

# Post Office Telegraphs.

## THE MORSE ALPHABET.

A ---	H ----	O ----	U ----
B ----	I --	P ----	V ----
C ----	J ----	Q ----	W ----
D ----	K ----	R ----	X ----
E -	L ----	S ----	Y ----
F ----	M ----	T -	Z ----
G ----	N --		

*Note.*—On the needle instrument the dot of the above alphabet is represented by a beat to the left, and the dash by a beat to the right.

## NUMERALS.

1 ----	4 ----	7 ----	0 ----
2 ----	5 ----	8 ----	
3 ----	6 ----	9 ----	

## ABBREVIATED NUMERALS.

(For use only in the repetition of figures which immediately follows the signalling of the message.)

1 --	4 ----	7 ----	0 --
2 --	5 -	8 ----	
3 --	6 ----	9 --	

Bar of division (/)	...	...	...	----
Fractional bar (—)	...	...	...	----
Signal to be used between whole numbers and fractions				----

Full stop -----	*Underline -----
Break signal (between the address and text, and between text and signature of sender, if any, and for fresh line),	*Parenthesis ( ) -----
Apostrophe (') -----	*Inverted “ ” commas } -----
Hyphen (-) -----	Understand or completion of telegram } -----
Interrogation (?) -----	Rub out -----
Exclamation (!) -----	Go on -----
	Wait -----
	Acknowledgment } -----
	Clear of work -----

*Note.*—The signals marked \* are sent *before and after* words so treated, and are counted as one additional word. See back.

## RULES FOR SIGNALLING.

**A SPACE** equal to two dots is left between letters ; and a space equal to three dots between words and groups of figures, but in punching Wheatstone Slip *four* spaces should be allowed before and after mixed groups of figures.

Always begin with the “understand” signal (— — — — —), to give the receiving clerk time to get ready. Use the same signal also at the finish.

TO CALL A STATION.—On all direct circuits, that is, circuits on which there are only two stations, the call is made by offering merely “S” or “X,” according as the telegram is for delivery or transmission, and the office called will reply with “G” only. On circuits on which there are more than two offices, the call is made by signalling the code letters of the office to which the telegram is to be sent, not more than three times in succession, followed by the code letters of the forwarding office. The office called will reply by signalling its own code letters followed by “G.”

Initial letters are followed by the full stop.

The ? signal ( - - - - - ) also signifies “repeat,” thus—

■■■■ ■■ ■■■■ ■■■■ (repeat word after)  
 ■■■■ ■■ ■■■■ ■■■■ (repeat all after)  
 ■■■■ ■■ ■■■■ ■■■■ ■■■■ ■■■■ (repeat all).

To correct wrong number of words, the receiving station gives number actually received ; the forwarding station then repeats back the initial letter of each word until the missing, or added, word is discovered.

The receipt of each message is acknowledged on Single Needle, Acoustic Needle, Double Plate Sounder, and on Simplex Sounder, and Morse Circuits by the signal "R D" only. For A B C, Duplex and Wheatstone Circuits, see separate rules.

On Needle, D. P. S., Bell, and A. B. C. circuits numbers are expressed in words (with the signal F I before and F F after each group).

When the Morse or Sounder instrument requires re-adjustment ask the other station to send V's.