

PACKAGING AND HANDLING
COIN COLLECTORS, SHELVES AND BOOTHS

1. GENERAL

1.01 This section is issued to describe certain practices to be followed in the process of removing coin stations, shelves and booths from service and returning them to the Western Electric Company for reconditioning.

1.02 This section is reissued to:

- (a) Provide information regarding identification of coin collectors removed from service with cash boxes in place.
- (b) Add reference to single slot coin collectors.
- (c) Change certain figures and nomenclature of certain material.
- (d) Delete information and reference to material that is no longer valid.

2. REMOVAL AND PREPARATION FOR TRANSIT

2.01 KS-14611, KS-19206, KS-16797, KS-19442, KS-19580 and KS-19425
Outdoor Booths.

Material Needed:

B-179345 Cross Brace Assembly (unless booth has aluminum floor)
B-177178 Skid Assembly
B-560041 Shipping Block
#8 PH Self-Tapping Screw, 1 1/2" long
#105 Rubber Band

Check to determine whether the electrical service has been disconnected. If it has not, notify the proper authority and obtain his instructions before proceeding further. If the electrical service has been disconnected, proceed as outlined below.

Remove drop wire or inside wiring and attachments from the booth. Where the hinged ceiling panel or dome is lowered for this operation, make certain it is refastened securely. Check the ceiling panel or dome in any case to make certain it is securely fastened.

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If the booth has been grounded externally, remove the grounding conductor. If there is a ground rod protruding so as to constitute a tripping hazard, drive it below the surface, cut it off flush, or bend it beneath the surface and cover it.

The coin collector will be returned in the booth. To keep the multi-slot handset from swinging freely during transit bind it tightly to the switchhook with a #105 rubber band twisted to make a double bend around the transmitter with the handset placed as shown in Figure 1. Where a single slot coin collector is present, attach the handset to the switchhook cradle with two strips of F-vinyl tape. See Figure 2.

Remove the bolts from the anchoring brackets and anchors. It is recommended that work gloves be worn for this operation to prevent skinning knuckles on the base of the booth.

Unless the booth has an aluminum floor, install the B-179345 cross brace assembly fastening it securely with P-160384 cap screws in the tapped holes marked "B" in Figure 5. Two ends of the cross braces are marked LF and RF to locate them on the left front and right front of the booth. The cap screws are furnished with the cross brace assembly. See Figures 5 and 6.

Tilt the booth to allow the B-177178 skid assembly to be slid under the anchor brackets. The top of the skid is stencilled to label the front edge, see Figure 5. Position the booth on the skid assembly and fasten it securely with P-423918 cap screws (furnished with the skid), applied in holes marked "A" on Figure 5.

Fasten the door securely in the opened position by installing a B-560041 block in the track assembly using a #8 PH self-tapping screw 1 1/2" long.

If, when the booth is removed from the site, any electrical or telephone conduit will be left protruding above the concrete base, cut the conduit off flush.

If the booth removed was the only coin station at the site, remove any pay station signs indicating the existence of a public telephone.

Fill out the required number of copies of the Returned Material Memorandum, Form 2047, making certain to supply the customer's name, address and telephone number for the coin collector in the booth. Fold the original copy to go back with the booth and place it in the coin return chute. Place a Form E-5653 around the handset.

2.02 Types 5, 6, 10, 11 and KS-19340 Indoor Booths

Material Needed:

B-560041 Shipping Block
#8 PH Self-Tapping Screw, 2" long
#105 Rubber Band

Remove the plug from the electrical outlet.

Remove inside wiring. Where the lens of the light fixture is opened for this operation, make certain it is refastened in the fixture.

Where a ground wire has been run to a building ground, remove the grounding conductor.

In booths equipped with a KS-14125, List 1 or List 2 blower, replace the retaining block used for shipping purposes. This block should have been left in the space above the ceiling after installation.

Bind the handset tightly in the switchhook with a #105 rubber band twisted to make a double band around the receiver as illustrated in Figure 1 to keep it from swinging freely during transit. If the booth is equipped with a single slot collector, attach the handset to the switchhook cradle with two strips of F-vinyl tape. See Figure 2.

Coil the free end of the electric power cable in the space above the ceiling, and fasten the top cover securely in place. Where the top cover is not available, tape the electric power cable in a tight coil and secure the coil in the top of the booth so that it cannot swing free and present a hazard to anyone handling the booth.

Block the door in the opened position by fastening a B-560041 shipping block in the track with a 2", #8 pan head self-tapping screw.

Fill out the required number of copies of the Returned Material Memorandum, Form 2047, making certain to supply the customer's name, address and telephone number for the coin collector in the booth. Fold the original copy to go back with the booth and place it in the coin return chute. Place a Form E-5653 around the handset.

If the booth removed was the only coin station at the site, remove any pay station signs indicating the existence of a public telephone.

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2.03 Shelves 19, 50 PB-350, PB-400, PB-700, PB-800, PB-1000D and PB-2000D.

Remove the subscriber set if present from the shelf and disconnect the inside wiring.

Disconnect the inside wiring from the coin collector and remove the coin collector. Place a Form E-5653 around the handset.

To keep the multi-slot handset from swinging freely during transit, bind it tightly in switchhook with a #105 rubber band twisted to make a double band around the receiver and bind the handset to the side of the coin collector with a #105 rubber band as illustrated in Figure 3. Where a single slot coin collector is present bind the handset to the switchhook cradle with two #105 rubber bands. See Figure 4.

Remove the shelf from the wall making certain that there are no screws or anchors protruding from the backboard so as to cause injury. Remove or conceal any inside wiring left exposed on the wall. A reasonable attempt should be made to plug any holes left in the wall.

When placing the coin collectors, shelves and subscriber sets in the truck for transportation back to the garage, make certain that other materials will not damage them in transit and that they are protected from weather.

If the shelf removed was the only coin station at the site, remove any pay station signs indicating the existence of a public telephone.

2.04 Wall Mounted Coin Stations

Disconnect the inside wiring and remove the subscriber set if present and coin collector from the backboard. Place a Form E-5653 around the handset.

To keep the multi-slot handset from swinging freely during transit, bind it tightly in the switchhook with a #105 rubber band twisted to make a double band around the receiver and bind the handset to the side of the coin collector with a #105 rubber band as illustrated in Figure 2. Where a single slot coin collector is present, bind the handset to the switchhook cradle with two #105 rubber bands. See Figure 4.

Remove the backboard from the wall making certain that there are no screws or anchors protruding from the backboard so as to cause injury. Remove or conceal any inside wiring left exposed on the wall. A reasonable attempt should be made to plug any holes left in the wall.

When placing the coin collectors, backboards and subscribers sets in the truck for transportation back to the garage, make certain that other materials will not damage them in transit and that they are protected from weather.

If the set removed was the only coin station at the site, remove any pay station signs indicating the existence of a public telephone.

3. FINAL DISPOSTION

3.01 When the truck is returned to the garage at the end of the working day, leave the shelves and coin collectors from which the coins have been collected in the rear of the truck. Coin Collectors from which the coins have not been collected will be handled in the following manner:

- (a) Number Plate will remain on set.
- (b) Form E-5653, will be placed around the handset of the coin telephone set, showing the Service Order Number, customer's name address, telephone number, tag number installer's name and date.
- (c) The coin collector will be turned in to the foreman who will arrange to place it in the locker provided for that purpose.

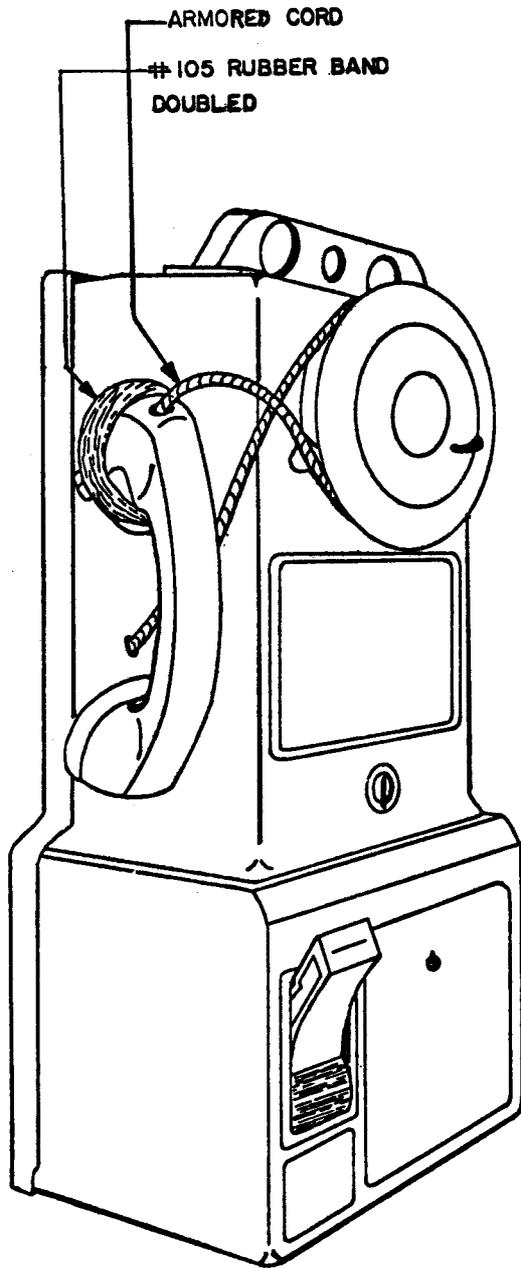


FIGURE 1.

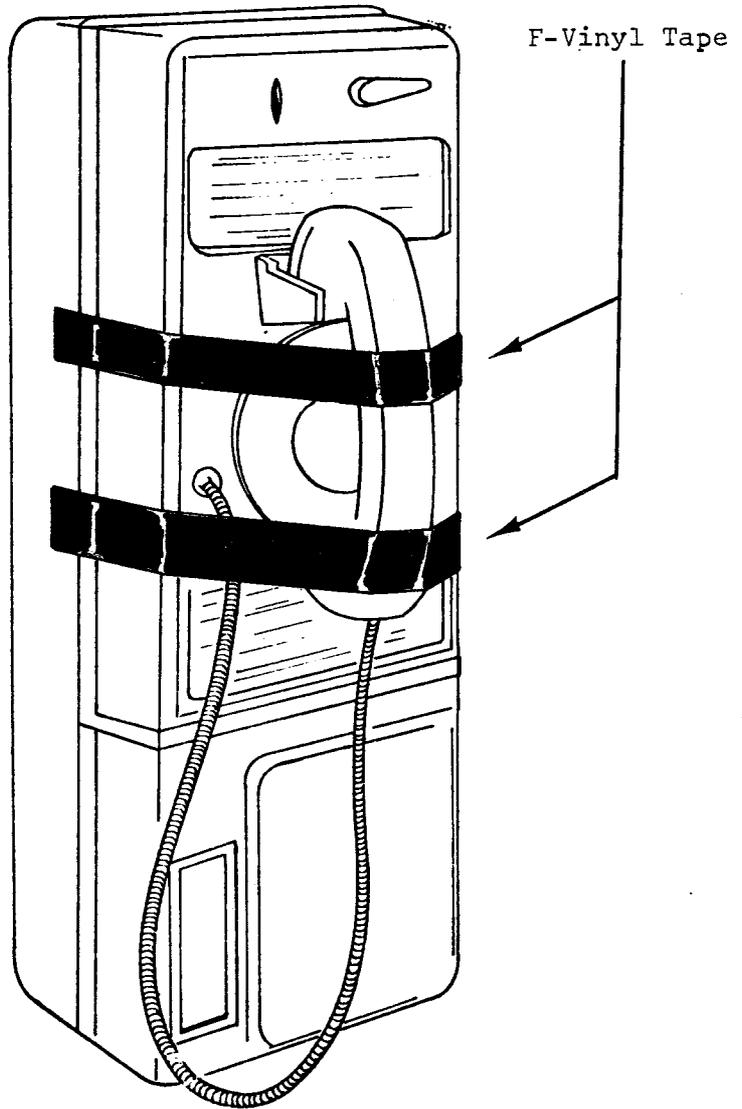


FIGURE 2.

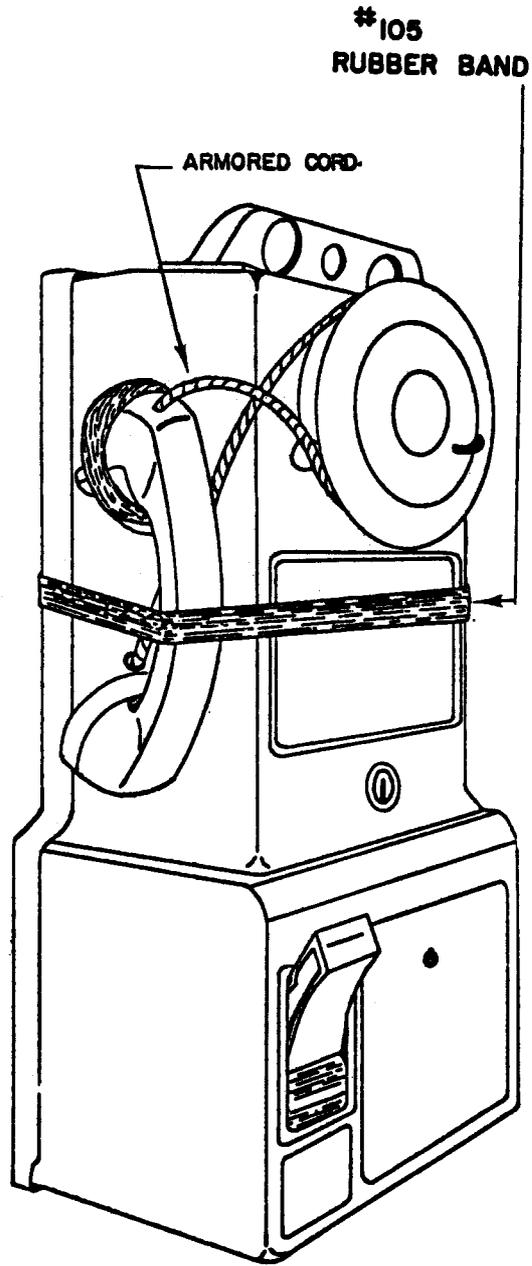


FIGURE 3.

#105 Rubber
Band

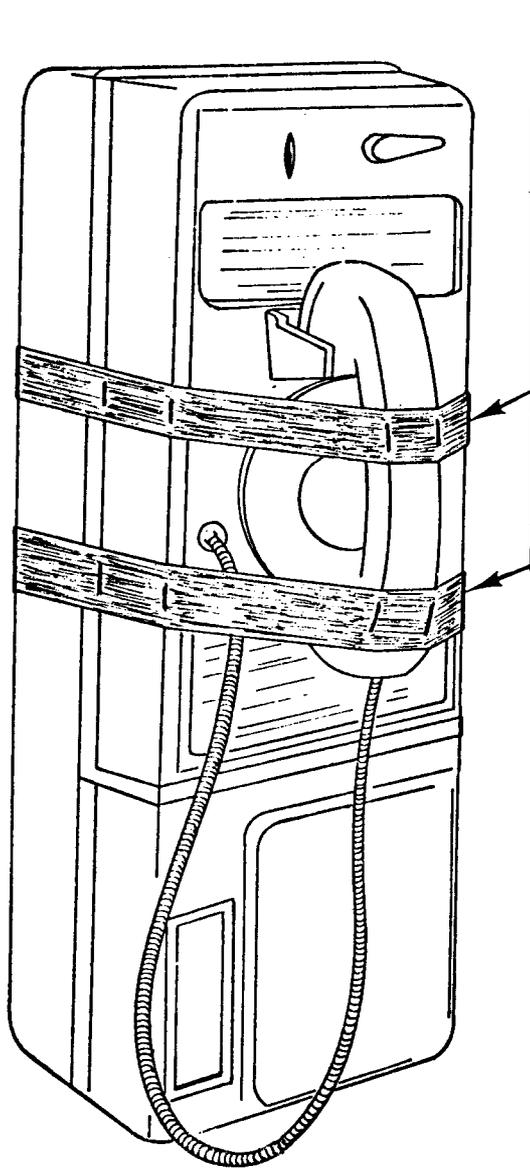
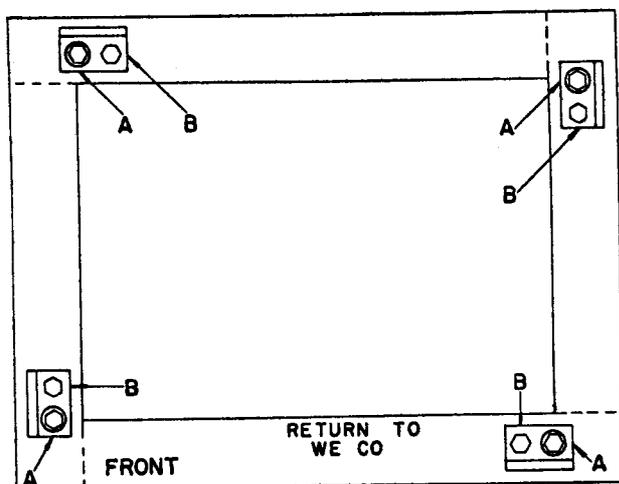


FIGURE 4.



BOOTH BRACKETS MUST
BE MOUNTED INSIDE OF
BOOTH FOR SHIPPING

FIG. 5 SKID ASSEMBLY B-177178

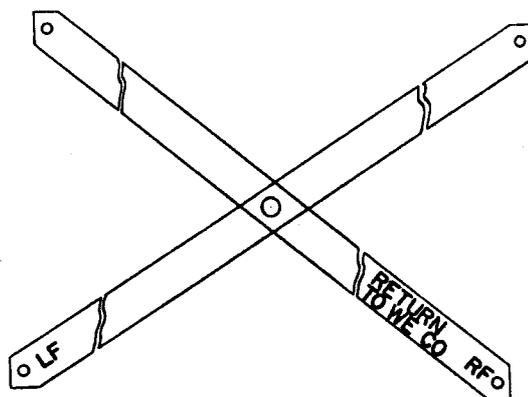


FIG. 6 CROSS BRACE ASSEMBLY B-179345