

**TO CALL A NUMBER ON AN EXCHANGE SHOWN IN THE TELEPHONE DIRECTORY WITH THE FIRST THREE LETTERS IN BLOCK CAPITALS, THUS: HOLborn, NATional, SPEEdwell, PUTney, etc.**

1. LIFT RECEIVER, WAIT FOR DIALLING TONE (A PURRING SOUND), THEN PLACE TWO PENNIES IN SLOT AND DIAL THE FIRST THREE LETTERS OF THE EXCHANGE NAME FOLLOWED BY THE NUMBER REQUIRED.  
The ringing tone (a low pitched burr-burr, burr-burr) indicates that the number is being rung.

2. **WHEN YOU HEAR YOUR CORRESPONDENT**

PRESS BUTTON **A** AND SPEAK.

Until button **A** has been pressed you cannot be heard.

3. **IF THERE IS NO REPLY OR IF THE LINE IS ENGAGED OR IF THE NUMBER IS UNOBTAINABLE**

PRESS BUTTON **B** and your money will be returned.

When the line is engaged you will hear an interrupted high pitched buzz.

When the number is unobtainable you will hear a continuous high-pitched buzz.

4. **IN CASE OF DIFFICULTY OR FOR INFORMATION**

DIAL "O." DO NOT INSERT COINS.

If coins have been inserted regain them by pressing button **B** before dialling "O."

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**TO CALL A NUMBER ON ANY OTHER EXCHANGE OR TO TELEPHONE A TELEGRAM OR LETTER**

1. LIFT RECEIVER, WAIT FOR DIALLING TONE AND THEN DIAL "O."  
DO NOT INSERT COINS until asked by operator.

2. **WHEN THE OPERATOR ANSWERS**

State the exchange and number wanted or the service required and give the number of this telephone which is

PRESS BUTTON **A** WHEN ASKED.

3. **TO RECALL OPERATOR**

Do not replace receiver, but move receiver rest slowly down and up until an answer is received.