Post Office G R Telephones

**In case of emergency, call**

**FIRE**

**AMBULANCE or**

**POLICE**

**No number required**

How to Use the Telephone

**TO CALL EXCHANGE**-Place receiver to ear and listen.

**TO ANSWER**-Lift receiver and announce name of subscriber.

**TO RECALL EXCHANGE**-Move receiver rest slowly down and up until an

answer is received.

**Do not replace receiver until finished**.

**Speak clearly**, deliberately, and close to mouthpiece. Keep earpiece close to

ear.

**TO CLEAR**-When conversation is finished replaced receiver **promptly**, ear-

piece downwards. Unless receiver is on its rest you cannot

be called.

**IRREGULARITIES AND FAULTS.**

**Report, by telephone to Exchange Supervisor.**

**For further information, please see "HOW TO USE THE TELEPHONE**

**SERVICE" in the preface to the Telephone Directory.**

**Information relating to Telegrams, Express, Air Mail and Ordinary Letter**

**Services appears also on the back of this card.**

T.E. 131.  
C.B or C.B.S  
Direct Line.

(239) 19526 1/32 622 (2) Plans 1A and 4 Main and Extensions.

**POST OFFICE TELEPHONES.**SUPPLEMENTAL SERVICES.  
Special postal and telegraphic facilities in conjunction with the telephone service are provided for the use of subscribers.  
SUBSCRIBERS CAN :-  
**Dictate telegrams to a Telegraph Office for onward transmission.  
Receive by telephone telegrams that are addressed to their telephonic address.  
Receive telegrams by telephone after the local Telegraph Office is closed for the night.  
Dictate messages for delivery as Express, Air mail or Ordinary letters.  
Summon Express Messengers from the nearest Telegraph Delivery Office.**

**TO DICTATE A TELEGRAM :-**Ask Exchange for "Telegrams." When the Telegraph Office replies, give your **Exchange and Number**; then dictate the telegram. The operator will repeat it to ensure accuracy.  
**DELIVERY BY TELEPHONE:-**  
Telegrams may be addressed to your telephonic address for delivery by telephone. The address consists of your name with the name and number of your Exchange line (followed by the name of the town where this differs from the name of the Exchange), thus :-  
 Jones, Purley 42 or Jones, Midland 42, Birmingham.  
In most cases this is shorter than the postal address and reduces the charge accordingly.  
**THE TELEGRAM CAN ALSO BE DELIVERED MORE SPEEDILY THAN IF DELIVERED BY MESSENGER**  
The use of a telephonic address will often permit delivery by telephone at night of telegrams which would otherwise be held over until the next morning.

Telegrams for registered abbreviated telephonic addresses may also be delivered by telephone. Written copies of all telegrams delivered by telephone are also delivered by post WITHOUT EXTRA CHARGE.  
**EXPRESS LETTERS :-**  
An Express Letter telephoned to a Post Office in the neighbourhood of the addressee is written down and delivered for the appropriate telephone fee; plus the usual Express Delivery fee (which may be ascertained on enquiry); plus 3d.for writing down the first 30 words (including the address) and 1d. for every 10 words, or part thereof, in excess of 30. The addressee may send the Express Messenger back to the Post Office with a reply to be telephoned to the sender of the original message. The charges for the reply service are half of the express mileage rate to the Post Office; plus the appropriate telephone fee from the Post Office to the place of destination.  
**ORDINARY POST OR AIR MAIL LETTERS:-**Messages may be dictated by telephone to any Head Post Office (and in the case of Air Mail letters, also to Croydon Aerodrome Post Office) for transmission by ordinary letter post or air mail. The charges for this service, in addition to the appropriate telephone fee, are 3d. for writing down the first 30 words (including the address) and 1d. for every additional 10 words, or part thereof, in excess of 30; plus the appropriate (ordinary or air) postage. A special advantage secured by this service is that such letters may be able to catch an outgoing mail or local delivery for which local postings would have been too late.  
**EXPRESS MESSENGERS:-**If the services of an Express Messenger are required, telephone to the nearest telegraph delivery office connected with the telephone system. The fee (6d.a mile or part of a mile) is calculated on the total distance travelled by the messenger.  
  
Further information and suggestions will be found in the preface to the Telephone Directory, or will be supplied on application to the Controller, London Telephone Service, Cornwall House, Waterloo Road, S.E.1, or in the Provinces to the District Manager, Post Office Telephones, or to the local Postmaster.