

CARDS FOR KS-13834 PERFORATOR

STORING AND HANDLING

1. GENERAL

1.01 This section describes the method of storing and handling the KS-13830 cards used in the KS-13834 perforator (trouble recorder) used for recording troubles in central offices.

1.02 This section is reissued to revise the storage information.

1.03 This section is numbered in the 034 division to make the procedures available to all types of offices that may be provided with a KS-13834 perforator for recording troubles.

1.04 The face of the trouble recorder perforator card is inherently slightly concave due to the paper manufacturing process, and the card feed mechanism of the perforator is designed to handle cards with this normal bowing. However, cards which are excessively bowed or warped are very likely to cause card feed failure.

1.05 The principal causes of bowing or warping are high temperatures, high humidity, low humidity, and storage in such a manner that cards lie on edge or that they are not properly compressed.

1.06 To minimize the effect of humidity, the cards (in packs of 400) are wrapped in sealed waxed paper envelopes, and each envelope is placed in an individual carton which is designed in such a manner as to maintain pressure on the cards. Eight of these cartons are tightly packed in a packing case.

2. METHOD

2.01 Store unopened packing cases in a section of a building having controlled humidity and temperature. Never store cards in a hot location such as close to a furnace or heating pipes, in direct sunlight, or in extremely dry or damp locations.

2.02 Store unopened packing cases with the proper side up as indicated on the packing case. Do not place packing cases in such a position that the cards rest on their side or ends.

2.03 Open packing cases on side marked "Open Here".

2.04 Packing cases shall not be opened until it is necessary to replenish the supply of uncrated cards.

2.05 Keep uncrated individual cartons of cards piled on a flat shelf or in a cabinet. Never stack the cartons so that the cards lie on their edges.

2.06 When a case of cards is opened, observe the following procedure so that the cards to be used first will be kept under compression for an appreciable length of time, thereby reducing the possibility of becoming excessively bowed.

(a) Transfer all of the individual cartons of cards to the shelf and arrange them in piles so that as many piles as possible are five cartons high, with any uneven piles not less than three cartons high.

(b) When a pack of cards is needed, withdraw one from the bottom of a 5-high pile. Rearrange the piles, as required, to maintain the pattern described in 2.06(a).

Note: The WAR alarm at the trouble recorder indicates when the card supply in the "in bin" of the perforator needs to be replenished. An entire pack of cards (400) should be placed in the perforator at this time.

(c) When the number of packs is reduced to seven, open another packing case and proceed as in 2.06(a).