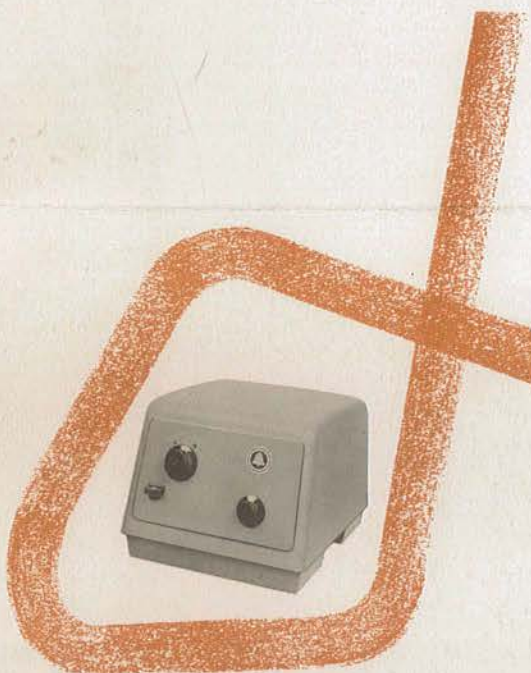


BELL SYSTEM
automatic
answering AND
announcing
SERVICE



You can be two places at once with
**BELL SYSTEM automatic
answering AND
announcing SERVICE**



Answer telephone callers while you are away from office or home.

- Let them know when you will be back.
- Tell them where you are.
- Refer them to a telephone where you or your representative can be reached in your absence.

Give information to customers or employees on any matters that can be covered by a uniform recorded announcement. For example:

- Theaters can give out information about current programs — what's playing, when, where.
- Firms with salesmen in the field can keep them posted on price changes, stock conditions, etc.
- Concerns serving the general public — transportation, utility companies, etc. — can keep customers posted on progress being made in clearing major service difficulties.
- Foremen in a factory can be given bulletins about plant operations.

You save time and money, keep customers and friends with Bell System Automatic Answering and Announcing Service.



dictating announcement

- 1 Turn set ON.
- 2 Turn FUNCTION SELECTOR to "DICTATE."
- 3 Lift your telephone receiver and, when ready to talk, press the CONTROL KEY down. (Any previous announcement will be erased automatically.) Hold the CONTROL KEY in the "down" position and, when the red DICTATE LIGHT appears, dictate announcement clearly and distinctly into the telephone transmitter. Upon completion of announcement, release the CONTROL KEY immediately and hang up. The red DICTATE LIGHT will start to flash a warning near the end of the maximum recording period.

notes: Care should be taken in preparing the announcement message. If the calling party does not immediately recognize the announcement as a recorded message, he may try to interrupt or fail to listen closely to the announcement.

Best results will be obtained if announcements are written out in advance and dictated when room noise is at a minimum.

checking announcement

(Always be sure to check your announcement message)

- 1 See that set is ON.
- 2 Set FUNCTION SELECTOR to "CHECK."
- 3 Hold the CONTROL KEY in the "down" position and listen to the announcement with your telephone receiver.
- 4 If the message is not satisfactory, repeat the procedure described in DICTATING ANNOUNCEMENT.

notes: The volume of the announcement heard when checking is considerably below that which will be transmitted.

If the machine doesn't stop shortly after the end of the announcement, it indicates that the control key was not released promptly after the announcement was dictated.

If a call is received with the set in the DICTATE or the CHECK position, the call can be answered by turning ON-OFF Knob to the OFF position and picking up the telephone in the usual way.

setting for automatic answering of calls

- 1 Turn set ON.
- 2 Set FUNCTION SELECTOR at AUTOMATIC ANSWER (ANSWER LIGHT will come on).

note: Before setting for automatic answering, always check to be sure there is an appropriate announcement on the machine. When automatic answering is not wanted or for normal use of the telephone, the set should be turned off.



typical announcements

(Names and telephone numbers used here are fictitious)

Attention please! This is a recorded announcement of the Ridge Theater's program for Thursday and Friday. "The Old Story," starring James Jones and Sue Smith will be shown at 7:00 and 10:10. "Roundup," starring Alan Glad and Shirley Fall will be shown at 8:35. Come early and get a good seat. Thank you.

Listen carefully! This is a recorded announcement by the Trust Bank, MAIN 2-1234. Our office closes at 5 P.M., but will open for business at 9:30 in the morning. Call back in the morning and we will be glad to serve you. Thank you.

This is a recorded announcement by the Black Department Store, MAIN 2-2000. We close our store at 6 P.M. Our operators will be ready to take your call at 9 in the morning. Please call back. Thank you.

Your attention please! Your call is being answered mechanically by automatic answering equipment. This is MAIN 2-1234, Smith's Plumbing Service. Mr. Smith will be away from the shop until 3 P.M. Please call back after 3 o'clock. If this is an emergency please call MAIN 2-4321. Thank you.

for service

Call Repair Service and report trouble encountered.

Please check first to see that power plug is connected.

For every communication need,
call your telephone business office



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