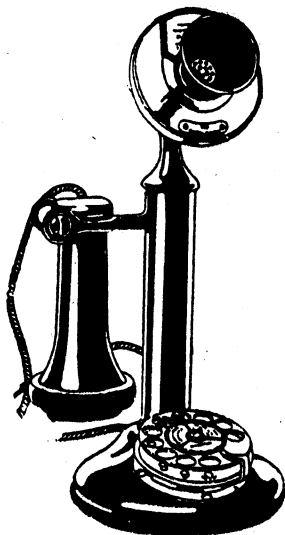


# Norfolk's Automatic Telephones



THE DESK TELEPHONE WITH DIAL

# Are Now In Service

*This Explanation Will Help You to Use the New Service to the Best Advantage!*

THE satisfaction derived from the new system at the outset depends largely on the readiness with which our subscribers and the public generally operate the dials. To make it certain that every one understands how to use the Automatic System, we make the following explanation. Every telephone user should study it carefully.

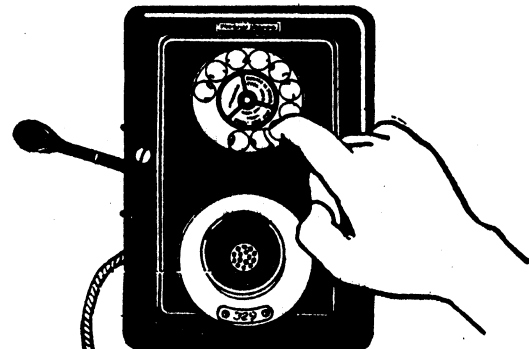


READY TO DIAL "1," THE FIRST FIGURE OF THE NUMBER GIVEN AS AN EXAMPLE

### How to Operate the Dial on Your Automatic Telephone after the New System is in Service

Consult The New Issue of the directory, now being distributed, and obtain the number to be called.

Remove The Receiver from the hook and listen for a steady, humming sound, known as the "dial tone." If you hear the dial tone, place your finger in the hole containing the first figure of the number to be called and pull the dial as far as it will go; then remove your finger and let the dial go back. Repeat this operation for each figure in the number. If you do not hear the dial tone hang the receiver on the hook and wait a few seconds before attempting to dial.



THE DIAL PULLED AROUND TO FINGER STOP

### Example:

Suppose The Number To Be Called is Norfolk 30758. Remove the receiver and listen for the dial tone. Having heard it,

place your finger in the hole marked "3," pull the dial around to the finger stop and let go. When the dial comes to rest again, place your finger in the hole marked "0" and operate as before. When the dial comes to rest, place your finger in the hole marked "7" and operate as before. Repeat with the remaining figures in the same manner. Put the receiver to your ear and wait for the called party to answer. Before your party answers you will at intervals hear a "burr-r-ring" sound indicating that the bell is being rung at Norfolk 30758. You will continue to hear this sound until the called telephone answers or until you hang up the receiver.

Never Force The Dial back. Let it run back itself.

Don't "Jiggle" The Receiver Hook. Always take your receiver off the hook without "jiggling" it. If you accidentally move the hook, put the receiver back for several seconds before starting again.

Always Hang Up the receiver to disconnect when through talking or in order to make a second call. Leave the receiver on the hook several seconds before making additional calls.

If The Line you are calling is in use, you will be informed of this fact by an intermittent buzzing sound in the receiver. This is called the "busy signal."

Should You By Accident fail to pull each figure to the finger stop in making a call, or make any other mistake, disconnect by replacing the receiver for several seconds. Then call the complete number again.

#### How to Call the Other Telephone on Your Own Line

If You Are a Party Line Subscriber, the number of the other subscriber on your line appears on the number plate attached to your transmitter. To call this subscriber, remove the receiver from the hook and dial "1817." Hang up your receiver and wait for your bell to ring. When your bell stops ringing the called party has answered; take off your receiver and proceed. To stop your bell ringing, in case the called party does not answer, lift your receiver for several seconds.

#### How to Call Other Than "Norfolk" Numbers

To Call Other than "Norfolk" numbers, dial only the code number in the following table (it is printed also at the top of directory pages) and give the call to the operator who responds.

Berkley.....	6	Naval Base.....	9
Chestnut.....	16	Ocean View.....	9
Holly.....	17	Pig Point.....	17
Juniper.....	15	Potomouth.....	7

Please Examine Your directory listings, and if there are any errors advise us promptly in writing.

The new telephone directory containing the new automatic numbers, dated October 6th, 1919, is now being distributed. If you have not received this directory by call the Business Office, "Norfolk 21311."

Save This Announcement. You will find it helpful in using the new system. We are publishing this advertisement, and asking your co-operation in order to make Norfolk's new telephone service a success from the start.



WALL TELEPHONE WITH DIAL

#### How to Call Long Distance—Dial "0"

This Connects You directly with Long Distance operator. Give your name and number and the details of the call in the usual manner.

#### How to Report a Fire—Dial "101"

This Connects You directly with a telephone for fire emergencies only.

#### How to Make an Emergency Police Call—Dial "102"

This Number should be called only for police emergencies, such as to call an officer.

#### How to Call Repair Department—Dial "1101"

Call This Number to report any trouble experienced with your telephone, using another telephone if necessary. Explain as clearly as possible what your trouble is; this will aid in having it promptly corrected.

#### How to Call Information—Dial "1202"

Call This Number to obtain the numbers of subscribers whose names do not appear in the latest directory. Give the name and address of the person desired.



## The Chesapeake & Potomac Telephone Co. of Virginia

