

CONDUCTORS' GUIDE TO OPERATION AND USE OF

PUBLIC ADDRESS SYSTEM

1. The P.A. System is made operable by making the Door Control Box operative. (On Series 6000 cars, allow thirty (30) seconds before using the P.A. System in order to allow tubes to warm up.)
2. Depress the microphone button and hold it depressed while speaking. (On Series 6000 cars, hold the microphone button depressed for at least five (5) seconds before beginning to speak into the microphone.)

NOTE: Do not depress and release the microphone button repeatedly in a rapid manner - the repeated, rapid action can damage the equipment.

3. Speak directly into the microphone from a distance of approximately two (2) inches.
4. Use a normal tone of voice.
5. Speak slowly and distinctly.
6. Enunciate properly.
7. Make business-like announcements.
8. Profanity, vulgarity, and slang are forbidden.
9. Do not use the P.A. System to convey messages to the Motorman.

10. Never make reference to any of the following:

- a. Defective equipment
- b. Sick or unruly passengers
- c. Extent of delay
- d. Personal matters

11. Announcements should be made when there is the least train noise (Just before stopping and just after starting).

12. When Door Control Box is made inoperative, the P.A. System is inoperative.