

ADMINISTRATIVE INFORMATION

EQUIPMENT AND MATERIAL

The responsibility for maintaining the correct vehicle load of telephone sets and material is with the craftsman. He shall keep a tally of sets used each day so that replacements may be ordered each evening in accordance with local administrative procedures. This usage shall be noted on the Supplies Order Form.

When the vehicle leaves the work centre at the opening of business each day, the full complement of telephone sets as indicated on the B.T. Form 3213 shall be on the vehicle.

At times, due to unforeseen circumstances, this load may result in occasional shortages.

To request equipment by telephone from the Supplies distribution centre for use today, the following steps should be followed:

- (1) State your name
- (2) State your reporting centre (i.e., work centre)
- (3) Material required
- (4) Account Code being worked on — (e.g., 28C(R)–28C(B))
- (5) Address of job location requiring this equipment
- (6) State reason for taxi delivery
- (7) State telephone number (if working)
- (8) State if required on urgent basis.

Telephone number to reach you

(Job location
or Control
Centre)

HANDSETS

FUNCTION For persons with impaired hearing, volume control equipment increases the volume of the receiver.

USOC

VLN	Impaired Hearing Feature. Rotary Switch on Handset. All standard colours and black.	G6AR G6AQ1A 501-210-300CA
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AMP	Volume control Receiver Feature. Turn button in base of set— Black only — non key tel.	532 type set 502-520-402CA
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AMU	Volume Control Receiver Feature External Key — Magneto areas only	6030A Key 512-215-100CA
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ATM	Volume Control Headset feature for Attendants use	153A or 153B Amplifiers 981-280-100
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FUNCTION For persons who wish to speak in a low voice, volume control equipment increases volume of transmitter.

USOC

HVS	Confidential Handset Feature, Rotary switch in handset All standard colours and black.	G7AQ1A Handset 501-210-300CA
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FUNCTION For persons who have difficulty in using a telephone in a noisy location.

USOC

HCF	Noisy location transmitter feature — Special transmitter improves reception. Available in Green, Beige, Grey, Ivory and Black.	Noise cancelling Transmitter NS-16664 500-126-100CA
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USOC

TCH	Noisy Location Transmitter Cut-off Feature Press to talk switch in handset reduces background noise. Available in Black only.	G2GRN G5GRQ1A Handset 501-210-300CA
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TCT	Noisy location transmitter foot cut-off feature. Foot operated switch reduces background noise.	Switch foot NS16821L1 030-760-701
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See also Apparatus for use at Noisy Locations.
B.S.P. 500-126-100CA

UNIFORM SERVICE ORDER CODES

The following list provides a ready reference for the most frequently used Uniform Service Order Codes. It is divided into two sections:

Section 1 — Class of Service Codes and the Account Codes chargeable

Section 2 — Uniform Service Order Codes, with corresponding word descriptions, most frequently used on Service Orders

Refer to the Master Reference List available in the Control Centre and/or Appendix A to V64.5 10 for additional codes and instructions.

CLASS OF SERVICE CODE

USOC	DESCRIPTION	ACCOUNT CODE
1 FB	Bus Ind Tel Sys	28
1 FBKS	Bus Key Sys	28
1 FBPB	Bus Push Button Sys	28
1 FL	Bus Ind Line Sys	28
1 FR	Res Ind Tel Sys	28
1 FRKS	Res Key Sys	28
1 FRPB	Res Push-Button Sys	28
1 FW	Res Ind Line Sys	28
1 MB	Bus Ind Tel Sys Message Rate	28
1 ML	Bus Ind Line Sys Message Rate	28
1 OF	Official Ind Tel Sys	28
1 OFKS	Official Serv Key Sys	28
1 OFPB	Official Serv Push-Button Sys	28
1 OL	Official Ind Line Sys	28
1 PC	Public Ind Tel Sys	28
1 PN	Public Toll Tel Sys	28
1 SP	Semi-Public Ind Tel Sys	28
2 FB	Bus 2 Party Tel Sys	28
2 FL	Bus 2 Party Line Sys	28
2 FR	Res 2 Party Tel Sys	28
2 FW	Res 2 Party Line Sys	28
7 HT	Public Multi-Party Tel Sys	28
7 HU	Public Multi-Party Tel Sys Cust Attended	28
8 FB	Bus Multi-Party Tel Sys	28

USOC	DESCRIPTION	ACCOUNT CODE
8 FL	Bus Multi-Party Line Sys	28
8 FR	Res Multi-Party Tel Sys	28
8 SP	Semi-Public Multi-Party Tel Sys	28
PFG	Public Toll Tel Sys Non-Comm	28
AFB1X	Bus PBX Sys 506A	28
AFB2X	Bus " " 507B	28
AFB3X	Bus PBX Sys 550	28
AFB4X	" " " 551	28
AFB5X	" " " 555	28
AFB6X	" " " 605A	58
AFB7X	" " " 750A	28
AFB8X	Bus PBX Sys 755A	28
AFB9X	" " " SE1	28
AFBAX	" " " 740AX	58
AFBBX	" " " 740A	28
AFBCX	" " " 756A	28
AFBDX	Bus PBX Sys 701S	58
AFBEX	" " " 701	58
AFBAB	" " Answer Board Sys	28
AFBJX	Bus PBX Sys 900	58
AFBCO	Centrex I Sys CO	58
AFBCU	Centrex I Sys CU	58
AFBGX	Bus PBX Auto Call Dist Sys 40	28
AFBHx	Bus PBX Auto Call Dist Sys 200	58
AFBOT	" " Order Turret Sys	28
AFR1X	Res PBX Sys 506	28
AFR2X	Res PBX Sys 507B	28
AFR3X	" " " 550	28
AFR4X	" " " 551	28
AFR5X	" " " 555	28
AFR7X	" " " 750A	28
AFR8X	Res PBX Sys 755A	28
AFR9X	" " " SE1	28
AFRCX	" " " 756A	28
AOF1X	Official PBX Sys 506A	28
AOF2X	" " " 507B	28

USOC	DESCRIPTION	ACCOUNT CODE	USOC	WORD DESCRIPTION
AOF3X	Official PBX Sys	550	28	1LPB1 Qtr Mi Loc Comm Intercom Circuit
AOF4X	" " "	551	28	1LPGA Qtr Mi Priv Line Circuit
AOF5X	" " "	555	28	1LQBB Connection to Answer Serv
AOF6X	" " "	605A	58	1LTB1 Qtr Mi Loc Comm Tie Trunk Circuit
AOF7X	" " "	750A	28	1LUB1 Qtr Mi Loc Comm Telephoto Chan
AOF8X	Official PBX Sys	755A	28	1LVB1 Qtr Mi Loc Comm Data Chan 4
AOF9X	" " "	SE1	28	1LWC1 Circuit Between Bldgs
AOFAX	" " "	740AX	58	1LXX1 Qtr Mi Extra Each Mileage
AOFBX	" " "	740A	58	1MB Bus Individual Tel Message Rate
AOFCX	" " "	756A	28	1MBKX Bus Individual Key Tel Message Rate
AOFDX	Official PBX Sys	701A	58	1ML Bus Individual Line Message Rate
AOFEX	" " "	701	58	1OF Official Individual Tel
AOFCO	" Centrex I Sys	CO	58	1OFET Official Individual Tel
AOFCU	" " "	CU	58	1OFKX Official Individual Key Tel
				1OFOL Official Individual Tel Out Only

SECTION 2

UNIFORM SERVICE ORDER CODES

USOC	WORD DESCRIPTION	USOC	WORD DESCRIPTION
1FB	Bus Ind Tel	1OL	Official Individual Line
1FBKX	Bus Ind Key Tel	1PC	Public Individual Tel
1FG	Trunk Line — Bus or Res	1PCPN	Public Individual Panel Tel TT
1FH	Trunk Line Comb — Bus or Res	1PCWM	Public Individual Tel
1FJ	Trunk Line In — Bus or Res	1PD	Panel Single Slot Feature
1FK	Trunk Line Out — Bus or Res	1PN	Public Toll Tel
1FL	Bus Ind Line	1SP	Semi Public Individual Tel
1FLOL	Bus Ind Line Out Only	238	Paging Sys Low Power Spkr-Amplifier
1FR	Res Ind Tel	239	Paging Sys Amplifier
1FRKX	Res Ind Key Tel	23B	Paging Sys High Output Spkr
1FW	Res Ind Line	23L	Paging Sys Microphone
1L1BB	Wired Music Circuit	27L	PB Priv Line Termination Illum
1L3BA	Sig Chan B Duplex	27M	PB Priv Line Termination Non Illum
1L3BB	Sig Chan B	29G	Intercom Circuit
1L6BA	Data Chan 1 Duplex	29H	Intercom Circuit
1L6BB	Data Chan 1	2FB	Bus 2 Party Tel
1LABA	Sig Chan A Duplex	2FBKX	Bus 2 Party Key Tel
1LABB	Sig Chan A	2FL	Bus 2 Party Line
1LHG4	Mi Foreign Exch Mileage	2FR	Res 2 Party Tel
1LJBA	Data Chan 2 Duplex	2FRKX	Res 2 Party Key Tel
1LJBB	Data Chan 2	2FW	Res 2 Party Line
1LLB1	Qtr Mi Loc Comm Off Prem Circuit	2MF	Double Drop Wire Serv
1LMB1	Qtr Mi Loc Comm Sig Chan C	2MH	Double Drop-Specific Term
1LNBA	Data Chan 3 Duplex	312	Attendant Lightweight Headset
1LNBB	Data Chan 3	3CM	13 Ft Cord
		3SB	Bell 3 Inch Low Volt
		44L	Common Equip 740AX
		44M	Common Equip 701
		45T	Common Equip 711
		45U	Common Equip 711
		46Z	Tie Trunk Term In & Out Dial & Sel

USOC WORD DESCRIPTION

489 Tie Trunk IX Auto Ringing Ftr
 48A Tie Trunk Term In Dial & Sel
 48B Tie Trunk Tandem Ftr
 4NB Coml Bell 4 Inch & Sig Control
 4TB Coml Bell 4 Inch

 4VB Bell 4 Inch Low Volt
 55K Rapidual Auto Dialer
 599 Attendant Headset Trans Cut-Off
 5AS Attendant 15 Ft Spring Cord
 5BZ No 7 Bell

 67Q Wired Music Distributing Amplifier
 67R Bunching Block Arrangement

 7HT Public Multi Party Tel
 7HU Public Multi Party Cust-Attend Serv

 8AS Attendant 10 Ft Spring Cord
 8FB Bus Multi Party Tel
 8FL Bus Multi Party Line
 8FN Toll Tel
 8FR Res Multi Party Tel

 8JQ Sign 143
 8JT Sign 141
 8JV Sign 139
 8JZ Sign 145A
 8SP Semi Public Multi-Party Tel

 8VQ Public Individual Tel One-Way
 8VQWM Public Individual Tel One-Way
 (WMTD)
 9AL Shelf A
 9AV Table A
 9AX Priv Line Equip
 9CM 9 Ft Cord
 9DL PBX Tel
 9DLKX PBX Key Tel
 9LZ Intercom Termination 4A Key

 AAR Answering & Recording Equip
 AFH Adl Res Individual Tel
 AMF Vol Control Close Talk Trans Ftr
 AMG Vol Control Dist Taik Trans Ftr
 AMN Bone Conduction Receiver
 AMP Vol Control Receiver Ftr
 AMU Vol Control Receiver Ftr External
 ANN Public Ind Tel One-Way — Non Comm
 ATB Attendant Pushbutton Tel 507B
 ATC Attendant Headset 53A

USOC WORD DESCRIPTION

ATH Attendant Headset 52A
 ATM Vol Control Headset Ftr
 ATN Attendant Headset
 ATS Attendant Chestset
 ATT Attendant Hand Combined Tel

 ATW Attendant Handset
 ATX Attendant Headset 52A
 ATY Attendant Headset 53A
 ATZ Attendant Chestset
 BBC Bus Interphone Console

 BBL Bus Interphone Console Large
 BBM Bus Interphone Tel Ftr
 BBS Bus Interphone Console Small
 BEC Bell Chime
 BFY Bell Vibrating

 BFZ Chime
 BGG Horn
 BGGCC Code Call Horn
 BGH Bell Vibrating Outdoor
 BGJ Chime Outdoor

 BGJCC Code Call Chime Outdoor
 BGN Horn Outdoor
 BGNCC Code Call Horn Outdoor
 BKF Bell Regulator Feature
 BL4 Coml Bell 10 Inch & Sig Control

 BL6 Coml Bell 6 Inch & Sig Control
 BL7 Coml Bell 10 Inch & Sig Control
 BLD Coml Bell 10 Inch
 BLE Coml Bell 10 Inch Outdoor
 BLG Bell Explos Atmos

 BLL Bell 6 Inch Low Volt
 BUT Sig Button
 BUZ Buzzer
 BZZ Buzzer Low Volt
 CAK Antique or Decorator Ftr

 CAU Alarm Coupler
 CAW Antique or Decorator Ftr-Modified
 CAWER Antique or Decorator Ftr-Ericofon
 CB7 Bus Interphone TT Selection Ftr
 CBA Bus Interphone Common Equip 3

 CBD Bus Interphone Common Equip 6
 CBE Bus Interphone Common Equip 9
 CBG Bus Interphone Common Equip 12
 CBJ Bus Interphone Common Equip 18
 CF9 Hwy Sign

USOC WORD DESCRIPTION

CFT Code-a-phone
 CLR Colour Tel Ftr
 CLT Bus Extra Listing
 CMV Pedestal Coin
 CNA Contempra

 CNB Booth 11
 CP9 Walk Up Unit
 CQ9 Hwy Directional Sign
 CQB Sign 142
 CQQ Sign 107 W

 CQR Sign 118 W
 CQU Sign 118 Y
 CS8 Coin Box Table
 CT2 Booth Airlite Indoor
 CT7 Table D

 CT8 Drive Up Unit
 CT9 Shelf E
 CTB Booth 5
 CTE Booth 6
 CTP Telephone Bth
 CTR Booth Acrylic Outdoor
 CTW Booth 9AGN
 CTX Booth 9BGN
 CTY Booth Airlite Outdoor
 CUB Shelf 19A
 CUT Cut-Off Ftr

 CUX Directory Shelf 11
 CV2 Sign 136E
 CV2FX Sign 136F
 CV3 Sign 137E
 CV3FX Sign 137F

 CV4 Sign 120W
 CV5 Sign 129
 CV6 Sign 130
 CV7 Sign 135
 CV9 Hwy 500 Ft Sign

 CVY Sign 126W
 CW4 Sign 144A
 CWB Sign 146
 CWE Sign NU2C
 CWF Sign 145B

 CWG Sign 147A
 CWJ Sign 147B
 CWS Sign 140
 CY6 Telecart
 CYG Sign 144B — Directional

USOC WORD DESCRIPTION

DAA Dial Intercom Remote Relay
 DAM Link Intercom Add-On Ftr Line Equip
 DAU Dial Intercom Adl Dial Code
 DCD Dictating Attendant Line
 DCT Dictating Term

 DD9 Link Intercom Circuit
 DE8 Dictating Term 755A
 DJE Attendant Handset
 DLV Dial Intercom Circuit
 DLY Link Intercom Adl Dial Code

 DSY Link Intercom Add-On
 ELN PBX Restricted Line
 EM2 Emerg Report Outdoor Tel
 EMM Emerg Report Ext Tel
 EMN Emerg Report Weatherproof Cabinet

 EMY Emerg Report Individual Tel
 ET9 Pedestal
 EX2 Ext Bell Loud Outdoor
 EXB Ext Bell
 EXG Ext Bell Loud

 EXL Ext Line
 EXT Ext Tel
 EXTKX Ext Key Tel
 FJ3 Bell Single Stroke
 FJ3CC Code Call Bell

 FJ6 Bell Single Stroke Outdoor
 FJ6CC Code Call Bell Outdoor
 FLT Extra Listing
 FMP Bus Interphone-F Init Equip
 FMQ Bus Interphone-F Monitor Spkr-Mike

 FMR Bus Interphone-F Desk Spkr-Mike
 FMT Bus Interphone-F Adl Equip
 FMU Bus Interphone-F Horn Spkr-Mike
 FNU Bus Interphone-F Tone Ringer
 GUB Home Interphone Spkr

 H3G TWX 33 Page Send Receive
 H3GAC TWX 33 Auto Code Converter
 H66 Weatherproof Tel Ftr
 HAH Hanger 9A
 HC2 Explos Atmos Tel Ftr

 HC4 Explos Atmos Tel Ftr
 HC7 Vol Control Trans Ftr
 HCD Elevator Tel Ftr
 HCF Noisy Location Trans Ftr
 HCG Explos Atmos Tel Ftr

USOC WORD DESCRIPTION

HCJ Weatherproof Wall Tel Ftr
 HCP Portable Main Tel Ftr

 HDH Public Ext Tel No Dial
 HDK Guest Room One Digit Dial Term
 HGK PBX Line
 HGL PBX Ext Tel

 HGLKX PBX Ext Key Tel
 HGM PBX Restricted Ext Tel
 HGMKX PBX Restricted Ext Key Tel
 HJH Home Interphone Trans
 HLD Line Hold Button

 HMR Home Interphone Adl Equip Door Ans
 HMS Home Interphone Init Equip
 HMT Home Interphone Adl Equip
 HMV Home Interphone Init Equip Door Ans
 HNA Coml Horn

 HNB Coml Horn Outdoor
 HNN Coml Horn & Sig Control
 HNT Coml Horn Outdoor & Sig Control
 HQU Coin Collector PBX Tel
 HUS Voice Silencer Tel Ftr

 HVS Confidential Handset Ftr
 JK8 Portable Tel Jack 755A
 JKH 4A Key Equip With Hold Ftr
 JKS Jack
 JKT Weatherproof Jack

 JKW 4A Key Equip
 KD3 Call Director
 KD3FX Call Director 30 Button Flush Mtd
 KD4FX Call Director 60 Button Flush Mtd
 KDBFX PB Call Director 60 Button

 KDL PB Call Director 30 Button
 KDLFX PB Call Director 30 Button
 KDS PB Call Director 18 Button
 KDSFX PB Call Director 18 Button
 KEX Intercom Tel

 KEXKX Intercom Key Tel
 KKL PB Line Ftr Non-Illum
 KKQ PB Line Ftr Illum
 KLM Pushbutton Illum
 KT2 PB Res Tel Pick-Up Ftr

 KT8 PB Tel Ftrs Non-Illum
 KTT PB Bus Interphone Tel Ftrs
 KTV PB Bus Interphone Console Small
 KTY PB Bus Interphone Console Large
 KTZ PB Tel Ftrs Illum

USOC WORD DESCRIPTION

KUV Call Director Jack
 LDF Night Light Ftr
 LP2 Double Lamp External
 LP3 Triple Lamp External
 LP4 Small Lens Lamp 3

 LP5 Small Lens Lamp 3 Flush Mtd
 LP6 Small Lens Lamp 4
 LP7 Single Lamp External
 LPL Red Bull's Eye Lamp
 LPN Incoming Line Lamp

 LQL Dome Lamp
 LRL Lantern Lamp Outdoor
 MW6 Message Waiting Tel Ftr
 MWE Message Waiting Common Equip
 N91 Individual Night Service

 N92 Tks To One PBX Tel Night Serv
 N93 Tk Ans Any Tel Night Serv
 NC3 Night Cord 3 Way
 NC4 Night Cord 4 Way
 NC5 Night Cord 5 Way

 NCB Bridged Night Number
 NKE PBX Night Answer Tel
 NPU Non Published Service
 NTS PB Intercom Termination Non-Illum
 NTT PB Auto Intercom Signalling

 NTZ Apt Interphone Intercom Tel
 NUX PB Intercom Termination Illum
 OBA Bus Interphone Answering Handset
 OBF Bus Interphone Dial Selection Ftr
 OBP Bus Interphone Adl Desk Spkr

 OBPHX Bus Interphone Adl Horn Spkr
 OBQ Bus Interphone Group Address Ftr
 OBS Bus Interphone Sectl Transfer Ftr
 OBT Bus Interphone Adl Talk Path
 P35 PBX Ext Line

 P38 Common Equip 740A
 P8D Attendant Console 4A
 P9A PBX Telephone
 P9AKX PBX Key Telephone
 P9B PBX Line

 P9C PBX Extension Telephone
 P9CKX PBX Extension Key Telephone
 P9D Attendant Console 50A
 P9J PBX Restricted Telephone
 P9JKX PBX Restricted Key Telephone

USOC WORD DESCRIPTION

P9L PBX Restricted Extension Tel
 P9LKX PBX Restricted Ext Key Tel
 P9R PBX Restricted Line
 P9V P9V PBX Extension Line
 PA5 Switchboard 507B

 PB2 Switchboard 555 120 Line
 PB4 Switchboard 551A
 PB4A4 Switchboard 550 40 Line
 PB5 Switchboard 551B Over 80 Line
 PB5AO Switchboard 550 Over 80 Line

 PB6 Switchboard 555 60 Line
 PB8 Switchboard 551B 80 Line
 PB8A8 Switchboard 550 80 Line
 PCG Switchboard 551D
 PD3 Common Equip 750A

 PEK Switchboard 556A
 PF4 Common Equip SE1
 PF5 Attendant Console 701A
 PF6 Attendant Cabinet 740A
 PF7 Attendant Console 3A

 PKU Line Pick Up Button
 PL8 Noisy Location Tel Ftr
 PR9 Common Equipment 900
 PRN Princess Tel Ftr
 PRZ PBX Ext Tel

 PSW PBX Ext Line
 PSZ PBX Restricted Ext Line
 PT2 Priv Line Tel
 PT2KX Priv Line Key Tel
 PT4 Common Equip 755A

 PTV PBX Restricted Ext Tel
 PVZ PBX Ext Tel
 PVZKX PBX Ext Key Tel
 PW3 PBX Restricted Line
 PW5 PBX Tel

 PW5KX PBX Key Tel
 PW8 PBX Line
 PWA PBX Tel
 PWB PBX Restricted Tel
 PWD PBX Line

 PX2 PBX Tel
 PX2KX PBX Key Tel
 PX3 PBX Line
 PX4 PBX Ext Tel
 PX4KX PBX Ext Key Tel

USOC WORD DESCRIPTION

PX6 PBX Tel
 PX6KX PBX Key Tel
 PX7 PBX Line
 PX8 PBX Ext Tel
 PX8KX PBX Ext Key Tel

 PXA PBX Tel
 PXAKX PBX Key Tel
 PXB PBX Line
 PXC PBX Ext Tel
 PXCKX PBX Ext Key Tel

 PXD PBX Restricted Tel
 PXDKX PBX Restricted Key Tel
 PXE PBX Restricted Line
 PXF PBX Restricted Ext Tel
 PXFKX PBX Restricted Ext Key Tel

 PXG PBX Restricted Ext Line
 PXJ PBX Restricted Tel
 PXJKX PBX Restricted Key Tel
 PXL PBX Restricted Ext Tel
 PXLKX PBX Restricted Ext Key Tel

 PXR PBX Ext Line
 PXV PBX Ext Line
 PY4 PBX Add-On Pull Button
 PY4KB PBX Add-On Illum Button
 PY4XX PBX Add-On External Key

 PYY PBX Restricted Ext Tel
 PYYKX PBX Restricted Ext Key Tel
 PZ8 PBX Controlled Ext Tel
 PZ9 Switchboard 552D
 RB9 900 Ring Back Ftr

 RCJ Recorder Conn Jack
 RCP Recorder Conn Temporary Equip
 RCT Recorder Conn Equip
 RCW Recorder Conn Equip Without Tone
 RDJ Recorder Coupler

 RLT Res Extra Listing
 RX2K1 Centrex II Key Tel
 RX2K2 Centrex II Key Tel
 RX2K3 Centrex II Key Tel
 RX2K4 Centrex I Key Tel

 RX2K5 Centrex I Key Tel
 RX2K6 Centrex I Key Tel
 RX2K7 Centrex I Key Tel
 RX2K8 Centrex I Key Tel
 RX2K9 Centrex I Key Tel

USOC WORD DESCRIPTION

RX2KA Centrex III Key Tel
 RX2KB Centrex III Key Tel
 RX2KC Centrex III Key Tel
 RX2KD Centrex III Key Tel
 RX2KE Centrex III Key Tel

 RX2KF Centrex II Key Tel
 RX2KH Centrex III Key Tel
 RX2KQ Centrex II Key Tel
 RX2L1 Centrex II Line
 RX2L2 Centrex II Line

 RX2L3 Centrex II Line
 RX2L4 Centrex I Line
 RX2L5 Centrex I Line
 RX2L6 Centrex I Line
 RX2L7 Centrex I Line

 RX2L8 Centrex I Line
 RX2L9 Centrex I Line
 RX2LA Centrex III Line
 RX2LB Centrex III Line
 RX2LC Centrex III Line

 RX2LD Centrex III Line
 RX2LE Centrex III Line
 RX2LF Centrex II Line
 RX2LH Centrex III Line
 RX2LQ Centrex II Line

 RX2T1 Centrex II Tel
 RX2T2 Centrex II Tel
 RX2T3 Centrex II Tel
 RX2T4 Centrex I Tel
 RX2T5 Centrex I Tel

 RX2T6 Centrex I Tel
 RX2T7 Centrex I Tel
 RX2T8 Centrex I Tel
 RX2T9 Centrex I Tel
 RX2TA Centrex III Tel

 RX2TB Centrex III Tel
 RX2TC Centrex III Tel
 RX2TD Centrex III Tel
 RX2TE Centrex III Tel
 RX2TF Centrex II Tel

 RX2TH Centrex III Tel
 RX2TQ Centrex II Tel
 RX3K7 Centrex II Key Tel
 RX3K8 Centrex II Key Tel
 RX3K9 Centrex II Key Tel

USOC WORD DESCRIPTION

RX3L7 Centrex II Line
 RX3L8 Centrex II Line
 RX3L9 Centrex II Line
 RX3T7 Centrex II Tel
 RX3T8 Centrex II Tel
 RX3T9 Centrex II Tel
 RX4 Centrex I Restricted Tel
 RX4KX Centrex I Restricted Key Tel
 RX4LX Centrex I Restricted Line
 RX5 Centrex I Restricted Tel

 RX5KX Centrex I Restricted Key Tel
 RX5LX Centrex I Restricted Ext Line
 RX7 Centrex I Ext Tel
 RX7KX Centrex I Ext Key Tel
 RX7LX Centrex I Ext Line

 RX9 Centrex I Restricted Ext Tel
 RX9KX Centrex I Restricted Ext Key Tel
 RX9LX Centrex I Restricted Ext Line
 RXL Centrex III Ext Tel
 RXLKX Centrex III Ext Key Tel

 RXLLX Centrex III Ext Line
 RXM Centrex III Integ Attd Console 1B
 RXM2B Centrex III Integ Attd Console 2B
 RXN Centrex III Restricted Tel
 RXNKX Centrex III Restricted Key Tel

 RXNLX Centrex III Restricted Line
 RXO Centrex III Restricted Ext Tel
 RXOKX Centrex III Restricted Ext Key Tel
 RXOLX Centrex III Restricted Ext Line
 RXP Centrex III Ext Tel

 RXPKX Centrex III Ext Key Tel
 RXPLX Centrex III Ext Line
 RXQ Centrex III Restricted Tel
 RXQKX Centrex III Restricted Key Tel
 RXQLX Centrex III Restricted Line

 RXR21 Centrex I Tel
 RXR23 Centrex I Line
 RXRKA Centrex III Key Tel
 RXRKB Centrex III Key Tel
 RXRKC Centrex III Key Tel

 RXRKD Centrex III Key Tel
 RXRKE Centrex III Key Tel
 RXRKF Centrex I Key Tel
 RXRKG Centrex I Key Tel
 RXRKH Centrex III Key Tel

USOC	WORD DESCRIPTION	USOC	WORD DESCRIPTION
RXRKO	Centrex I Key Tel	RXU	Centrex Ext Tel
RXRKQ	Centrex I Key Tel	RXUKX	Centrex Ext Key Tel
RXRK1	Centrex I Key Tel	RXULX	Centrex Ext Line
RXRK2	Centrex I Key Tel	RXV	Centrex Restricted Ext Tel
RXRK3	Centrex I Key Tel	RXVKX	Centrex Restricted Ext Key Tel
RXRK4	Centrex II Key Tel	RXVLX	Centrex Restricted Ext Line
RXRK5	Centrex II Key Tel	RXW	Integrated Centrex Att'd Consul 1
RXRK6	Centrex II Key Tel	RXW2A	Integrated Centrex Att'd Consul 2
RKRK7	Centrex I Key Tel	RXX	Centrex Attendant Console 1
RXRL1	Centrex 1 Line	RXX2A	Centrex Attendant Console 2
RXRL2	Centrex 1 Line	SN7	Hwy 1 Mile Sign
RXRL3	Centrex 1 Line	SPK	Speakerphone Ftr 1A
RXRL4	Centrex II Line	SPKXX	Speakerphone External 1A
RXRL5	Centrex II Line	ST2	Answer Serv Concentrator Connection
RXRL6	Centrex II Line	ST3	Concentrator Identifier
RXRL7	Centrex II Line	SUS	Suspended Serv
RXRLA	Centrex III Line	T2S	Touch-Tone Data Auxy Pad
RXRLB	Centrex III Line	T2SCX	Touch-Tone Data Auxy Pad
RXRLC	Centrex III Line	T2SLX	Touch-Tone Data Auxy Pad
RXRLD	Centrex III Line	TCH	Noisy Location Trans Cut-Off Ftr
RXRLE	Centrex III Line	TCT	Noisy Location Trans Ft Cut-Off Ftr
RXRLEF	Centrex I Line	TDBCT	TT B1 Console Ftr
RXRLEG	Centrex I Line	TDBTT	TT B1 Tel Ftr
RXRLO	Centrex I Line	TDJCC	TT Public Tel Ftr
RXRLOQ	Centrex I Line	TDJCT	TT CDR Ftr
RXRT1	Centrex I Tel	TDJKT	TT PB Tel Ftr
RXRT2	Centrex I Tel	TDJNT	TT Contempra Tel Ftr
RXRT3	Centrex I Tel	TDJPT	TT PRN Tel Ftr
RXRT4	Centrex II Tel	TDJST	TT Panel Single Slot Ftr
RXRT5	Centrex II Tel	TDJTT	TT Tel Ftr
RXRT6	Centrex II Tel	TDNCF	Touch-Tone on Centrex Line
RXRT7	Centrex II Tel	TDNCP	Touch-Tone on Centrex Line
RXRTA	Centrex III Tel	TDP	TT Dial Intercom Common Equip
RXRTE	Centrex III Tel	TF3	Noisy Location Handset Ftr
RXRTEB	Centrex III Tel	TFK	Trunk Line Combination
RXRTEC	Centrex III Tel	TFR	Res Trunk Line
RXRTEF	Centrex I Tel	THB	Trunk Line Message Rate
RXRTEG	Centrex I Line	TLZ	Coin Collector Intercom Tel
RXRTEH	Centrex III Tel	TM3	Trunk Line Message Rate Out
RXRTO	Centrex I Tel	TTB	Touch-Tone on Bus Line
RXRTOQ	Centrex Tel	TTN	Touch-Tone on Centrex Pos
RXS	Centrex III Attendant Console 1B		
RXS2B	Centrex III Attendant Console 2B		
RXT	Attendant Transfer Feature		

USOC WORD DESCRIPTION

TTR	Touch-Tone on Res Line
TTT	Hotel Toll Circuit
VLN	Impaired Hearing Handset Ftr
W13	Wats Tel
W13KX	Wats Key Tel

USOC WORD DESCRIPTION

W13LX	Wats Line
W13TX	Wats Trunk
XCA	Auto Exclusion Ftr
XCL	Exclusion Button
ZZZ	Special Assembly

PLANT SALES

SERVICE CHARGES AND THEIR APPLICATION

The term "Service Charge" (SC) designates charges for connection of service and/or telephones; installation of equipment other than telephones or lines; changes, moves or rearrangements of equipment and wiring; and temporary removal of equipment and wiring.

For residence service, one service charge covers all the installation work carried out on the same premises on one visit. For business service, separate service charges apply for each telephone installed, moved, changed or rearranged. In addition, a "colour charge" (CC) applies for each black telephone changed to a coloured telephone except where "Touch-Tone" service is provided also a "Princess Charge" (PC) for each Princess telephone installed.

Service charges will not apply for certain types of services, e.g.:

- Restoration of main service after Temporary Suspension of Service (SUS)
- Re-establishment of service at the same, or different premises after interruption caused by damage to the customer's premises beyond his control.
- Replacement of a residence telephone by any black or coloured telephone, the replacement of a Princess telephone or the installation of an extension, a bell chime, an extension bell or any other miscellaneous feature, if the main set is being replaced in a Company initiated telephone replacement program such as ANI conversions, transmission re-zoning, conversions from magneto to dial, etc.

- Changes of telephone sets for other Company reasons.
- Installation or change of location of any equipment on residence service if the work on other telephones or equipment for which a service charge applies.
- Change or rearrangement of drop wire, protector or connector block joining the outside and inside wiring.

Note: Any cases about which there is doubt as to the charges to be made or which are not described above shall be referred to the Business Office.

Telephones and miscellaneous equipment to be moved will be shown in the "RMKS" space of the service order by the Commercial Department. When a customer requests that equipment be moved and this is not specified on the order and is not required for Company reasons, the Installer shall notify the customer if a service charge applies. If the Installer is uncertain whether or not a service charge applies to the move, or if a service charge applies but the customer does not agree to pay, the case shall be referred to the Business Office for a ruling.

If the customer agrees to the move, the Installer shall notify the control centre clerk that a longhand correction is required on the order. The Installer and the control centre clerk shall correct their copies of the order by entering in the "RMKS" space the equipment moved, e.g. "MOVED SET", "MOVED 2 SETS" or "MOVED XB", together with the serial number of the longhand correction.

Residence-Service Rates

Service	Monthly Rate	Service	Monthly Rate
Individual Line	*	Jack Weatherproof	.85
2 Party Line	*	Vol. Cont. Rcvr. Ftr.	1.35
Multi Party	*	Vol. Cont. Rcvr. Exten.	1.35
Extension	1.10-1.40	Vol. Cont. Hdst. Ftr.	1.35
Princess (per set)	.95	Impaired Hearing Hdst.	1.35
Contempra (per set)	1.95 + Reg. Tel. Rate	Touch Tone Res. Line (per line)	1.95
Bell Chime	.95	Cut-off	.35
Colour	**	Exclusion	.35
Regrades	*	13 ft. cord --- 680 (Initial)	
Extra Listing	.35	13 ft. cord spring RCVR — 13.50 (Initial)	
Extension Bell	.50	* See rate group for locality	
Ext. Bell Loud	.75	** Colour Charge 9.55 (Initial)	
Jacks	.35	Princess Charge 6.40 (Initial)	

PIC CABLE COLOUR CODES

25 PAIR COLOUR CODE

PAIR NO.	TIP	RING
1	W	BL
2	W	O
3	W	G
4	W	BR
5	W	S
6	R	BL
7	R	O
8	R	G
9	R	BR
10	R	S
11	BK	BL
12	BK	O
13	BK	G
14	BK	BR
15	BK	S
16	Y	BL
17	Y	O
18	Y	G
19	Y	BR
20	Y	S
21	V	BL
22	V	O
23	V	G
24	V	BR
25	V	S

Even Count PIC Colour Code Chart

GR	COL	GR	COL	GR	COL	GR	COL
1	BL-W	25	BL-W-R	49	BL-W-BK	73	BL-W-Y
2	O-W	26	O-W-R	50	O-W-BK	74	O-W-Y
3	G-W	27	G-W-R	51	G-W-BK	75	G-W-Y
4	BR-W	28	BR-W-R	52	BR-W-BK	76	BR-W-Y
5	S-W	29	S-W-R	53	S-W-BK	77	S-W-Y
6	BL-R	30	BL-R-R	54	BL-R-BK	78	BL-R-Y
7	O-R	31	O-R-R	55	O-R-BK	79	O-R-Y
8	G-R	32	G-R-R	56	G-R-BK	80	G-R-Y
9	BR-R	33	BR-R-R	57	BR-R-BK	81	BR-R-Y
10	S-R	34	S-R-R	58	S-R-BK	82	S-R-Y
11	BL-BK	35	BL-BK-R	59	BL-BK-BK	83	BL-BK-Y
12	O-BK	36	O-BK-R	60	O-BK-BK	84	O-BK-Y
13	G-BK	37	G-BK-R	61	G-BK-BK	85	G-BK-Y
14	BR-BK	38	BR-BK-R	62	BR-BK-BK	86	BR-BK-Y
15	S-BK	39	S-BK-R	63	S-BK-BK	87	S-BK-Y
16	BL-Y	40	BL-Y-R	64	BL-Y-BK	88	BL-Y-Y
17	O-Y	41	O-Y-R	65	O-Y-BK	89	O-Y-Y
18	G-Y	42	G-Y-R	66	G-Y-BK	90	G-Y-Y
19	BR-Y	43	BR-Y-R	67	BR-Y-BK	91	BR-Y-Y
20	S-Y	44	S-Y-R	68	S-Y-BK	92	S-Y-Y
21	BL-V	45	BL-V-R	69	BL-V-BK	93	BL-V-Y
22	O-V	46	O-V-R	70	O-V-BK	94	O-V-Y
23	G-V	47	G-V-R	71	G-V-BK	95	G-V-Y
24	BR-V	48	BR-V-R	72	BR-V-BK	96	BR-V-Y

Odd Count PIC Colour Code Chart

PAIR NO. SEQUENCE	COLOR CODE TIP	COLOR CODE RING	PAIR NO. SEQUENCE	COLOR CODE TIP	COLOR CODE RING	PAIR NO. SEQUENCE	COLOR CODE TIP	COLOR CODE RING	PAIR NO. SEQUENCE	COLOR CODE TIP	COLOR CODE RING
1	R	BL	14	GO	S	27	P	S	40	BL	S
2	R	O	15	BK	BL	28	Y	S	41	R	W
3	R	G	16	W	S	29	BK	BR	42	R	Y
4	R	BR	17	BK	O	30	BK	S	43	R	BK
5	R	S	18	Y	BL	31	GO	P	44	R	GO
6	GO	BL	19	Y	O	32	BL	BR	45	R	P
7	GO	O	20	Y	G	33	BL	O	46	W	Y
8	GO	G	21	Y	BR	34	G	S	47	W	BK
9	W	BL	22	BK	G	35	O	BR	48	W	GO
10	W	O	23	P	BL	36	BL	G	49	W	P
11	W	G	24	P	O	37	O	G	50	Y	P
12	W	BR	25	P	G	38	G	BR	51	O	S
13	GO	BR	26	P	BR	39	BR	S			

UNITS



CABLE SIZE	UNIT SIZE	BINDER COLOUR CODE			
		SEQUENCE	COLOUR	SEQUENCE	COLOUR
76	2 x 12 + 4 x 13	1	BL	6	BL-W
101	1 x 16 + 5 x 17	2	O	7	O-W
152	2 x 25 + 1 x 26 + 2 x 25 + 1 x 26	3	G	8	G-W
202	1 x 51 + 1 x 25 + 1 x 26 + 4 x 25	4	BR	9	BR-W
202 (19GA)	3 x 17 + 1 x 25 + 1 x 26 + 4 x 25	5	S		
303	1 x 51 + 1 x 50 + 1 x 51 + 2 x 50 + 1 x 51				

STATION ACCOUNTING

Change of Location of Telephone Sets

28M — Moves of stations within a building from one location to another of the same customer are box marked (MOVE TEL) when:

- (a) the new location is already part of the customer's quarters or,
- (b) the old location is retained by the customer.

28C & 28X — Change of location of telephone sets from one address to another address or from one building to another building.

Codes 28C and 28X are charged and the associated station statistics are shown as inward or outward movement in the box spaces of the service order when the following circumstances apply:

- (a) change of location of telephones from one building to another for the same customer, even though both buildings are part of one establishment,

Note: Buildings which are built on the same continuous foundation and abut one another but are conventionally distinguishable internally and externally as separate buildings, shall be considered as separate buildings.

- (b) change of location of telephones within a building from one address to another, for the same customer, where the customer both relinquishes the old address and acquires quarters at a new address.

Note: The customer is normally identified from the name appearing in the listing space of the service order.

It should be noted that changes of locations of telephone sets chargeable to 28C and 28X may be made on different types of service orders. When an "M" order is used, it is necessary to validate the inward and outward movement shown in the box spaces, by recording in the "FOR PLANT USE" space and reporting to the Control Centre the following information:

- (a) the old and new building designations or addresses,
- (b) the quantity of main sets involved, extension sets involved and PBX extensions involved, reported separately.

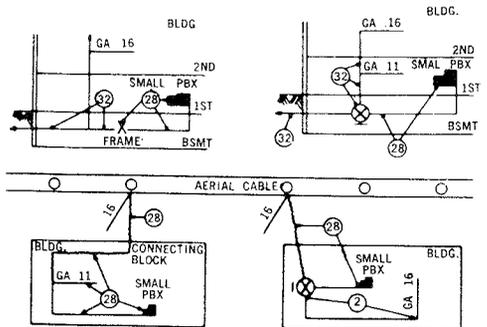
Accounting Classification Sketches

Moves of Station Apparatus

C	B	A	A	F
				E
Room 200	Room 202	Room 204	Room 206	Room 208
Room 201				Room 209
C	D	D	E	E
	C			

Customer	Acct. Codes
A Moves stations between Rooms 204 and 206	M
A Adds stations to Room 204	C
B Moves stations to other floor but retains Room 202	M
B Removes stations from Room 202	X
C Relinquishes Room 203 and moves to Rooms 200 and 201 which were vacant	C & X
Note: This work may be done on more than one service order and over a period of time but is normally considered as one move only.	
D Moves stations to Room 203 but retains Room 205	M
E Relinquishes Room 208 and moves to Room 207 while retaining Room 209. Room 207 was previously vacant.	C & X
E Moves Stations to Room 207 from Room 209 co-incident with move from Room 208	M
F Moves from other building Removal in other building	C X

Cable in Buildings to The Station Connection Code



**Method of Reporting
New Drop and Block Wires
Involving Multiple Drop Wire
and Z Service Wire**

1. New drop and block wire built-one pair placed in use.



Multiple drop wire-report 3 new drop wires placed at time of installation regardless of number of pairs placed in service.

Z-service wire-report 1 new drop wire placed at time of installation regardless of number of pairs placed in service.

2. New installation of station using second pair of existing multiple. Drop wire-first pair in use.



Do not report any wires placed or reused.

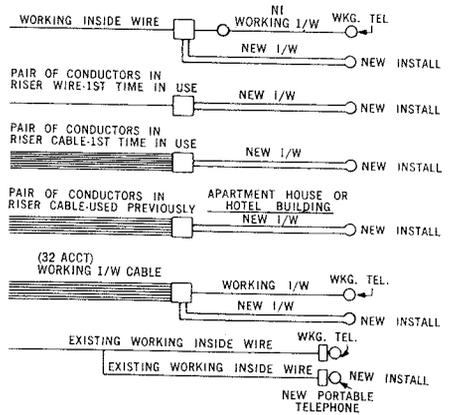
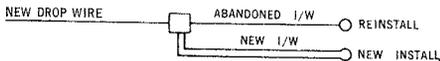
3. Installation of stations using pairs in existing multiple drop wire in which no pairs are in use.



Report one drop wire reused for first pair placed in service.

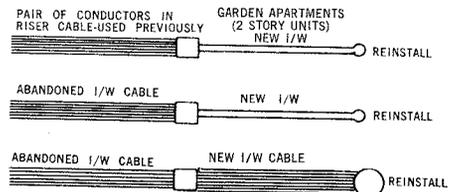
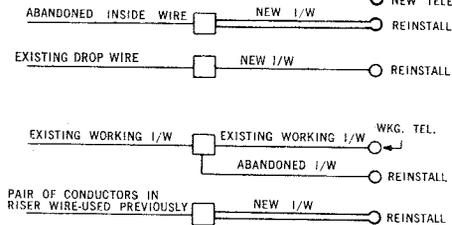
Examples of New Installs

- BRIDGING POINT
- TEL. IN SERVICE
- NEW TELEPHONE
- JACK



Examples of Reinstalls

- BRIDGING POINT
- TEL. IN SERVICE
- NEW TELEPHONE



OUTSIDE PLANT ACCOUNT CODES

CLASS OF PLANT	CONSTRUCTION		RETIREMENT				MAINTENANCE (EXCEPT TEST DESK WORK)			
			PLANT RETIRED AND SALVAGE		COST OF REMOVAL		ORDINARY REPAIRS	REARRANGEMENTS AND CHANGES	TREE TRIMMING	SHOP REPAIRS
	EX.	TOLL	EX.	TOLL	EX.	TOLL	EX. & TOLL	EX. & TOLL	EX. & TOLL	EX. & TOLL
Pole Lines:										
Fully Owned	1C	1C	1X	1X	1X	1X	1R	1M		
Jointly Owned	31C	31C	31X	31X	31X	31X	1R	1M		
Foreign Owned	71C	71C	71C	71X	71C	71C	1R	1M		
Right of way	1C	41TC	—	—	—	—	1R			
Building Cable	32C	—	32X	—	32X	—	2R	2M		
Aerial Cable:										
Exchange	2C	—	2X	—	2X	—	2R	2M		
C.C.D. Systems	85C	—	82X	—	82X	—	22R	22M		
Toll	—	12TC	—	12TX	—	12TX	2R	2M		
U.G. Cable:										
Exchange	5C	—	5X	—	5X	—	5R	5M		
C.C.D. Systems	85C	—	85X	—	85X	—	25R	25M		
Toll	—	15TC	—	15TX	—	15TX	5R	5M		
Submarine Cable	55C	55C	55X	55X	55X	55X	55R	55M		
Buried Cable:										
Exchange	65C	—	65X	—	65X	—	65R	65M		
C.C.D. Systems	865C	—	865X	—	865X	—	265R	265M		
Toll	—	75TC	—	75TX	—	75TX	65R	65M		
Toll right of way	—	175TC	—	—	—	—	65R	—		
Buried Wire	95C	—	95X	—	95K	—	95R	95M		
Aerial Wire	3C	3TC	3X	3TX	3X	3TX	3R	3M		
U.G. Conduit	4C	4C	4X	4X	4X	4X	4R	4M		
All Above Classes of Plant	—	—	—	—	—	—	—	—	6R	6S

STATION ACCOUNT CODES

CLASS OF PLANT	"C"		"X"		"R"	"M"	"S"
	MAT.	LAB.	MAT.	LAB.	M & L	M & L	M & L
		INCLUDE TEST WORK	RETURN AND SALVAGE	INCLUDE TEST WORK	ORDINARY REPAIR	RE-ARRANGE & CHANGE	SHOP REPAIR
Station Connections							
Teletypewriter	18C	18C	18X	18X	18R	18M	8S
Telephone and Miscellaneous	28C	28C	28X	28X	28R	28M	8S
Radio Telephone - Mobile Units & Other	38C	38C	38X	38X	38R	38M	38S
- Private Base Stations and Assoc. Antenna	98C	98C	98X	98X	98R	98M	38S
Coaxial Cable Distribution (C.C.D.)	48C	48C	48X	48X	48R	48M	8S
Service Entrances							
Large Private Branch Exchanges	58C	58C	58X	58X	58R	58M	8S
Special Station Equipment - Sage	258C	258C	258X	258X	258R	258M	258S
Data	68C	68C	68X	68X	68R	68M	8S
House Service - Public Telephones				328R			
Central Office Accounts							
Circuit - Exchange		257C		257X	17R	17M	
Radio Telephone - Toll		467C		467X	67R	67M	
- Exchange		567C		567X	67R	67M	

STATION TESTS

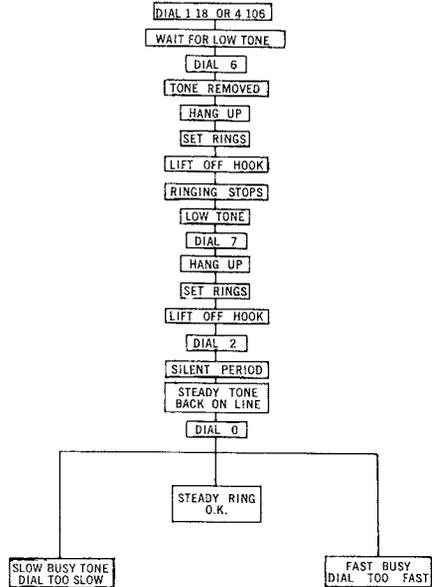
Step by Step Offices Busy Back Tests (For Use at Terminals)

Always connect to a telephone wire or binding posts with test set in monitor position.

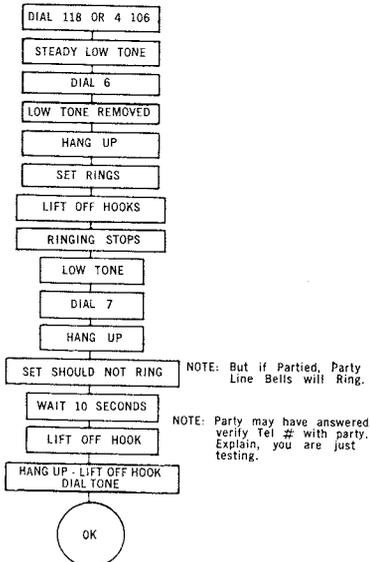
Dialing up a number from the pair that the number should be coming through on — and getting a “Busy Back” tells you *only* that someone — (probably you) — is causing the line to be “busy” after this test; the *positive* test is to dial your number from another pair — and “short” the pair the number should be on. If correct — your short will “trip” the ring, the same as if someone answered the line — if ring is not tripped request assistance from local test board.

When the service order indicates that a set is to be “re-connected — same spares” — the best busy back test is to have someone call you back — or call it yourself from another line.

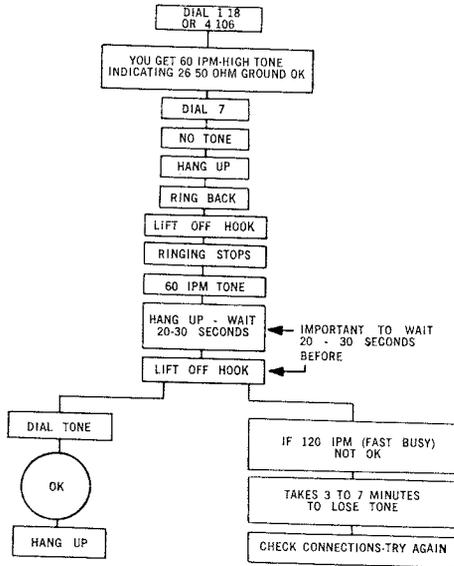
Ring Back & Dial Speed Test Individual (Step By Step)



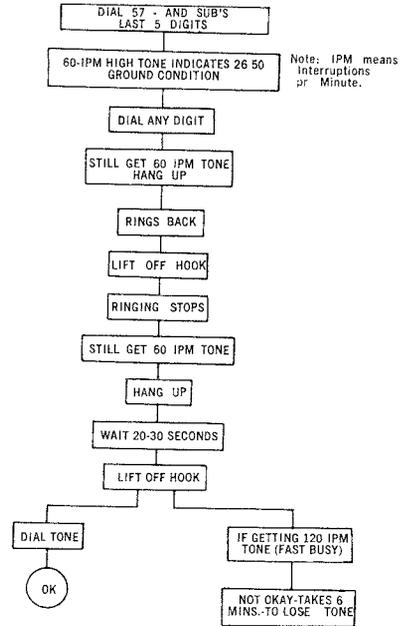
Ring Back — Step by Step Type Offices Ring Party



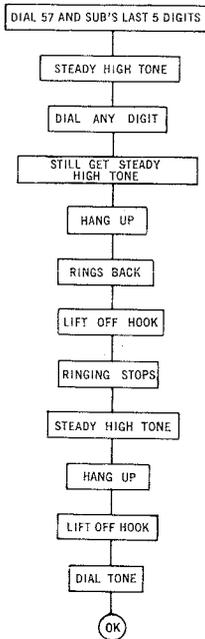
**Ring Back and ANI Check
Step By Step Type Offices
Tip Party ANI**



**Ring Back and A.N.I.
Check Crossbar Type Offices
Tip Party A.N.I.**



**Ring Back — Crossbar Type Office
Ring Party or Individual**



**Crossbar Offices
Busy Back Tests
(For Use At Terminals)**

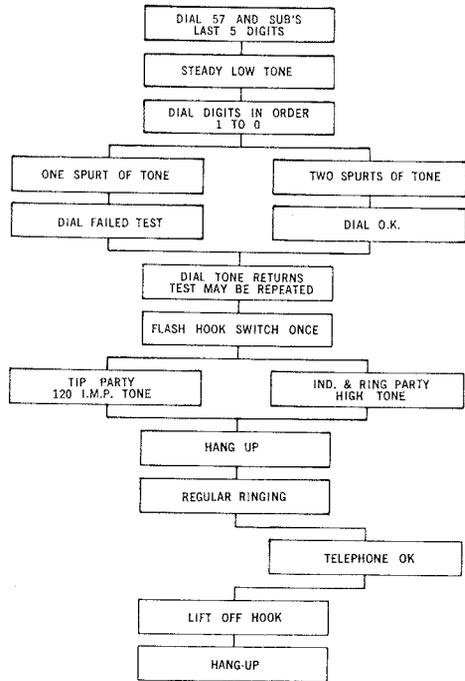
Always connect to a telephone wire or binding post with test set in monitor position. Connect test set to assigned pair, and, if you get dial tone dial 5-7 and last 5 digits in tel. number. If you get steady high tone—your number is coming through on this pair, hang up.

If you get busy tone — your number is not coming through on this pair — hang up.

Call central office to find out what number is on your pair.

If the service order indicates that a set is to be “reconnected—same spares” you may verify “busy back” and “ring back” from the set by testing.

**Touch Tone Dial, Station Ringer
& ANI Test**



NOTE: OTHER TONES OR RINGING SIGNALS INDICATE POSSIBLE TROUBLE CONDITION

ANI INSTRUCTIONS

- Step 1** — MODIFY ALL TIP PARTY SETS ON ANY TYPE OF VISIT.
- Step 2** — DO ANI TEST
- Step 3** — REPORT ALL SET CONVERSIONS AND SUBSTITUTIONS TO YOUR DISPATCH DESK.
- Step 4** — ON CHANGES FROM TIP TO RING, REWIRE ALL SETS TO REMOVE IDFY GND.

No. 1 ESS And SP1 Instructions

No. 1 E.S.S. And SP1 Offices BUSY BACK TESTS (For Use At Terminals)

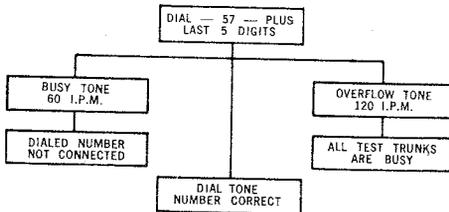
Always connect to a telephone wire with test set in monitor position. Connect test set to assigned pair, and, if you get dial tone, dial 57 and the last 5 digits in telephone number.

If you get dial tone, your number is coming through on this pair, hang up.

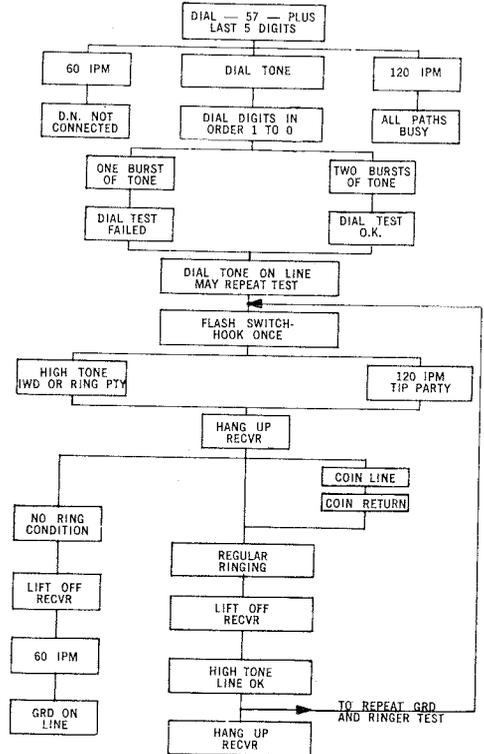
If you get busy tone (60 I.P.M.) — Your number is not coming through on this pair. Hang up. Call central office to verify your number is leaving frame.

If you get overflow tone (120 I.P.M.) — All paths are busy in central office. Hang up. Try again. If overflow tone continues call central office to verify circuit.

If the service order indicates that a set is to be "reconnected — same spares" you may verify "Busy Back" and "Ring Back" from the set.



No. 1. E.S.S. and SP1 Office Station Ringer and Touch-Tone Dial Test



"Custom Calling Services"

Operation

1. "SPEED CALLING"

To make an abbreviated dialing call the subscriber:

- Goes off-hook and receives dial-tone.
- Dials "*" or "11" plus 1 or 2 digits.
- Proceeds with the call in a normal manner.

2. "CALL TRANSFER (Variable Transfer)"

The station having this service is referred to as the base station. The station to which calls are to be transferred (in the local calling area) is called the remote station.

To activate the service the base station subscriber:

- Goes off-hook and receives dial-tone
- Dials "*" or "11" plus "91"
- Receives special dial-tone
- Dials remote station telephone number
- Verifies number when remote station answers
- Hangs up - service activated

If the remote station does not answer the service will not be activated. However, if the base station makes a second attempt to activate the same line within two minutes the service will be activated.

The following conditions indicate the disposition of an incoming call to the base station after transfer has been effected:

- Both remote and base station idle
 - Only the remote station will be rung.
 - The calling party hears audible ringing and will be connected to the remote station upon answer.
- Base busy — remote idle
 - Same as above — remote station will ring.

Both remote and base busy

Calling party will receive busy tone.

Base idle — remote busy

Calling party will receive busy tone.

Thus, once a transfer has been established only the remote station can receive calls made to the base station. The base station may be used to make outgoing calls while in transfer condition.

To deactivate the service the base station subscriber:

- Goes off-hook and receives dial-tone
- Dials "*" or "11" plus "93"
- Receives confirmation tone
- Hangs up - service deactivated

The service is normally deactivated from the base station. However, if circumstances warrant it, the service can be deactivated from the central office.

3. "THREE-WAY CALLING"

To add a third party to an established connection the subscriber proceeds as follows:

- Flashes switchhook and gets special dial-tone
- Dials the directory number (7 digits) of the third party, conference is now established with the added party only.
- Flashes switchhook again to add the first party called.
- Flashes switchhook to exclude the added party.

NOTE: Flashes should be between .5 and 1.5 seconds.

This process restores the original connection and a new party can be added.

As previously noted, only one of the three conferees may be located outside the local calling area. (This restriction is automatically administered by the ESS machine.)

SERVICE ORDERS

Installation Service — Missed Appointments

An appointment date and time entered on the due date space of a service order is the *Company's* commitment to fulfill the customers request for service.

If the commitment is missed a code which indicates the reason for the failure is entered on the service order. In selecting the missed appointment code the general rule that shall be followed is:- any appointment date that is missed in any situation over which the customer does not have control must be coded "not met for Company reasons."

Missed Appointment Codes

Company Reasons

- PL — Plant work load conditions
- Manpower shortage
 - No access after 5:00 pm or other specified time on the order
- PF — Lack of facilities
- Outside plant
 - Central office
- PO — All other company reasons
- Shortage of equip
 - Picket lines prevent access to customers premises or company's facilities
 - Delay in order issuance or equipment left-off order in error

Customer Reasons

- SA — No access
- 8:00 am to 5:00 pm or other access time specified on the order
- SR — Customer not ready
- Plant employee notified at time of field visit
 - Facilities customer to furnish not installed such as conduit outlets etc.
- SL — Customer requests later date through marketing or business office before work is started

- SO — All other customer reasons including
- Customer requests order due later be completed first which results in a missed due date
 - Order changes due to plant sale activity or customer requests that involve additional work and original due date cannot be met

Left-in Telephone and Removal Information

REMOVALS

- Make removal visits the same day as orders are dispatched.
- When sets are removed, report completion to the I.C.C. and record number of sets, date removed and name on "IW" copy.
- When access cannot be gained:
Contact building owner, superintendent or real estate agent, if known.
Ask nearest neighbours for information.
Note the results of these efforts, the date and name on the "IW" copy.
Do not enter occupied premises to remove equipment unless the present occupier or his representative is present.
- Return all "IW" copies, completed or not, to the foreman at the end of the day.

RECONNECTS

- *I.I.P. Information on Service Order:* Report as reconnects if the left-in telephones are physically reconnected or if new sets are used to replace the left-in telephones due to condition, change of colour, etc.
- *No I.I.P. Information on Service Order — Sets Found on Premises:* Report same as if I.I.P. information was on service order, enter I.I.P. information on "IW" copy. Report found sets to the left-in telephone clerk.

LOSSES — REMOVAL AND RECONNECT VISITS

— *Sets Missing*: Check with customer (tenant, landlord, janitor) to ensure that sets have not been inadvertently stored out of sight, i.e. closet, basement.

Note results, date and name on the "IW" copy.

— *Sets Working*: Enter "found working" and the working telephone number on the "IW" copy of order. Score out the I.I.P. information if a reconnect order.

— *Unrecoverable*: Set removals where access cannot be gained.

— *Casualty*: Enter details on the "IW" copy of order.

— *All Losses*: Report loss condition to the I.C.C. Return the "IW" copy to the foreman at the end of the day.

FOUND SETS

— Report all found telephones to the left-in telephone clerk.

FAILURE TO COMPLY WITH THESE REPORTING PROCEDURES RESULTS IN:

- Incorrect left-in telephone records.
- Incorrect field stocks inventories.
- Incorrect application of work credits.
- Incorrect "audit trail" records.
- Costly "write-off" procedures.

Reporting Service Order Completions

1. Give Name
2. Service Order Number
3. Corrections — Plant Sales — Foreman's Code
4. Box Marking
5. Time to Account Codes
6. Completion Time — Clock Hours
e.g. 1½ Hrs. 8:00 - 9:30
7. Service Order Number — Next Job

Guide For Service Order Box Space Entries

FLD VST	INWARD INST	C REINST	REC	OUTWARD-X REMVD LI	DROPS NEW REUSD	MOVE TEL	SUBST	REG/ REASOC	CD/HS CHN	STN JK PLCD	CARD CHN	JK/KY/EXTB MVD/SUBST	EXT BELL PLACED	SUS/ RES
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- FLD VST. — “O” — No field visit.
— “T” — Field visit (regardless of the number of locations visited).
- INWARD C
INST., REINST., REC. — Enter the number of telephones installed, reinstalled and reconnected. Show reinstall for each station on SUS that is connected to another customer. The “O” or “F” order that terminates this service or the line on SUS must show a removal — (For definitions of Install, Reinstall and Reconnect, refer to V26.003 Station Accounting Guide for Station Equipment and Station Connections, Part 5.)
- OUTWARD X
REMVD LI — Enter the number of telephones removed or left-in. On a reconnect order where the entry in the “NO OF TELS IP” space exceeds the number of telephones reconnected enter the number of telephones removed. The number reconnected plus the number removed must equal the number shown in the “NO OF TELS IP” space.
- DROPS
NEW REUSED — Enter the number of drops installed or reused. Enter 3 when multiple drop wire is placed regardless of the number connected. **DO NOT** enter new drop wires placed in connection with regrades or changes work.
- MOVE TEL — Enter the number of working telephones moved. An order which involves an inside move of any station as well as regrading of service is counted as an inside move. **DO NOT** count inside moves on telephones which are reconnected, moves for maintenance reasons or wiring moves.
- SUBST — Enter the number of working telephones substituted. **DO NOT** count substitutions on stations which are reconnected, moved involved in conversions (dial ANI, etc.) or substitutions for maintenance reasons.
- REG/REASOC — Enter the number of regrades or reassociations.
Regrade orders are scored per main station and cover the following changes in service:
(a) Two-Party to One-Party, etc., and vice versa.
(b) Message Rate to Flat Rate, etc., and vice versa.
(c) Residence to Business, etc., and vice versa.
(d) Non-Coin to Coin and vice versa.
Reassociation orders are scored per main station or per station as follows:
(a) Transfer of party-line main stations from one party line to another.
(b) Transfer of bridged PBX or Centrex stations from one extension station to another.
(c) Transfer (reassociation) of extension stations to main stations.
(d) Transfer (reassociation) of a station from PBX to Centrex (C.O.)
Note: **DO NOT** count stations involved in inside moves or any items for which a field visit was not made.
- CD/HS CHN — Enter the number of cord or handset changes where no other work was done at the same station or on the same or related service order.
- STN JK PLCD — Enter the number of station jacks connected for service. Exclude station jacks that were in place and reconnected. Also exclude items for which a field visit was not required.
- CARD CHN — Enter one per telephone worked when the number card, instruction card, Touch-Tone face-plate or Touch-Tone mat is changed on a field visit specifically requested on a Plant Work Order, service order or list. **Do not** tally when done in connection with other installation work. Also enter one for each station “Number Card Change” made when changing PBX stations to Centrex (C.U.), when field work is authorized by a plant work order list.
- JK/KY/EXTB
MVD/SUBST — Enter the number of station jacks, extension bells, gongs, horns and chimes and voice couplers moved or substituted and for which a non-recurring charge applies. Do not count external keys.
- EXT BELL
PLACED — Enter the number of extension bells, chimes, gongs, horns, relay controls or voice couplers placed. Do not count items that were in place. Do not count signal buzzers, whether internal or external to the telephone set or external signals on keys.
- SUS/RES — Enter the number of **main** stations temporarily suspended or restored to service.

TELEPHONE NUMBERS

INSTALLATION CONTROL CENTRE

ASSIGNORS REGULAR

ASSIGNORS 1A KEY & PBX

ASSIGNORS LEFT IN

FACILITIES DESK

TEST BOARD

REPAIR CONTROL DESK

CABLE TESTING

PLANT SALES

SUPPLIES

C.O. FRAMES

VEHICLES

UNIVERSAL SERVICE ORDER (USO)

THE FOLLOWING PAGES HAVE BEEN INSERTED
IN THIS MANUAL TO PROVIDE ADDITIONAL
REFERENCE MATERIAL FOR THOSE CENTRES
USING UNIVERSAL SERVICE ORDER (USO).

PLANT SALES — /PS

A Plant Sale (PS) is entered in the S & E section of the USO on the same line as the telephone set USOC associated with the item sold. The mnemonic code "PS", together with certain suffixes, provide identification of the individual Plant group responsible for the sale(s).

Suffix entries to the mnemonic code "PS" are meaningful segments of data and are as follows:

- (1) Alpha-numeric designation for the Plant district organization to be credited with the sale(s).

To assist in identifying Plant sales, foreman's codes are used; (e.g., 53-43) the first two digits "53" identifies the district, the third digit "4" identifies the unit and the fourth digit "3" identifies the foreman.

- (2) Alpha designation to identify Plant work group to be credited with the sale(s).

- (a) I — Installation
- (b) R — Repair (Maintenance)
- (c) O — Other

- (3) Numeric designation to identify a portion of the USOC entry to be credited to the Plant force.

- (a) The digit "1" (one) indicates that the first part of the USOC was sold by Plant.
- (b) The digit "2" (two) indicates the suffix part of the USOC was sold by Plant.
- (c) The digit "3" (three) indicates a regrade was sold by Plant.
- (d) No third entry indicates the entire USOC item was sold by Plant.

GUIDE FOR SERVICE ORDER STATISTICAL ENTRIES

L I N E		CC	
		REC. DATE	
NO. OF TELS IP	LIT FILE CODE 46	LIT FILE NO. 47 - 48	
-----STAT			
/FV _____		/NI _____	
/RI _____		/RE _____	
/DPN _____		/TSR _____	
/LI _____			
/OCB _____			
ERM _____		TRM _____	
VER _____		TT _____	

- /FV — “O” — No field visit.
— “I” — Field visit.
- /NI — Stations installed. Enter the number of stations installed.
- /RI — Stations reinstalled. Enter the number of stations reinstalled. Show re-install for each telephone on TSS that is connected for another customer. The D or F order that terminates this service or the line on TSS must show a removal.
- /RE — Stations reconnected. Enter the number of stations reconnected.
- /DPN — Drop wire new. Enter only the number of new drop or block wires placed in connection with a new install of a station or line. The drop must be new in its entirety and cannot reuse any previously placed wire for any portion of the drop.
 - Do not tally new drops placed in connection with reinstalls, regrades or other work changes.
- /TSR — Total stations removed. Enter the total number of stations removed. On a reconnect order where the entry in the “No. of Tels IP” space exceeds the number of telephones reconnected, enter the number of telephones removed. The number reconnected plus the number removed must equal the number shown in the “No. of Tels IP” space.
- /LI — Left-in telephones. Enter the number of telephones left-in.
- /OCB — Order completed by. Enter your initials.
- ERM — Exception report made.
- TRM — Transmission requirements met.
- VER — Verification of equipment. (Initials of completion clerk).
- TT — Time and date transmitted on completion network.

ORDER CLASSIFICATION

T or ET To new address
F or EF From old address
N New connect
D Disconnect (complete disconnect)
C Change
R Record
SS Suspend Service
RS Restore Service

ACTION CODES

Each item of equipment is entered on an order preceded by an action code. The following action codes are used in the S & E:

<u>Action Code</u>	<u>Description</u>
I	In
O	Out
C	Change <i>from</i> and
T	<i>to</i>
C	Change <i>from</i> and
X	<i>to</i> and <i>move</i>
M	Move same premises
R	Recap
D	Delete
E	Enter

The action code is entered in the first typing position in the Code column of the order, e.g.,

*	I	1FREC
10		

USOC
FIRST SUFFIX — COLOUR

(Alphabetical by Colour)

The first suffix character is used to indicate the colour of the instrument or item of equipment as follows:

<u>Colour</u>	<u>1st Suffix</u>
Beige	E
Black	B
Blue	L
Chrome	H
Custom (Special Assembly)	C
Gold	A
Grey	D
Green	G
Ivory	V
Mauve	M
Pink	P
Red	R
Transparent	N
Turquoise	T
White	W
Yellow	Y
Other:	
<i>Colour does apply</i> and specific colour is unknown.	X
<i>Colour does apply</i> specific colour shown with another USOC code for special instrument.	S
Colour does <i>not</i> apply (also used with code 1 to indicate line only.)	O

TELEPHONES AND SUPPLEMENTAL EQUIPMENT
SECOND SUFFIX (TYPE OF TELEPHONE STATION EQUIPMENT)

	Permanent			Portable		
	Rotary	Touch-Tone	Non-Dial	Rotary	Touch-Tone	Non-Dial
Desk Style — Hand Combined, Princess, Contempra.	C	T	N	P	5	U
Pushbutton Instruments						
—1-Button (including Slide-Switch Princess)	G	8	H	Q	7	—
—1-Button Combined Wall	M	3	L	—	—	—
—Multi-Button	K	6	A	—	—	—
—Multi-Button Combined Wall	B	4	Z	—	—	—
Wall Combined, Contempra	W	2	S	—	—	—
Call Directors & Business Interphone Instruments						
Second Suffix (Operation)						
C — Rotary or not applicable						
T — Touch-Tone						
Not available indicated by (—)						

Note: If second suffix is not required on items which must carry colour, an "X" filler code will be used as the fifth character: Example: Beige Speakerphone 3A External shown as (SP4EX)

**ALPHABETIC LIST OF MNEMONIC CODES
(ASSIGNING & LOADING)**

Abbrev.	Description	Order Section & Entry			
		Code Column	Floated	Code Column or Floated	Box on Fielded Lines
ABC	Answerback Code		S & E	LSTG	
ACR	Auxiliary Line Cutoff Relay		ASGM		
ADD	Address		ASGM		
ALM	PBX Alarm Cct		ASGM		
AMP 238A	Amplifier 238A		ASGM		
APP	Application Date				IDENT
AR	Advance Relay		ASGM		
ARI	Account Responsibility Indicator	IDENT			
BB	Bunching Block		ASGM		
BL	Bridge Lifter		ASGM		
BMF	Bridge Main Frame		ASGM		
BRG	Bridge Party(s) Telephone Number		ASGM		
BS	Battery Supply		ASGM		
BTA	Basic Termination Agreement		S & E		
BUB	Bunching Block		ASGM		
BXT	Bridged at X'Conn Term		ASGM		
CBE	Common Battery Equipment		ASGM		
CD	Completion Date				IDENT
CKT	Circuit	IDENT			
CLN	Coin Lock Number		ASGM STAT		
CON	Concentrator Identifier		ASGM		
CRO	Complete With Related Order			IDENT	
CS	Class of Service		ASGM		IDENT
CSCC	Centralized Service Control Centre		ASGM		
CT	Connect Through		ASGM		
DD	Due Date				IDENT
DES	Description		S & E		
DGN	Designation		LSTG		

**ALPHABETIC LIST OF MNEMONIC CODES
(ASSIGNING & LOADING) — Cont'd**

Abbrev.	Description	Order Section & Entry			
		Code Column	Floated	Code Column or Floated	Box on Fielded Lines
DMG	Departmental Mileage Grouping		S & E		
DN	Departmental Number	IDENT			
DNT	Do Not Transfer		ASGM		
DOP	Dedicated Outside Plant		ASGM		
DPA	Different Premises Address		S & E		
DPN	Drop Wire — New		STAT		
DPO	Directory Post Office	DIR			
DXJ	Do Not Remove Cross Connect Jumper		ASGM		
EBD	Effective Billing Date		IDENT S & E		
ESL	Essential Service Line		S & E	IDENT	
EXCH	Exchange				IDENT
F1 } F2 } F3 }	Facility Number		ASGM		
FR	From		S & E		
FV	Field Visit	STAT			
GEN	Generator Supply		ASGM		
GFT	Gift Service	IDENT			
GRM	Ground Resistance Measurement		ASGM STAT		
GS	Gift Service	LSTG	S & E		
HTG	Hunting (Work Equiv.)			S & E	
HV	High Voltage		ASGM		
ID	Issue Date		IDENT		
IŞA	Initial Service Agreement		LSTG S & E		
JK	Jack		ASGM		
KS	Key System		IDENT S & E		
L	Language Code				IDENT

**ALPHABETIC LIST OF MNEMONIC CODES
(ASSIGNING & LOADING) — Cont'd**

Abbrev.	Description	Order Section & Entry			
		Code Column	Floated	Code Column or Floated	Box on Fielded Lines
LA	Listed Address			LSTG	
LC	Line Concentrator— Concentrator Identification		ASGM		
LDC	Load Coil		ASGM		
LG	Language	IDENT			
LI	Left-In Telephones		STAT		
LID	Left-In Telephone Data		ASGM		
LLE	Long Line Equipment		ASGM		
LN	Listed Name	LSTG			
LOC	Location	LSTG	S & E		
LRM	Loop Resistance Measurement		ASGM STAT		
LSA	Service System Business Subscriber Listing	LSTG			
LSB	Service System Residence Subscriber Listing	LSTG			
LSR	Service System Line		S & E		
LST	Line or Station Transfer		ASGM		
LT	Line Terminal		ASGM		
LTD	Letter Designation		S & E		
MC	Mail Copy	IDENT			
MFV	Main Frame Vertical		ASGM		
ML	Multiline Wire Lead		ASGM		
MNN	Misc Number Network (ANI, ONI)		ASGM		
NHT	Non Hunting	S & E			
NI	Station Installed		STAT		
NNC	Number Network Cable (ANI)		ASGM		
NPU	Non-Published Listing	LSTG			
NT	No Telephone Number		S & E		

**ALPHABETIC LIST OF MNEMONIC CODES
(ASSIGNING & LOADING) — Cont'd**

Abbrev.	Description	Order Section & Entry			
		Code Column	Floated	Code Column or Floated	Box on Fielded Lines
OAB	Order Assigned By		ASGM		
OCB	Order Completed By		STAT		
OCS	Old Class of Service				IDENT
OE	Originating Equipment			ASGM	
OKS	OK Service		ASGM		
OKWC	OK Wire Chief		ASGM		
ORD	Order Classification and Number				IDENT
PD	Previously Dedicated		ASGM		
PIT	Public Indoor Telephone		S & E		
POS	Position		ASGM		
POT	Public Outdoor Telephone		S & E		
PR	Protection Required		ASGM		
PS	Plant Sale	LSTG	S & E		
PTY	Parity Designation		ASGM		
PU	Pick Up		S & E		
PV	Province Code	IDENT			
PXJ	Place Cross-Connect Jumper		ASGM		
RBI	Retainable Billing Information	BILL	S & E		
RE	Stations Reconnected		STAT		
REF	Reference		S & E		
REQ	Requisition Number		ASGM		
RES	Restore Service	IDENT S & E			
RGN	Rgister Number		S & E		
RGR	Register Reading		S & E		
RI	Stations Re-Installed		STAT		
R ISOL	Ringer Isolator		ASGM		
RMK	Remarks — Temporary	RMKS	S & E		
RMKR	Remarks — Permanent	RMKS			
RNG	Ringng Combination		ASGM		

ALPHABETIC LIST OF MNEMONIC CODES
(ASSIGNING & LOADING) — Cont'd

Abbrev.	Description	Order Section & Entry			
		Code Column	Floated	Code Column or Floated	Box on Fielded Lines
RO	Related Order			IDENT	
ROL	Ring On Line		S & E		
RPR	Rural Party Route		ASGM		
RT	Route or Block		ASGM		
RTE	Rate	LSTG	S & E		
RXJ	Remove Cross-Connect Jumper		ASGM		
RZ	Resistance Zone		ASGM		
SA	Service Address	LSTG			
SBC	Special Billing Codes		S & E		
SC	Sleeve Connection Relay		ASGM		
SCN	Serial Check Number		ASGM	STAT	
SCO	Special Central Office Equipment		ASGM		
SD	Subsequent Due Date		IDENT		
SIG	Signal		S & E		
SLS	Sales Code				IDENT
SN	Special Number		S & E		
SSCN	Special Service Circuit Number		S & E		
SSM	Special Safeguarding Measures		ASGM		
SSP	Special Service Protection		ASGM		
STA	Station Number		S & E		
SUB	Sub Board	IDENT			
SUS	Suspend Service or On Suspension	IDENT S & E			
TBA	Tens Block Relay		ASGM		
TBS	Tens Block Screening		ASGM		
TC	Establish, Change or Discontinue Normal Transfer of Calls	TFC			
TCP	Transfer of Calls Through Date Specified	TFC			

**ALPHABETIC LIST OF MNEMONIC CODES
(ASSIGNING & LOADING) — Cont'd**

Abbrev.	Description	Order Section & Entry			
		Code Column	Floated	Code Column or Floated	Box on Fielded Lines
TCS	Establish, Change or Discontinue Transfer of Calls with Screening for More Than One Called Party	TFC			
TCT	Establish, Change or Discontinue Temporary Transfer of Calls	TFC			
TIE	Tie Cable		ASGM		
TKB	Trunk Billing		S & E		
TN	Telephone Number	ASGM	IDENT S & E	LSTG	IDENT
TRK	Trunk Cable		ASGM		
TSR	Total Stations Removed		STAT		
TYA	Type of Account	IDENT			
TZ	Transmission Zone		ASGM		
UR	Urban Route		ASGM		
VR	Voice Repeater		ASGM		
WOL	Wire Out of Limits		ASGM		



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H.Q. PLANT — ADMINISTRATIVE SERVICES E.R.**