held and, if no response is received, hang up the receiver for a few seconds and then make another attempt.

However, should you hear successive clicks in your receiver, indicating that the other party on your line is dialing, wait until the dialing stops and then inform him that you have interfered with his call and that it will be necessary for him to dial the complete number again. Then replace your receiver on the hook.

If, during or after your dialing, you hear another party come in on the line, tell him that the line is in use and request him to hang up his receiver. If you have not finished dialing your number when the other party comes in on the line, after he hangs up, you should hang up your own receiver for a few seconds, then remove it, listen for the dial tone, and when it is heard, dial the complete number again.

To Dial Another Party on the Same Party Line

If you are on a party line and wish to dial another party on your line, it will be necessary to dial a special code number instead of the regular telephone number of the subscriber as listed in the directory. In case you wish to know who else is on your line, you may obtain this information by dialing "Operator" and asking for "Repair Service."

In order to dial another party on your line the code number to be dialed is the figure "8" followed by the last figure in your telephone num-

ber and then the last figure in the number you are calling—for example, if your telephone is 2214 and you are calling the subscriber whose number is 2213 you should dial the code number "843." After you have finished dialing the code number, hang up your receiver. Your bell as well as the bell of the party you are calling, will then ring at brief intervals. When the called party answers, your bell will stop ringing. You should then lift your receiver and talk to the party answering.

If your bell does not stop ringing in from one to two minutes, it indicates that there is no one within hearing distance to answer the called telephone. You should then stop your bell from ringing and free the line from the connection by removing your receiver from the hook for a few seconds and then replacing it.

How to Use a Dial Coin Box Telephone

To make a call from a coin box telephone follow the instructions which are mounted on each coin box telephone.

Long Distance Calls

For long distance calls, dial "Operator." This will connect you with the "Long Distance" operator. Give her the necessary information and she will make the connection.

Information Calls

To secure new numbers not yet listed in the directory, dial "Operator" and ask for "Information."

Repair Service

To report "telephone out of order," dial "Operator" and ask for "Repair Service."

Assistance

If at any time you wish further information regarding the procedure to follow in making calls of any kind, dial "Operator" and ask her for the information desired.

If you fail to hear the ringing or busy signal after repeated attempts to reach a number, dial "Operator" and report the condition to her. She will make connection with the number for you unless it is out of order. In the latter instance she will report the case to "Repair Service."

Business Transaction With the Company

For information regarding accounts, applications for and changes in service, call our Contract Collection Agent at 3011.

If no answer, and for all other business transactions, dial "Operator" and ask for the Brunswick Business office.

Emergency Calls, Fire or Police

Dial the proper number of the Fire Department or Police Department as listed in the telephone directory, or if you need assistance dial "Operator."