

FILING EQUIPMENT AND FILING ARRANGEMENTS

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(D) Vertical Card Tray for Subscriber Line Cards	4	1.03 No attempt has been made to portray as- signment center layouts due to varying field conditions. It is recommended, however, that before converting the present page type cable and wire forms to the new card forms, an analysis be made of the equipment described herein to determine the equipment most suitable for each assignment center. Such items as the amount of flexibility required relative to peak work loads, normal work loads, number of cables, size of employee group, etc., should be consid- ered in the analysis.	
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forms. One tray will hold 178 cards. The 7-tray cabinet is 10-1/2" wide by 10" high x 23-1/2" deep. The 13-tray cabinet is 16" high; the other dimensions are the same as the 7-tray.

2.02 The cabinets may be mounted on the special stand, described herein, or on a standard table or desk.

3. DESCRIPTION AND FIELD OF USE OF FILING EQUIPMENT FOR EXCHANGE SUBSCRIBER CABLE RECORD AND ASSOCIATED RECORDS (13" x 9" CARDS)

(A) Tray Cabinet and Cabinet Turntable

Description of Tray Cabinet - Fig. 2

3.01 The tray cabinet is available in 7 or 13-tray capacity. The trays are equipped with wire hangers for 1/4" index visibility. Each hanger mounts two 13" x 9" card forms. One tray will hold a maximum of 102 forms, an equivalent maximum of 5100 cable pairs. The cabinet numbers are D1307-4 (7-tray) and D1313-4 (13-tray). The 7-tray cabinet is 15-1/2" wide x 11" high x 23-1/2" deep. The 13-tray cabinet is 17-17/32" high; the other dimensions are the same as the 7-tray.

3.02 The cabinets may be mounted on the special stand described herein or on a standard table or desk. Can be either stationary or mounted on a cabinet turntable. See Paragraph 3.03.

Description of Cabinet Turntable No. 13CT - Fig. 3

3.03 The cabinet turntable may be obtained for use in areas where references to the record, by other than the assigner, are necessary. See Paragraph 3.05. The cabinet is placed in an angle frame mounted to the turntable. The angle frame is provided to exactly fit the cabinet. To assure easy rotation the turntable revolves on ball bearings.

Field of Use

General

3.04 The tray cabinet lends itself to the housing of all records required by the assigner. Generally, one tray will accommodate a feeder cable record, its associated distributing cables and exchange wire records. However, when these records are in excess of one tray the next tray is used thereby, making it convenient to progressively assign service orders, etc. It is suitable for use in all assignment centers regardless of size.

3.05 The use of the turntable is applicable only when, due to local procedures, references to the records by other than the assigner are necessary. For example, in some areas, it is the practice to have the Commercial Department refer applications for service to the assignment center to determine availability of facilities. In such cases, it would be desirable to use the turntable to avoid undue interference with the assigner's work, i.e., (1) the assigner removes the tray he is using (2) the cabinet is swung around for reference by the employee making the investigation for the service application (3) when the investigation is completed the cabinet is returned to its normal position and the assigner's tray is then placed back in the cabinet.

Large and Intermediate Size Assignment Centers

3.06 In large and intermediate size assignment centers in which it is desired that each assigner is to be responsible for a certain number of cables, the 7 or 13-tray cabinet could be used.

Small Assignment Centers

3.07 In small assignment centers the terminal assignment records may be filed in the tray cabinet with the cable and wire records. If desired, the subscriber line cards may be filed in vertical trays, described herein, which would be placed with the tray cabinet on a standard table or desk or on the special stand illustrated in Fig. 14.

(B) Card Books, Card Book Cabinet, Card Book Racks

Description - Card Books - Figs. 4, 5 and 6

3.08 The card books are 13-3/4" x 15-1/4" made from lightweight material covered with simulated leather and are equipped with wire hangers for 1/4" index visibility. Each hanger mounts two card forms.

3.09 There are four card books available as follows:

- | | |
|---------------|--|
| No. 1315-4-T1 | A two-card column book with a maximum capacity of 92 cards, an equivalent maximum of 4600 cable pairs. |
| No. 1315-4-T2 | A two-card column book - Right column arranged for a total of 78 terminal assignment cards. The left column is arranged for a total of 46 cable record forms, an equivalent maximum of 2300 cable pairs. |

No. 1315-4-T3 A one-card column book with a maximum capacity of 46 cable record forms, an equivalent maximum of 2300 cable pairs.

No. 1315-4-T4 A one-card column book with a maximum capacity of 78 terminal assignment (8" x 5") cards.

3.10 The card books may be housed in the card book cabinet, the card book rack or rotary files. These housing arrangements are described in the following paragraphs.

Note: The hinges on the card book are so designed that the hinge pins may be removed. This will allow for (a) the microfilming of the records (when a tripod type of camera is used), without removing the cards from the hangers; (b) the flexibility of changing a one-card column book into a two-card column book or vice versa. The ordering information covering the various piece parts is described in Part 4 of this section.

Description - Card Book Cabinet - No. 10-BB-15T - Fig. 7

3.11 The card book cabinet is available with both sides open and has a housing capacity of 10 card books. It is 22-1/4" wide x 17-1/2" high x 19-1/4" deep and can be placed on the card book cabinet stand described herein or on a standard table or desk. See Paragraph 3.23.

Description - Card Book Rack - Fig. 8

3.12 The card book rack is an open file and is available in units of three-book capacity per unit. Additional intermediate sections of one-book capacity are also available. The latter units are supplied with stove bolts for attaching to existing units. The three-book rack is numbered CBR-3-T and is 6-1/4" wide x 14-1/2" high x 14" deep. The one-book rack is numbered CBR-1-T. Compartments in all units are 2" wide.

Field of Use

General

3.13 The card book cabinet may be used in all assignment centers regardless of size. The card book rack lends itself for use in small assignment centers.

Large and Intermediate Assignment Centers

3.14 In large and intermediate size assignment centers the card book cabinet may be used as individual units, i.e., one, two or three cabinets per unit.

Small Assignment Centers

3.15 The use of the card book cabinet in the small assignment centers does not offer any advantages, except that the terminal assignment record may be filed in one of the card books if desired. The use of the card book rack is advantageous in those centers where only three or four-card books are involved.

(C) Rotary Files - Nos. 100-T, 100-T2, 50-T and 50-T2

Description - Figs. 9 and 10

3.16 There are four rotary files available as follows:

No. 100-T Capacity for 100 card books. The tier is equipped with a motor operated by two pushbuttons at each work position. One push button operates the tier in a clockwise direction, the other push button operates the tier in a counterclockwise direction.

No. 100-T2 Capacity for 100 card books. The tier is equipped with a motor operated by two push buttons at each work position. One push button operates the tier in a clockwise direction, the other push button operates the tier in a counterclockwise direction. Also, equipped with a second rotary tier, non-motorized, which rotates independently of the card book tier. This latter tier is used for mounting the number 131175-SC stationery cabinet described in Paragraph 3.36 (C).

No. 50-T Capacity for 50 card books. Equipped the same as the number 100-T rotary file.

No. 50-T2 Capacity for 50 card books. Equipped the same as the number 100-T2 rotary file.

3.17 The motorized and non-motorized tiers on the rotary files numbered 100-T and 100-T2 are 7' 2" in diameter and are 4' 10-3/8" on the rotary files numbered 50-T and 50-T2.

3.18 The motorized tiers on the rotary files are at the standard table or desk height, i.e., 30".

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3.19 Standard tables may be used for the work positions around the rotary files. However, as an optional feature, there is a special table, numbered 4230-T, available for this purpose. The table is of metal construction, is 42" x 30" in size and may be obtained with a covering of extremely hard material called "micarta" or, with a covering of standard linoleum. See Fig. 11.

Field of Use

3.20 The rotary file is suitable for use in the large assignment centers where it is desired that all cable records and exchange wire records are to be centralized and the assigners are not necessarily responsible for certain cable records.

(D) Vertical Card Tray for Subscriber Line Cards

3.21 Vertical card trays are available for filing subscriber line cards. They are used as described in Paragraph 3.07. See Fig. 14.

3.22 The ordering information for the vertical card trays is contained in Section F31.001.

(E) Cabinet Stands

General

3.23 Cabinet stands of tubular steel which may be used for mounting the various cabinets, are available in units for one or more tray or card book cabinets up to 67-1/2" in width.

3.24 All stands are the standard height but may be obtained in non-standard heights if desired locally. Shelf heights will depend upon whether stationary or sliding shelves are required. The latter shelves are slightly lower than the standard 30".

3.25 The work shelves may be obtained with a covering of extremely hard material called "Micarta" or, with a covering of standard linoleum.

3.26 The stands are equipped with dome glides which eliminate movement of the stand under normal usage. If mobility is desired, they can be obtained with 1-3/4" ball-bearing casters or, 4" rubber tired ball-bearing casters.

Stand No. 80-T - For the Terminal Assignment Tray Cabinet Nos. 87-3 and 813-3 - Fig. 12

3.27 These stands may be equipped with sliding or stationary work shelves.

3.28 Storage drawers of 16-1/2" deep and 3" high fastened to the sliding or stationary shelves, are also available.

Stand No. 130-T - For the Nos. D1307-4 and D1313-4 Cable and Wire Records Tray Cabinets - Fig. 13

3.29 These stands are equipped with a stationary or drop-leaf work shelf on one side or both sides. Will accommodate up to a maximum of four cabinets.

3.30 The stands may be aligned side by side or placed as individual units.

Stand No. 130-T - For the Cable and Wire Record Tray Cabinets Nos. D1307-4 and D1313-4 with Vertical Trays - Fig. 14

3.31 Same features as described in Paragraph 3.29.

Stand No. 131-T-T - For the Cable and Wire Tray Cabinets Nos. D1307-4 and D1313-4 in Conjunction with the No. 13CT Turntable - Fig. 15

3.32 Same features as described in Paragraph 3.29.

Stand No. 1310-T - For the No. 10-BB-15T Card Book Cabinet - Figs. 16 and 17

3.33 The stand for the card book cabinet has the same features as the tray cabinet stand No. 130-T described in Paragraph 3.29. However, the work shelves are larger due to the fact that additional work space is required to allow for the width of the card book when in an open position.

3.34 The stands may be aligned side by side or placed as individual units.

Stand No. 131175-T - For Mounting the Stationery Cabinet Numbered 131175-SC - Fig. 18

3.35 This stand is especially designed for mounting the number 131175-SC stationery cabinet described in Paragraph 3.36. It is 18" high which will allow the stand, with the stationery cabinet mounted thereon, to be placed under the number 100-T and 50-T rotary files if so desired.

(F) Stationery Cabinets - Figs. 19, 20 and 21

Description and Use

3.36 Three cabinets for the housing of stationery, forms, service orders, etc., are available as follows:

- (a) Arranged for placing on top of the 7 or 13-tray cabinets numbered D1307-4 and D1313-4. Equipped with movable horizontal

shelving. Also, has a storage space for stationery, forms, etc., with a lift-up door situated in the top of the cabinet. See Fig. 19.

(b) Arranged for placing on top of the card book cabinet. Open both sides to conform with the two-position card book cabinet. Equipped with movable horizontal shelving. See Fig. 20.

(c) Arranged for mounting on the rotary file shelf (Paragraph 3.16). Can also be mounted on a standard table or desk or, on the special stand, No. 131175-T, described in Paragraph 3.35. The dimensions of the cabinet are 15-1/2" wide x 11" high x 11-3/4" deep. Equipped with movable horizontal shelving. See Fig. 21.

(G) Miscellaneous Items of Supplies and Equipment

3.37 In addition to the equipment described in the preceding paragraphs, there are also miscellaneous items of supplies and equipment available, e.g., indexing labels, celluloid index windows, card trays, etc. These miscellaneous items are a part of the cabinets, card books, etc., therefore, it is not necessary to order them separately when the equipment is ordered. However, they may be obtained to replace worn out items of supplies and equipment already in use. The complete ordering information is contained in Paragraph 4.02, Item (k).

(H) Bottom Line Card Holder - Fig. 22

3.38 To insure positive and speedy indexing at the bottom of the 8" x 5" and 13" x 9" card forms, the "Bottom Line Card Holder" is available. Complete directions for use are supplied with the holders.

4. ORDERING INFORMATION

4.01 Orders for the filing and auxiliary equipment should be complete in all details to insure that they will be filled correctly. This applies particularly when ordering cabinet stands due to the various combinations of features available for local requirements.

4.02 The following is the detailed ordering information for all equipment except the cabinet stands. These latter are not in detail due to the reasons mentioned in Paragraph 4.01.

(a) 7 and 13-Tray Cabinets for Terminal Assignment Record (8" x 5" Card Forms)

7-Tray - Acme, No. 87-3:

(Quantity) Cabinet, Tray, Acme No. 87-3

13-Tray - Acme, No. 813-3:

(Quantity) Cabinet, Tray, Acme No. 813-3

(b) 7 and 13-Tray Cabinets for Cable Records and Associated Records (13" x 9" Card Forms)

7-Tray - Acme, No. D1307-4:

(Quantity) Cabinet, Tray, Acme No. D1307-4

13-Tray - Acme, No. D1313-4:

(Quantity) Cabinet, Tray, Acme No. D1313-4

(c) Turntable No. 13CT for 7 and 13-Tray Cabinets, Nos. D1307-4 and D1313-4 (See Item (i) (3))

(Quantity) Turntable, Acme No. 13CT

(d) Card Books

Two-Card Column Book for 13" x 9" Cards in Each Column - Acme, No. 1315-4-T1:

(Quantity) Book, Card, Acme No. 1315-4-T1

Two-Card Column Book - Right Column for 8" x 5" Cards. Left column for 13" x 9" Cards - Acme, No. 1315-4-T2:

(Quantity) Book, Card, Acme No. 1315-4-T2

One-Card Column Book for 13" x 9" Cards - Acme, No. 1315-4-T3:

(Quantity) Book, Card, Acme No. 1315-4-T3

One-Card Column Book for 8" x 5" Cards - Acme, No. 1315-4-T4:

(Quantity) Book, Card, Acme No. 1315-4-T4

(e) Card Book Cabinet - Acme, No. 10-BB-15T:

(Quantity) Cabinet, Book, Card, Acme No. 10-BB-15T

(f) Card Book Racks

Initial Units - Three-Book Capacity - Acme, No. CBR-3-T:

(Quantity) Rack, Book, Card, Acme No. CBR-3-T

Intermediate Units - One-Book Capacity - Acme, No. CBR-1-T:

(Quantity) Rack, Book, Card, Acme No. CBR-1-T

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(g) Rotary Files (Less Table Unit) Acme, Numbers 100-T, 100-T2, 50-T and 50-T2

Typical ordering examples (specify voltage):

(Quantity) File, Rotary, Acme No. ()
Equip with push buttons for four positions,
110V-AC.

(Quantity) File, Rotary, Acme No. () Equip
with push buttons for six positions, 110V-AC.
Equip shelf with one No. 131175-SC station-
ery cabinet.

(h) Table Units - Acme, No. 4230-T (Used with Rotary Files)

Specify if micarta or linoleum top. Typical
ordering example:

(Quantity) Unit, Table, Acme No. 4230-T -
Micarta Top

(i) Cabinet Stands

(1) No. 80-T, used for tray cabinets num-
bered 87-3 and 813-3 (8" x 5" cards)
can be equipped with a combination of the
following features:

Maximum of 6 cabinets per stand.

Legs equipped with:

- (a) Dome glides
- (b) 1-3/4" casters
- (c) 4" casters

Shelves on one side.

Type of shelves:

- (a) Sliding
- (b) Drop-leaf
- (c) Stationary

Shelf top:

- (a) Micarta
- (b) Linoleum

Drawers are available.

Typical ordering example:

(Quantity) Stand, Cabinet, Acme, No. 80-T,
equipped for three Acme No. () cabinets
with 1-3/4" casters, micarta stationary
shelves with drawers.

(2) No. 130-T used for tray cabinets num-
bered D1307-4 and D1313-4 (13" x 9"
cards) with vertical trays if desired. See
Paragraphs 3.07, 3.21 and 3.31. Can be
equipped with a combination of the following
features:

Maximum of 4 cabinets per stand. (No turn-
table - See item (3) below.)

Legs equipped with:

- (a) Dome glides
- (b) 1-3/4" casters
- (c) 4" casters

Shelves on both sides or one side.

Type of shelves:

- (a) Drop-leaf
- (b) Sliding

Shelf top:

- (a) Micarta
- (b) Linoleum

Typical ordering examples:

(Quantity) Stand, Cabinet, Acme No. 130-T,
equipped for two Acme No. () cabinets
with dome glides, micarta stationary shelves
on one side.

(Quantity) Stand, Cabinet, Acme No. 130-T,
equipped for one Acme No. () cabinet and
three trays, vertical Acme No. () with
micarta, sliding shelves on one side.

(3) No. 131-T-T, used for tray cabinets
numbered D1307-4 and D1313-4 (13" x 9"
cards) in conjunction with the number 13CT
turntable. Can be equipped with a combina-
tion of the following features:

Maximum of one cabinet per stand.

Legs equipped with:

- (a) Dome glides
- (b) 1-3/4" casters
- (c) 4" casters

Shelves on both sides or one side.

type of shelves:

- (a) Drop-leaf
- (b) Stationary

Shelf top:

- (a) Micarta
- (b) Linoleum

Typical ordering example:

(Quantity) Stand, Cabinet, Acme No. 131-T-T, equipped with one Acme No. () cabinet and Acme No. 13CT turntable, dome glides, micarta stationary shelf on one side and micarta drop-leaf shelf on other side.

(4) No. 1310-T used for card book cabinet numbered 10-BB-15T (13" x 9" cards), can be equipped with a combination of the following features:

Maximum of 3 cabinets per stand.

Legs equipped with:

- (a) Dome glides
- (b) 1-3/4" casters
- (c) 4" casters

Shelves on both sides.

Types of shelves:

- (a) Drop-leaf
- (b) Stationary

Shelf top:

- (a) Micarta
- (b) Linoleum

Typical ordering examples:

(Quantity) Stand, Cabinet, Acme No. 1310-T, equipped for two Acme No. 10-BB-15T cabinets, with dome glides, micarta stationary shelves.

(Quantity) Stand, Cabinet, Acme No. 1310-T, equipped for three Acme No. 10-BB-15T cabinets, with dome glides, micarta stationary shelf on one side and micarta drop-leaf shelf on other side.

(5) No. 131175-T used for mounting the stationery cabinet No. 131175-SC (associated with rotary files)

Can be equipped with the following features:

Legs equipped with:

- (a) Dome glides
- (b) 1-3/4" casters
- (c) 4" casters

Shelves not available.

Typical ordering example:

(Quantity) Stand, Cabinet Acme No. 131175-T, equipped with dome glides

(j) Stationery Cabinets

(1) No. 13-SC (associated with tray cabinets numbered D1307-4 and D1313-4):

(Quantity) Cabinet, Stationery, Acme No. 13-SC

(2) No. 1315-SC (associated with card book cabinet numbered 10-BB-15T)

(Quantity) Cabinet, Stationery, Acme No. 1315-SC

(3) No. 131175-SC (associated with rotary files)

(Quantity) Cabinet, Stationery, Acme No. 131175-SC

(k) Miscellaneous Items of Supplies and Equipment

Note 1: See Paragraph 3.37.

Note 2: Labels are furnished in minimum orders of 12 sheets.

Note 3: Celluloid windows are furnished in minimum orders of 12 pieces.

(1) Labels for indexing trays in cabinets numbered 87-3 and 813-3 (7 labels per sheet - order by sheet):

(Quantity) Sheet, Label, Index, Cabinet, Tray, Acme No. ()

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(2) Labels for indexing trays in cabinets numbered D1307-4 and D1313-4 (7 labels per sheet - order by sheet):

(Quantity) Sheet, Label, Index, Cabinet, Tray, Acme No. ()

(3) Paper inserts for indexing card book cabinet (6 inserts per sheet - order by sheet):

(Quantity) Sheet, Insert, Index, Cabinet, Book, Card, Acme No. ()

(4) Paper inserts for indexing stationery cabinets (7 inserts per sheet - order by sheet):

(Quantity) Sheet, Insert, Index, Stationery Cabinet

(5) Labels for indexing card books numbered 1315-4-T1, 1315-4-T2, 1315-4-T3 and 1315-4-T4 (10 labels per sheet - order by sheet):

(Quantity) Sheet, Label, Index, Book, Card, Acme No. ()

(6) Paper inserts for indexing book racks (7 inserts per sheet with 3 index spaces per insert - order by sheet):

(Quantity) Sheet, Insert, Index, Rack, Book, Acme No. ()

(7) Paper inserts for indexing rotary files numbered 100-T, 100-T2, 50-T and 50-T2 (10 index spaces per insert - order by piece):

(Quantity) Insert, Index, File, Rotary, Acme No. ()

(8) Celluloid windows for covering labels on trays in cabinets numbered 87-3 and 813-3 (order by piece):

(Quantity) Window, Cabinet, Tray, Acme No. ()

(9) Celluloid windows for covering index labels on trays in cabinets numbered D1307-4 and D1313-4 (order by piece):

(Quantity) Window, Cabinet, Tray, Acme No. ()

(10) Celluloid windows for covering index inserts on card book cabinet No. 10-BB-15T (order by piece):

(Quantity) Window, Cabinet, Book, Card, Acme No. ()

(11) Celluloid windows for covering index inserts on stationery cabinets (order by piece):

(Quantity) Window, Cabinet, Stationery, Acme

(12) Celluloid windows for covering index labels on card books numbered 1315-4-T1, 1315-4-T2, 1315-4-T3 and 1315-4-T4. (Order by piece):

(Quantity) Window, Book, Card, Acme No. ()

(13) Celluloid windows for covering index inserts on book racks. (Order by piece):

(Quantity) Window, Celluloid, Rack, Book, Acme

(14) Celluloid windows for covering index inserts on rotary files numbered 100-T, 100-T2, 50-T and 50-T2. (Order by piece):

(Quantity) Windows, File, Rotary, Acme No. ()

(15) Bottom Line Card Holders

No. 8T (for 8" x 5" cards):

(Quantity) Holder, Card, Line, Bottom, Acme No. 8T

No. 13T (for 13" x 9" cards):

(Quantity) Holder, Card, Line, Bottom, Acme No. 13T

(16) Wire Hangers

No. 8F3D. These are for 3/16" index visibility. Used in cabinets numbered 87-3 and 813-3. (Order by piece):

(Quantity) Hanger, Wire, Acme No. 8F3D

No. 8F4D. These are for 1/4" index visibility. Used in cabinets numbered D1307-4 and D1313-4 and in card books numbered 1315-4-T1, 1315-4-T2, 1315-4-T3 and 1315-4-T4. (Order by piece):

(Quantity) Hanger, Wire, Acme No. 8F4D

(17) Trays for Tray Cabinets

Order by piece and specify cabinet number.

Typical ordering example:

(Quantity) Tray, Cabinet, Acme No. ()

(1) Card Book Parts

Parts available for the conversion of card books are as follows:

Half Books

*RIGHT HALF NO.	SIZE OF CARD	*LEFT HALF NO.	SIZE OF CARD	FOR CARD BOOK NO.
1315-4-T1-R	13"x9"	1315-4-T1-L	13"x9"	1315-4-T1
1315-4-T2-R	8"x5"	1315-4-T2-L	13"x9"	1315-4-T2
1315-4-T3-R	None	1315-4-T3-L	13"x9"	1315-4-T3
1315-4-T4-R	None	1315-4-T4-L	13"x9"	1315-4-T4

*Use these numbers when ordering.

Typical ordering example:

(Quantity) Book, Card, Half, Acme No. ()

Hinge Plates:

*No.	For Card Book No.
1315-4-T1-2	1315-4-T1) Two-Card Column 1315-4-T2) Books
1315-4-T3-4	1315-4-T3) One-Card Column 1315-4-T4) Books

*Use these numbers when ordering.

Typical ordering example:

(Quantity) Plate, Hinge, Book, Card, Acme No. ()

Hinge Pins

Note: The hinge pins will fit all card books

Typical ordering example (Specify book number):

(Quantity) Pin, Hinge, Book, Card, Acme No. ()

5. ILLUSTRATIVE FIGS. 1 THROUGH 22 - FILING EQUIPMENT

5.01 Figs. 1 through 22 illustrate the items of filing equipment and auxiliary equipment.

5.02 The following is a list of the figures by number and title:

No.	Title
1	Illustrates 7-Tray Cabinet, No. 87-3 - Used for Terminal Assignment Record - 8" x 5" Cards
2	Illustrates 7-Tray Cabinet, No. D1307-4 - Used for Exchange Cable Record and Associated Records - 13" x 9" Cards
3	Illustrates Turntable No. 13CT, for Use with Tray Cabinets Nos. D1307-4 and D1313-4

No.	Title
4.	Illustrates Two-Card Column Book, No. 1315-4-T1 - Used for Cable Record and Associated Records (13" x 9" Cards Only)
5	Illustrates Two-Card Column Book No. 1315-4-T2 - Used for Terminal Assignment (8" x 5") Cards in Right Column and for Cable Record and Associated Records (13" x 9" Cards) in Left Column
6	Illustrates One-Card Column Book, No. 1315-4-T3 - with Cable Record and Associated Records - (13" x 9" Cards Only)
7	Illustrates Card Book Cabinet, No. 10-BB-15T
8	Illustrates Card Book Racks
9	Illustrates Rotary File No. 100-T - 100 Card Book Capacity
10	Illustrates Rotary File, No. 100-T2 - 100 Card Book Capacity Equipped with Shelf for No. 131175-SC Stationery Cabinet
11	Illustrates Individual Table Unit, No. 4230-T - Associated with Rotary Files, Numbers 100-T, 100-T2, 50-T and 50-T2
12	Illustrates Stand No. 80-T - Used for Mounting a Maximum of Six No. 87-3 or No. 813-3 Tray Cabinets
13	Illustrates Tray Cabinet Stand, No. 130-T - Used for Mounting a Maximum of Four No. D1307-4 or D1313-4 Tray Cabinets
14	Illustrates Stand No. 130-T with a Tray Cabinet No. D1307-4 and Vertical Trays
15	Illustrates Stand No. 131-T-T - Used for Mounting Tray Cabinets Nos. D1307-4 and D1313-4 in Conjunction with Turntable
16	Illustrates Stand No. 1310-T - For Mounting Card Book Cabinet No. 10-BB-15T
17	Illustrates Dimensions of Two Card Book Cabinets No. 10-BB-15T, Mounted on Stand No. 1310-T
18	Illustrates Stand No. 131175-T - Used for Mounting Stationery Cabinet No. 131175-SC
19	Illustrates Stationery Cabinet, No. 13-SC - Associated with Tray Cabinets Nos. D1307-4 and D1313-4
20	Illustrates Stationery Cabinet, No. 1315-SC Associated with Card Book Cabinet No. 10-BB-15T
21	Illustrates Stationery Cabinet, No. 131175-SC - Associated with Rotary Files
22	Illustrates Bottom Line Card Holder



Fig. 1 - Illustrates 7-Tray Cabinet, No. 87-3, - Used for Terminal Assignment Record - 8" x 5" Cards - See Fig. 12

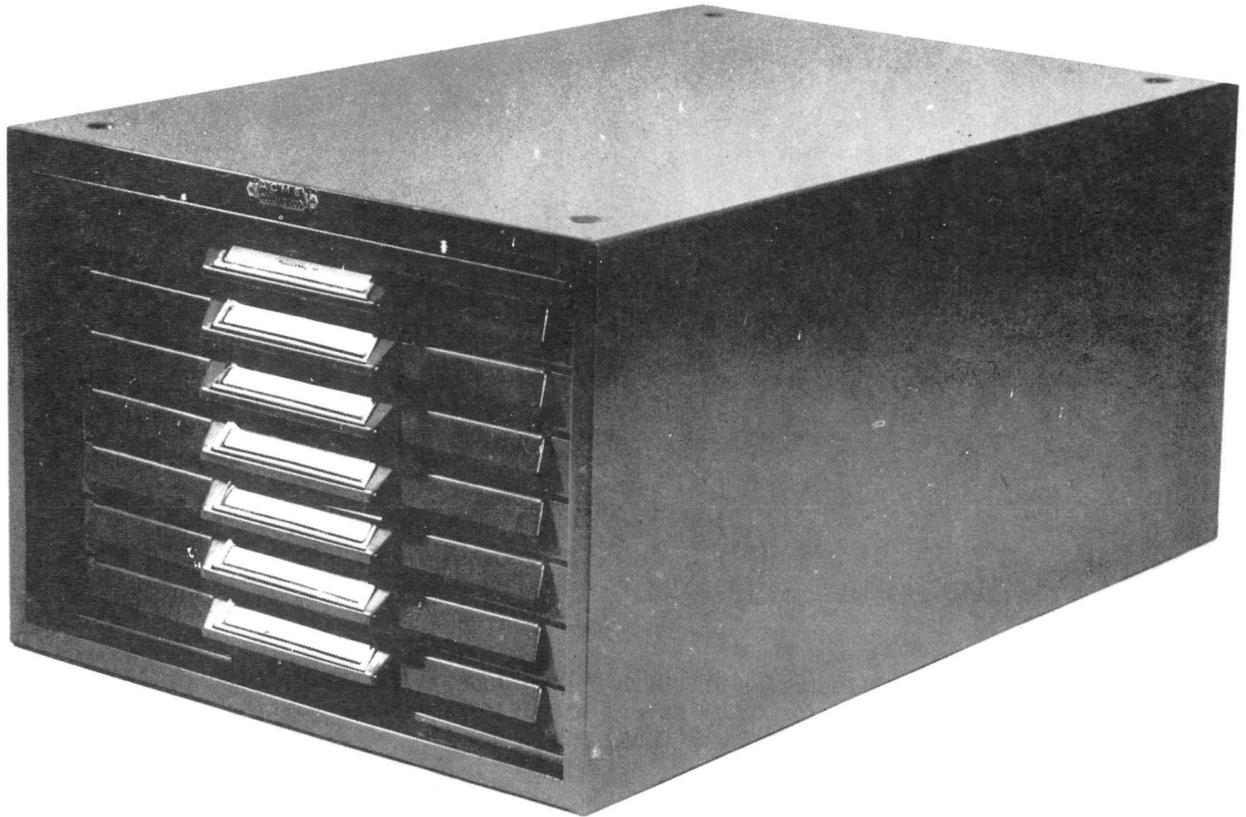


Fig. 2 - Illustrates 7-Tray Cabinet, No. D1307-4 - Used for Exchange Cable Record and Associated Records - 13" x 9" Cards - See Fig. 13



Fig. 3 - Illustrates Turntable No. 13CT - For Use with Tray Cabinets Nos. D1307-4 and D1313-4

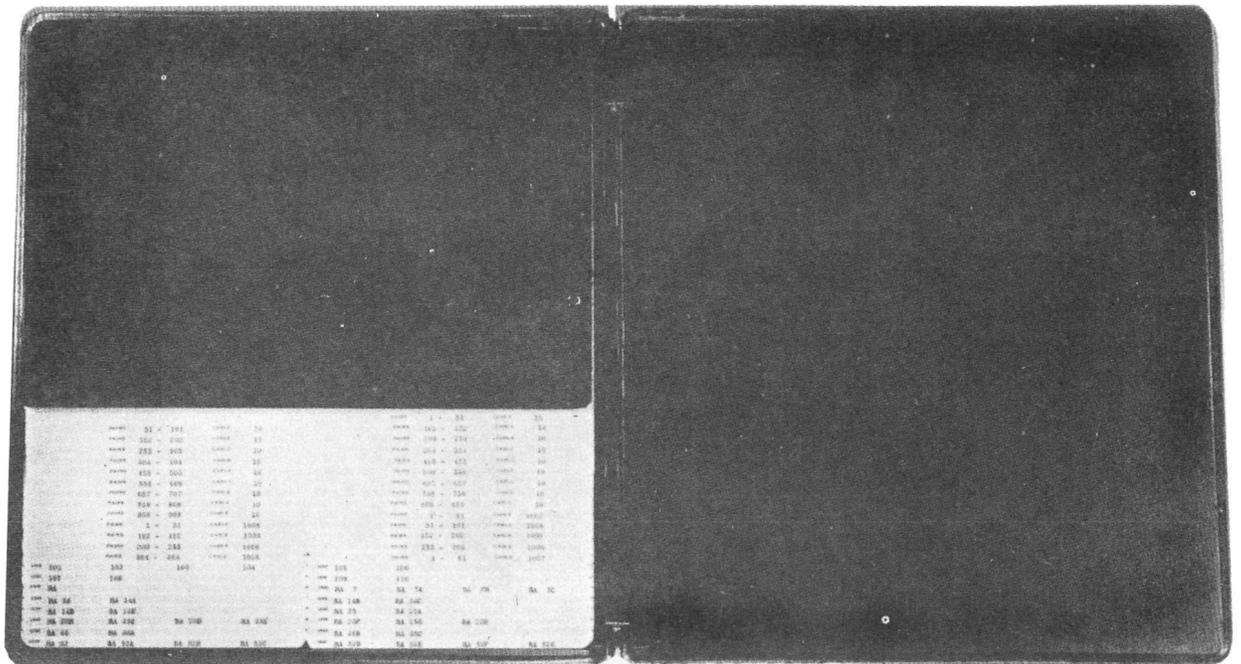


Fig. 6 - Illustrates One-Card Column Book, No. 1315-4-T3 with Cable Record and Associated Records - (13" x 9" Cards Only)

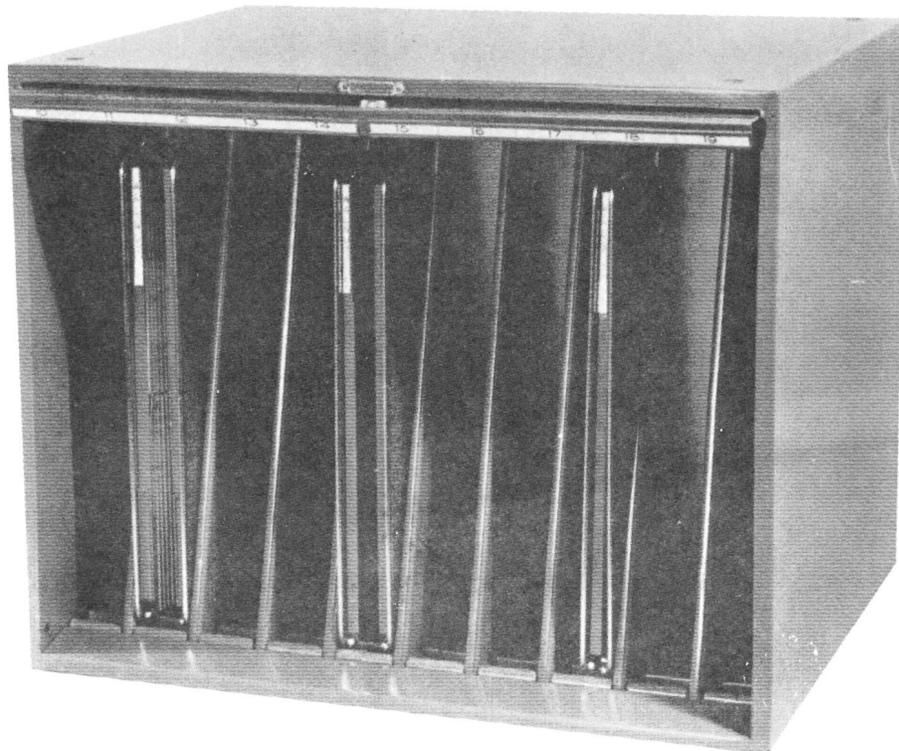


Fig. 7 - Illustrates Card Book Cabinet, No. 10-BB-15T - See Fig. 16

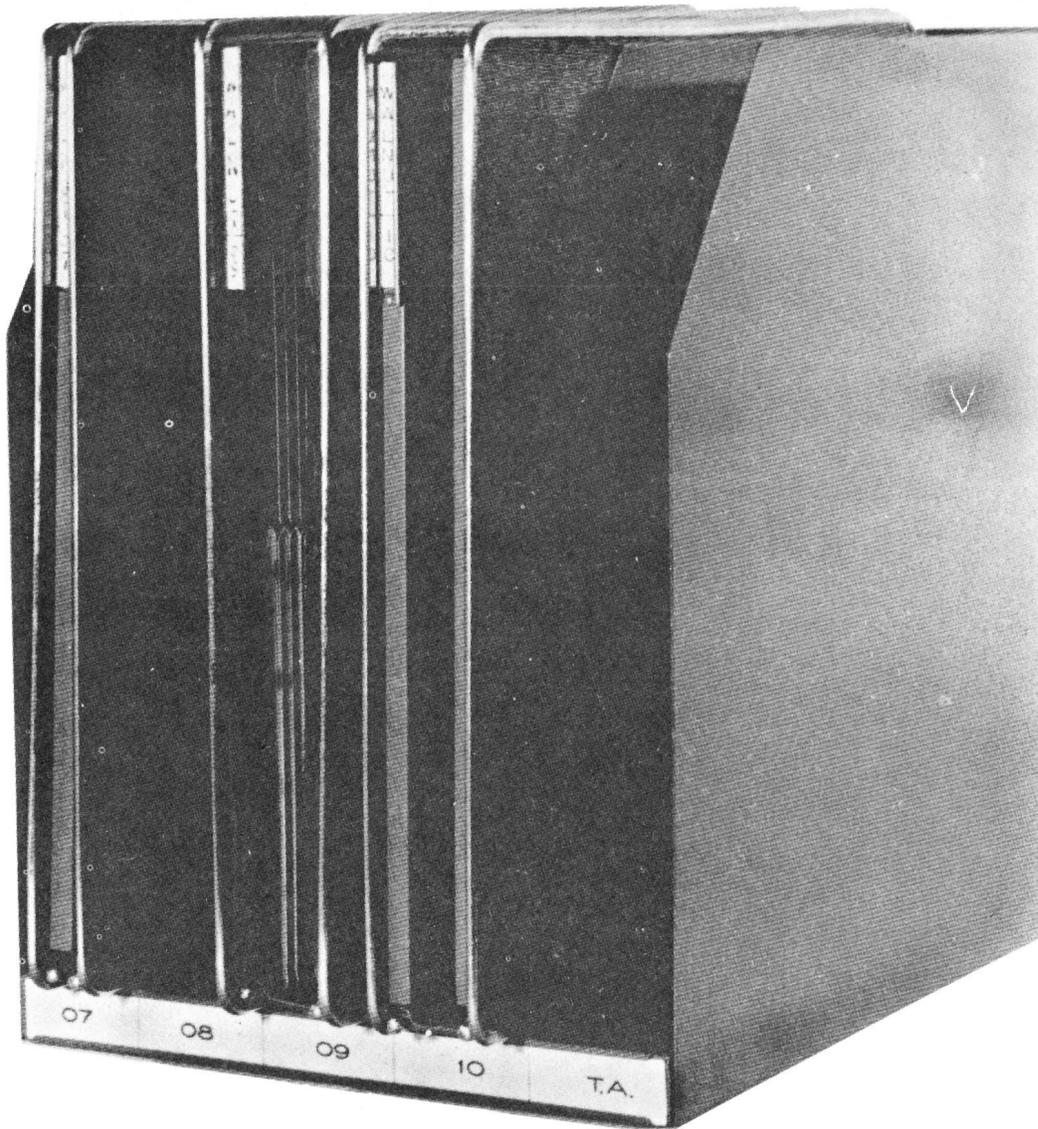


Fig. 8 - Illustrates Card Book Racks

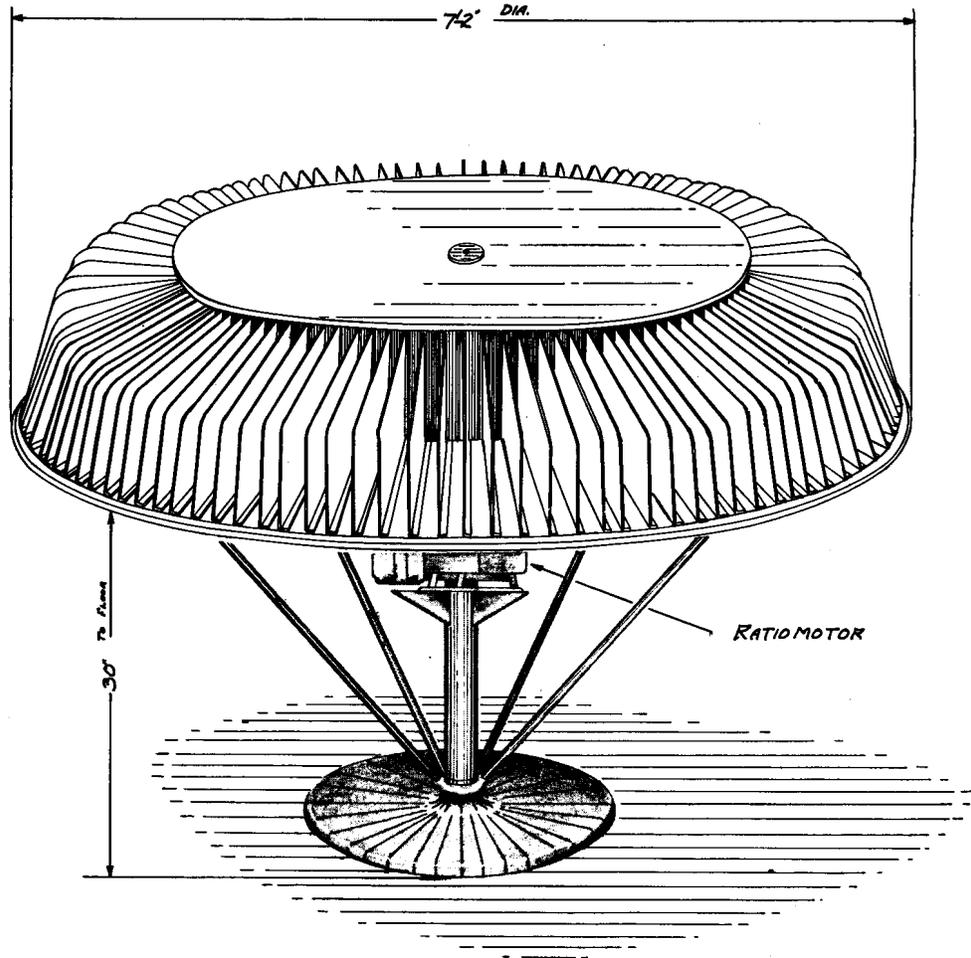


Fig. 9 - Illustrates Rotary File No. 100-T -
100 Card Book Capacity

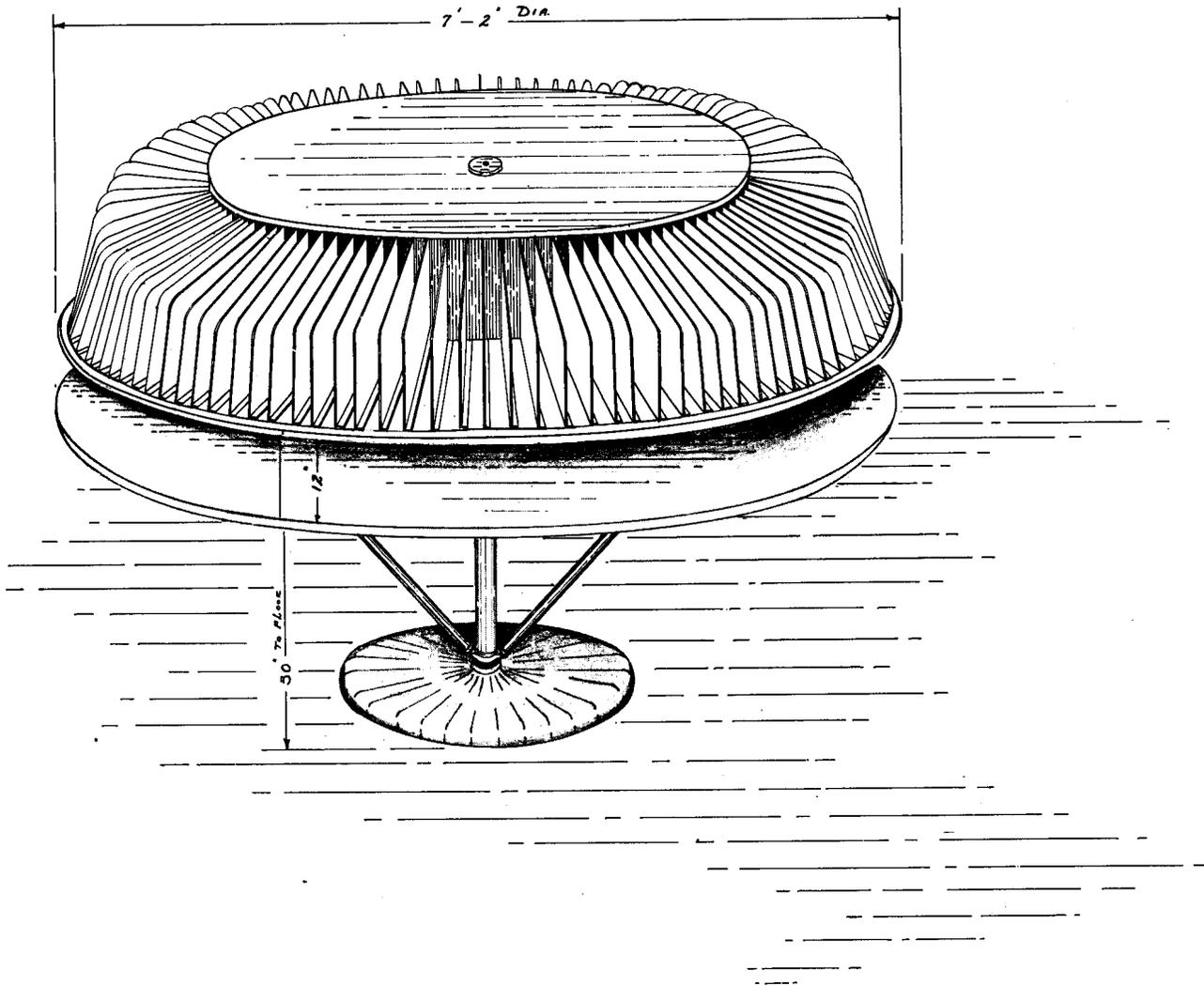


Fig. 10 - Illustrates Rotary File, No. 100-T2 100 Card Book Capacity. Equipped with Shelf.

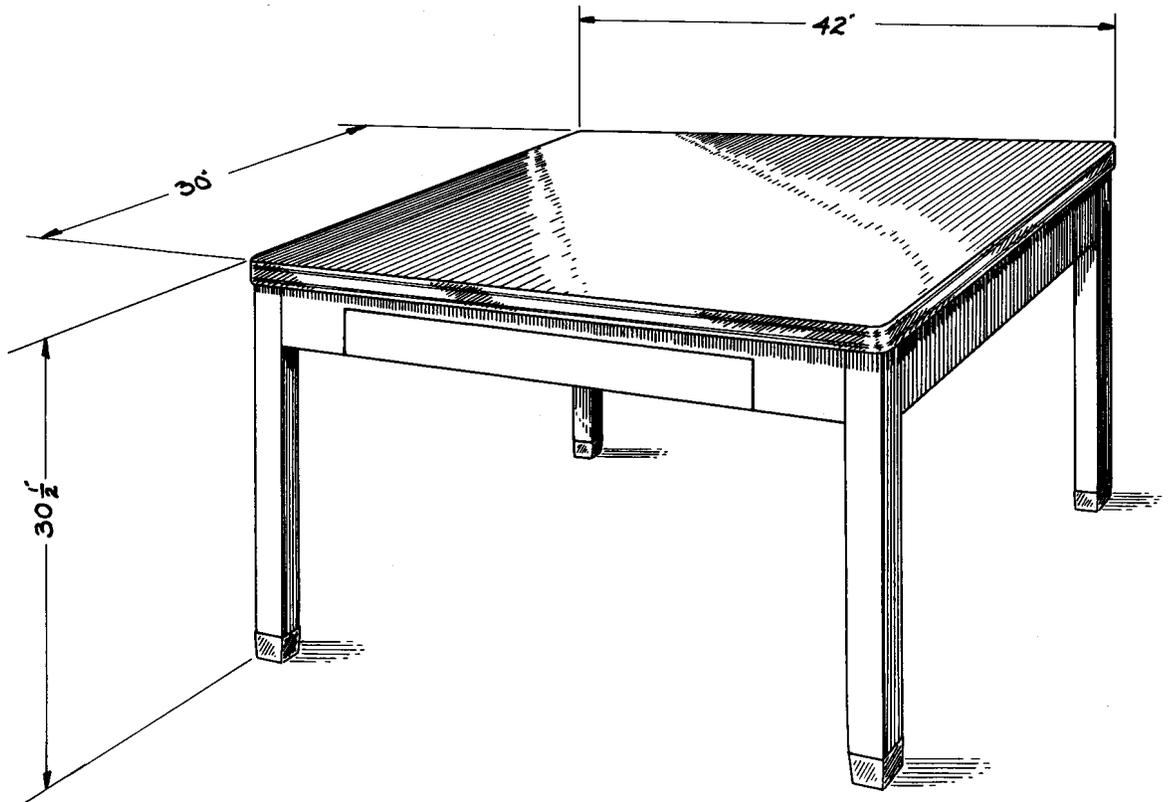


Fig. 11 - Illustrates Individual Table Unit, No. 4230-T -
Associated with Rotary Files, Numbers 100-T,
100-T2, 50-T and 50-T2

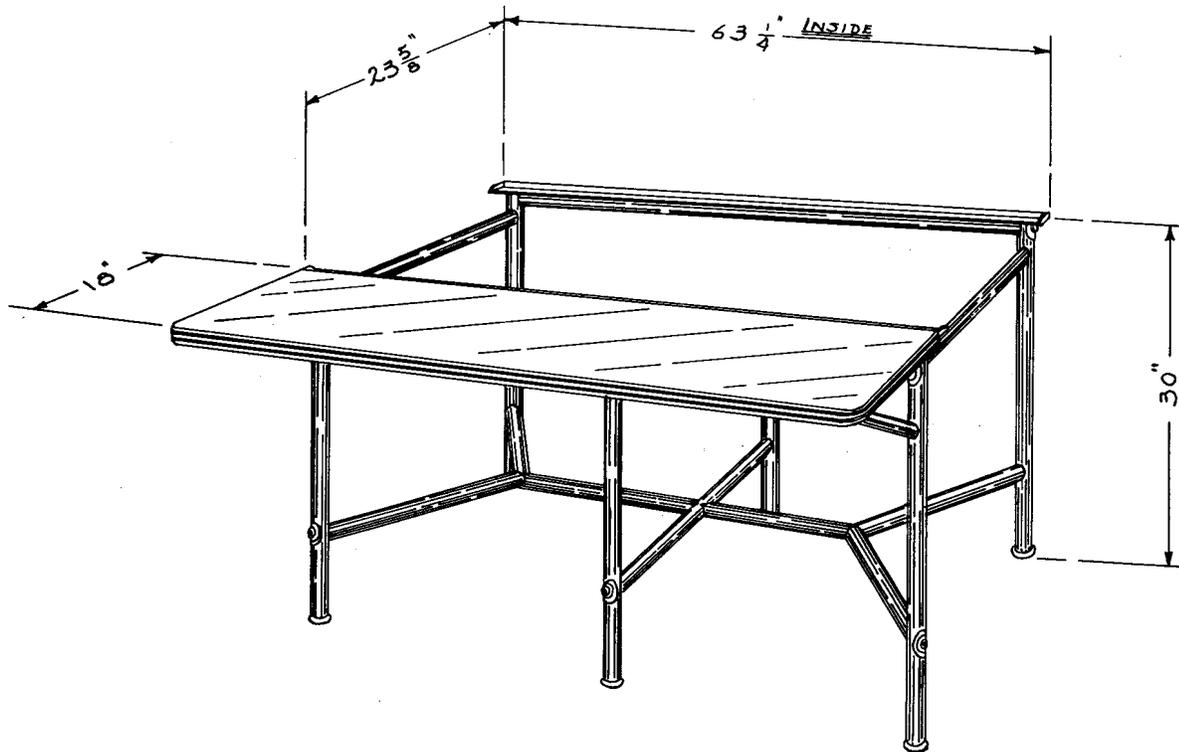


Fig. 12 - Illustrates Stand No. 80-T - Used for Mounting a Maximum of Six No. 87-3 or 813-3 Tray Cabinets - See Fig. 1

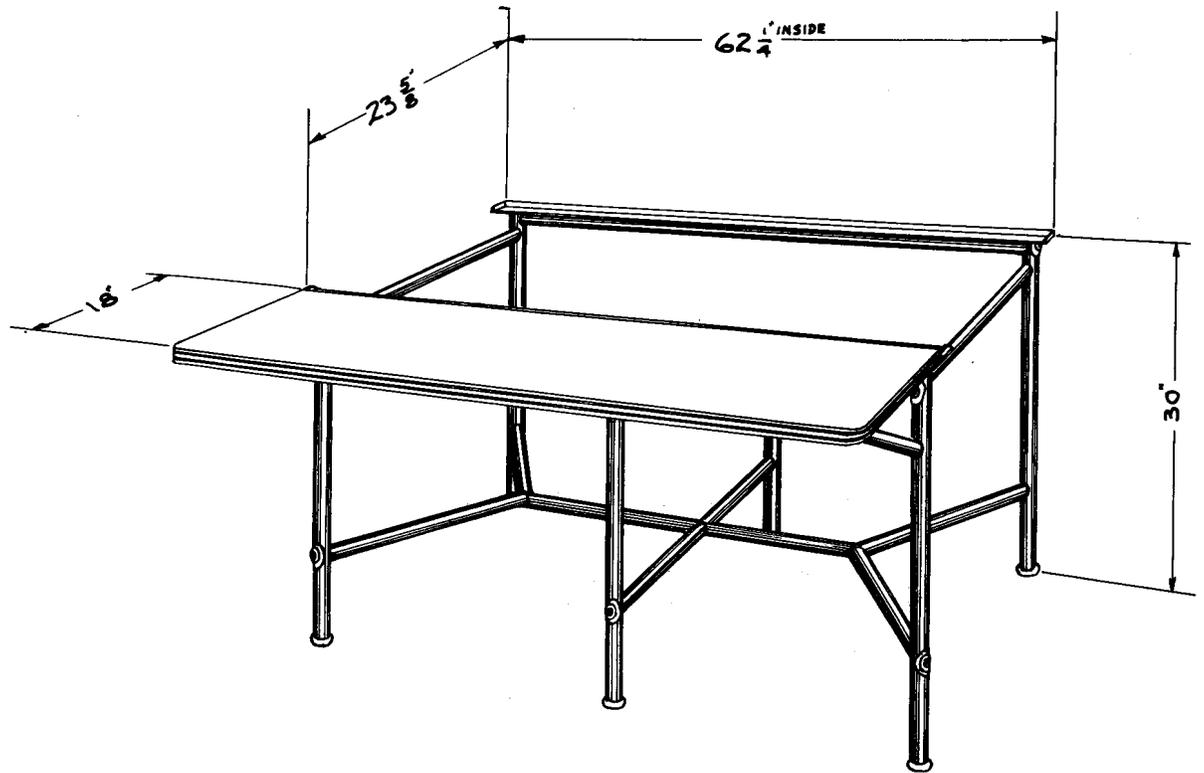


Fig. 13 - Illustrates Tray Cabinet Stand, No. 130-T -
Used for Mounting a Maximum of Four No. D1307-4
or D1313-4 Tray Cabinets. See Fig. 2

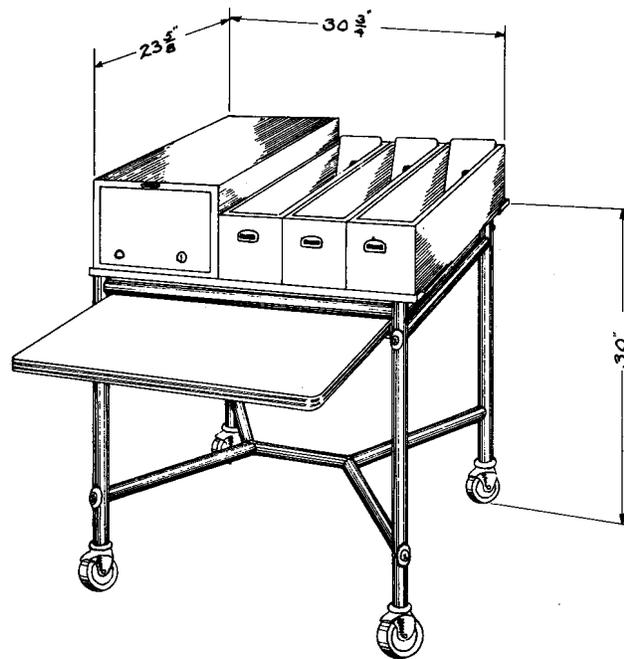


Fig. 14 - Illustrates Stand No. 130-T with a Tray
Cabinet No. D1307-4 and Vertical Trays

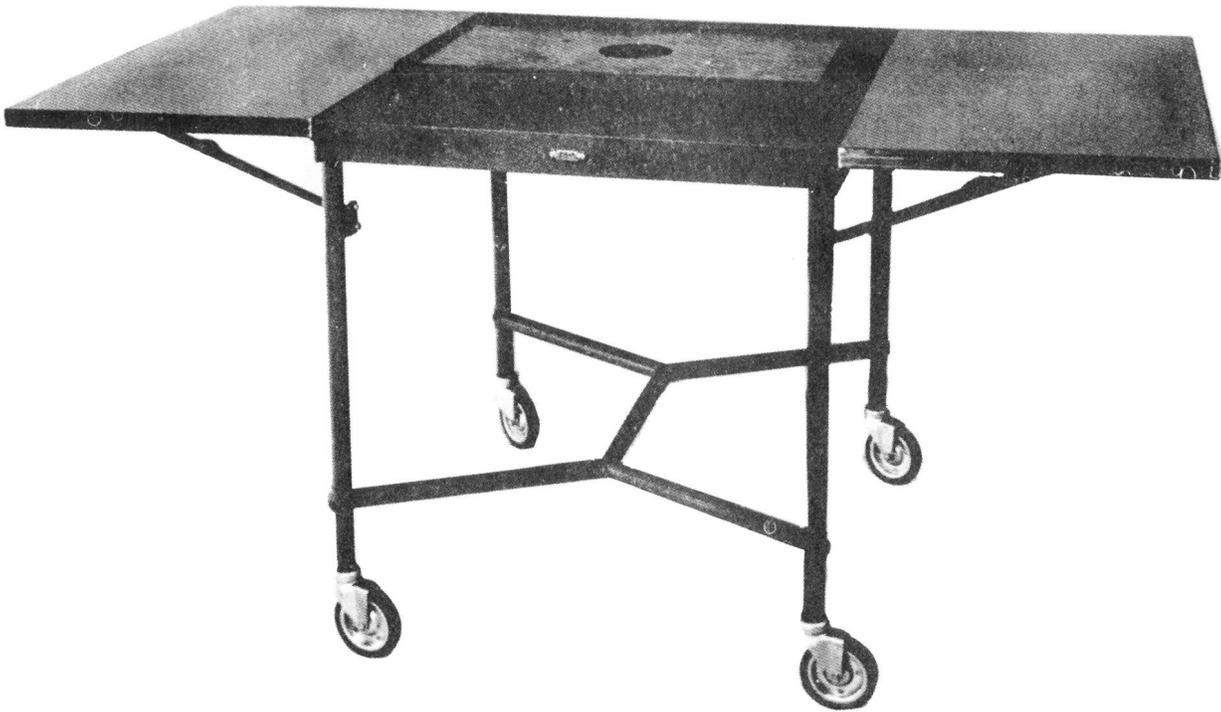


Fig. 15 - Illustrates Stand No. 131-T-T - Used for Mounting Tray Cabinets Nos. D1307-4 and D1313-4 in Conjunction with Turntable

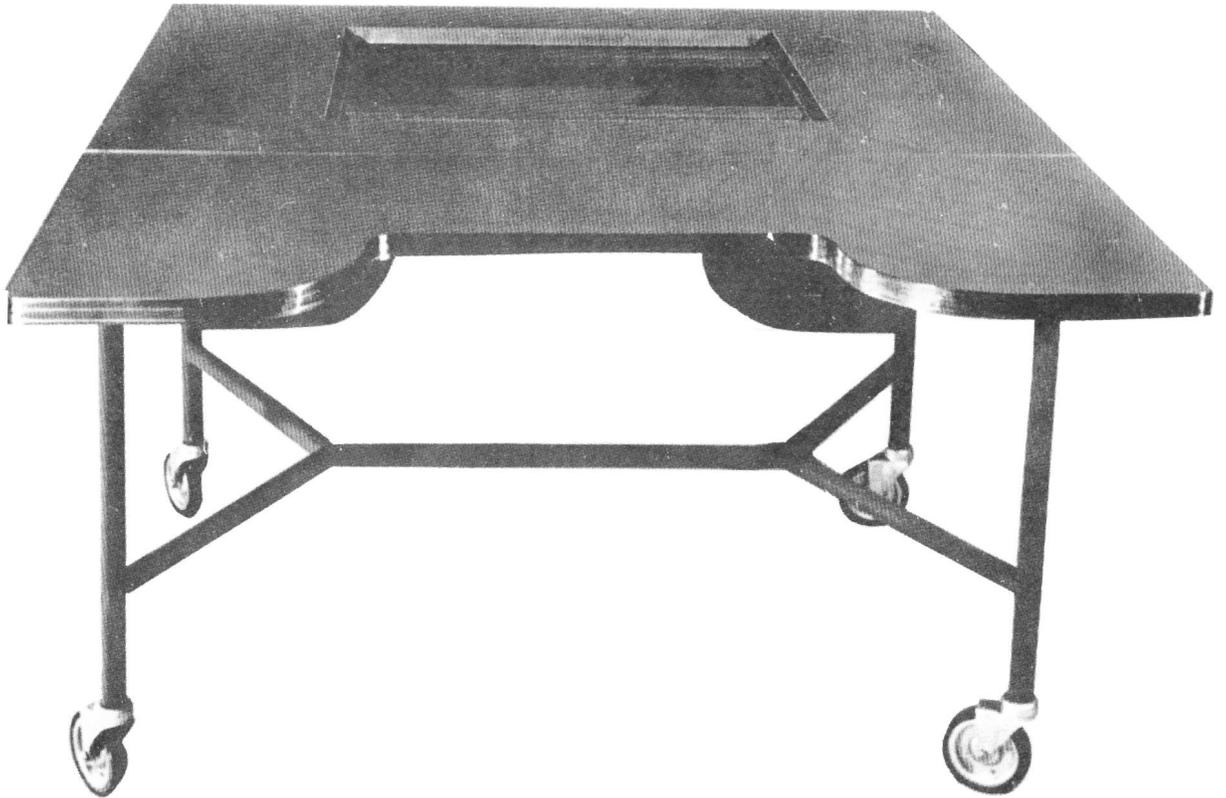


Fig. 16 - Illustrates Stand No. 1310-T - For Mounting Card Book Cabinet No. 10-BB-15T. See Fig. 17

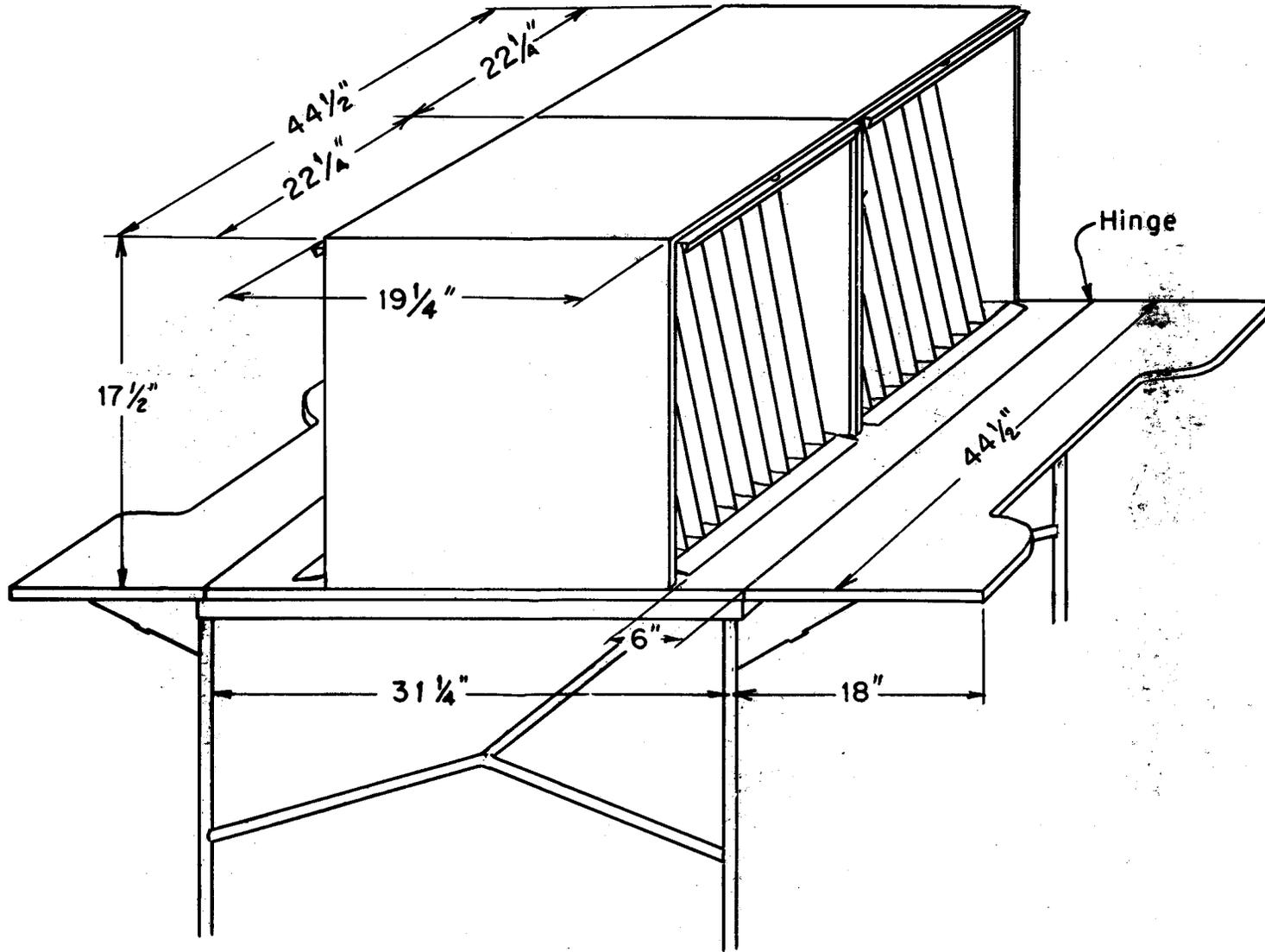


Fig. 17 - Illustrates Dimensions of Two-Card Book Cabinets No. 10-BB-15T
Mounted on Stand No. 1310-T - See Figs. 7 and 16

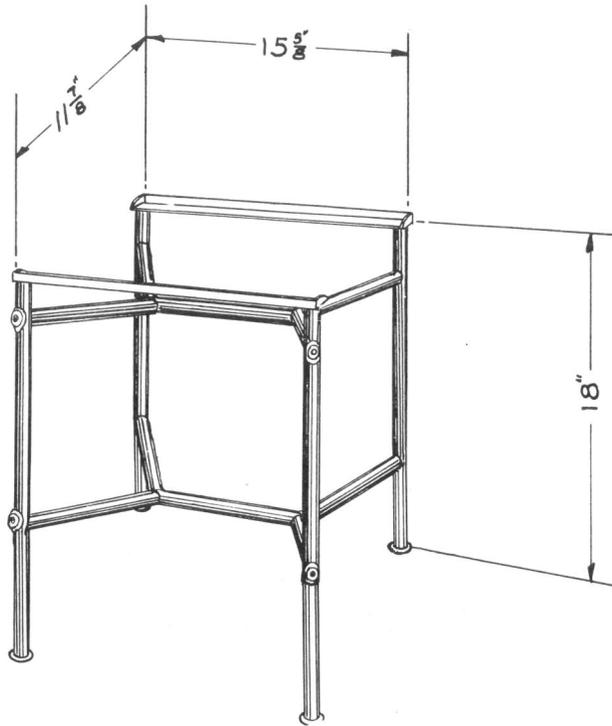


Fig. 18 - Illustrates Stand No. 131175-T - Used for Mounting Stationery Cabinet No. 131175-SC - See Fig. 21

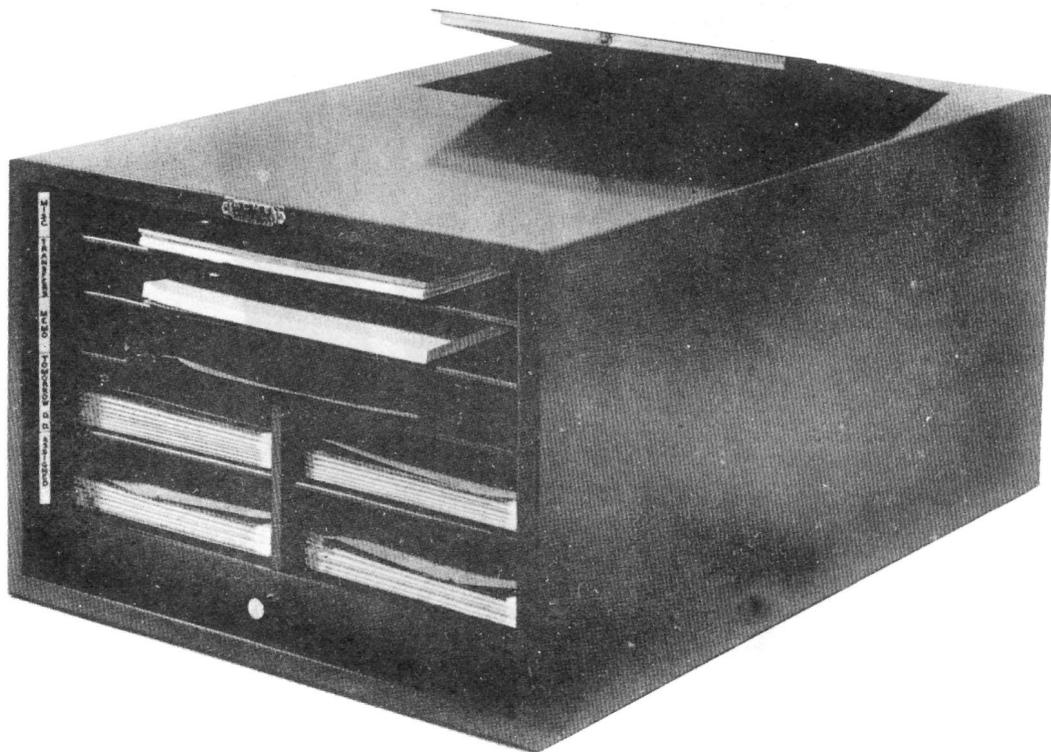


Fig. 19 - Illustrates Stationery Cabinet, No. 13-SC - Associated with Tray Cabinets Nos. D1307-4 and D1313-4



Fig. 20 - Illustrates Stationery Cabinet, No. 1315-SC - Associated with
Card Book Cabinet No. 10-BB-15T

SECTION 680-000-100

6. FILING ARRANGEMENTS

(A) General

6.01 The following paragraphs and associated figures describe and illustrate various suggested filing arrangements within the filing equipment.

6.02 The particular filing arrangement is, to some extent, dependent on the equipment which has been considered as being the most suitable for local needs. See Paragraph 1.03.

(B) Terminal Assignment Record

General

6.03 When the tray type cabinet is used for filing terminal assignment cards, a blank card should be inserted on the top or first hanger in each drawer. This will avoid soilage to the first typed card.

Forms E-2173L and E-2173R - Figs. 23 through 27

6.04 The Forms E-2173L and E-2173R are filed by street name or street number in alphabetical or numerical sequence respectively. See Figs. 23 through 25. If there is a mixture of named streets and numbered streets, the cards for the latter may be filed in alphabetical sequence, e.g., (a) Sixth Street would be filed with the "S" named streets (b) Twenty-third Street would be filed with the "T" named streets and so on. See Fig. 26.

6.05 The filing arrangements illustrated in Figs. 23 through 26, are on the basis of the first card of any street starting on a right or left tab as appropriate. However, an alternative method may be used by always having the first card of any street in left tab position. This latter method necessitates the use of blank "filler" cards, thereby, requiring more filing space than the former method.

Forms E-2174L and E-2174R - Figs. 27, 28 and 29

6.06 Form E-2174L and Form E-2174R, used for building cable distribution, may be filed as the next card in the file immediately following the street card on which the reference to the building is shown (see Fig. 27), or they may be segregated and filed in sequence in a separate part of the file. See Fig. 28.

6.07 In assignment centers where service orders are received on which the address is by building name instead of building number and street name, it may be desirable to file the cards by building name. When this method of filing is used the building name should be typed

in the visible portion of the card. In the FROM and TO spaces would be entered the range of room numbers, floor numbers, etc., as appropriate. See Fig. 29.

(C) Exchange Subscriber Cable Record

General

6.08 In order to conserve filing space when setting up the file of exchange subscriber cable records the following points should be considered.

Note: References are to the transition card Form E-4009. However, they also apply to transition card, Form E-4010.

(a) Cables Ending in the Hundred Groups, i.e., 101, 202, 303, 404, etc.: The transition Form E-4009 may be used for the last form of the preceding cable on which would be printed locally, the range of pairs involved, e.g., cable 10 is an 1818-pair cable. The range of pairs on the last form, 1788 through 1818 (left tab), would be printed locally using Form E-4009, left tab. The next cable, for instance, No. 1001, is a 202-pair cable. Therefore, pairs 1 through 20 would be printed locally on the reverse side of Form E-4009. See Fig. 30.

(b) Cables Ending in the Middle of Hundred Groups, i.e., 51, 152, 354, etc.: These cables always end in the right-hand tab position. Therefore, the first card of the next cable is automatically in normal (left tab) position. See Figs. 31 and 32.

(c) Use of Filler Cards in Lieu of Transition Form E-4009: Fig. 33 illustrates the use of "Filler Cards" in lieu of Form E-4009 to revert back to the proper tab positions. However, this method uses considerably more filing space. Therefore, it is recommended that consideration be given to items (a) and (b) before adopting this method.

6.09 Typical filing arrangements are illustrated in Figs. 30 through 37.

(D) Exchange Wire Record - Figs. 34 through 37

6.10 The exchange wire records for each main lead and the associated spur leads should be grouped together, and placed in the same tray or book as the Exchange Subscriber Cable Record.

6.11 In areas using a street and house numbering plan for identifying poles, each group of wire records will be filed by serial number. The serial number is merely an identification

used for cross-referencing to the terminal assignment record and the exchange subscriber cable record.

6.12 In areas using arbitrarily assigned lead and pole numbers, each group of wire records will be placed in alphabetical and numerical sequence, with the main lead on top followed by the spurs.

6.13 When the two numbering plans outlined in preceding paragraphs fall within the same tray or book, it will require filing by groups, i.e., the serial numbered group, followed by the alphabetical group.

6.14 Typical filing arrangements are illustrated in Figs. 34 through 37.

(E) Miscellaneous Central Office Equipment Record

6.15 The method of filing this record is described in Section 680-120-010.

(F) Combination Filing of Terminal Assignment, Exchange Subscriber Cable and Wire Records

6.16 The combination filing of all or part of these records, is illustrated in Figs. 34 through 37.

7. ILLUSTRATIVE FIGS. 23 THROUGH 37 - FILING ARRANGEMENTS

7.01 The following is a list of the figures by number and title, covering the various filing arrangements.

Note: References to transition card, Form E-4009, also apply to transition card, Form E-4010.

<u>No.</u>	<u>Title</u>
23	Illustrates Typical Filing Arrangement for Terminal Assignment Record
24	Illustrates Typical Alphabetical Filing Sequence of Terminal Assignment Cards
25	Illustrates Typical Numerical Filing Sequence of Terminal Assignment Cards
26	Illustrates Typical Alphabetical and Numerical Filing Sequence of Terminal Assignment Cards
27	Illustrates Filing of Building Card Following the Street Card on Which the Reference to the Building Card Is Shown
28	Illustrates Typical Building Address Filing Sequence of Terminal Assignment Building Cards
29	Illustrates Typical Building Name Filing Sequence of Terminal Assignment Building Cards
30	Exchange Subscriber Cable Record - Illustrates Use of Transition Card, Form E-4009 When Cables End in the Hundred Groups, i.e., 101, 202, 303, 404, etc.
31	Exchange Subscriber Cable Record - Illustrates Filing Sequence When Cables End in the Middle of Hundred Groups, i.e., 51, 152, 253, 354, etc.
32	Exchange Subscriber Cable Record - Illustrates Combination Filing of Cables Ending in the Hundred Groups and in the Middle of Hundred Groups
33	Exchange Subscriber Cable Record - Illustrates the Use of "Filler Cards" in Lieu of Transition Card, Form E-4009
34	Illustrates Typical Filing Arrangements for Cable Record and Wire Record in Cabinet Tray
35	Illustrates Typical Filing Arrangement for Cable and Wire Records in Two-Card Column Book
36	Illustrates Typical Filing Arrangement for Terminal Assignment, Cable and Wire Records in Two-Card Column Book
37	Illustrates Typical Filing Arrangement for Cable and Wire Records in One-Card Column Book

Scarth Rd.	900	End	901	End	Seaforth Rd.	1300	End	1301	End
Second Av.	1400	End	1401	End	Sellers Rd.	100	End	101	End
Sixth	802	End			South Dr.	800	998	801	999
South Dr.	1000	1198	1001	1199	Spring	1300	End	1301	End
Stewart Rd.		No Numbers			Talbot Av.	900	1198	901	1199

Fig. 24 - Illustrates Typical Alphabetical Filing Sequence of Terminal Assignment Cards

9th Av.	100	590	101	599	9th Av.	600	End	601	End
9th	1100	1698	1101	1699	9th	1700	2198	1701	2199
10th Av.	100	398	101	399	10th	400	698	401	699
11th Av.	1300	1798	1301	1799	11th Av.	1800	2698	1801	2699
12th Av.	100	798	101	799	12th Av.	800	End	801	End
12th	100	298	101	299	12th	300	End	301	End

Fig. 25 - Illustrates Typical Numerical Filing Sequence of Terminal Assignment Cards

Scarth Rd.	900	End	901	End	Seaforth Rd.	1300	End	1301	End
Second Av.	1400	End	1401	End	Sellers Rd.	100	End	101	End
7th Av.	100	End	101	End	17th	600	898	601	899
6th	100	298	101	299	61st	1100	1598	101	1600
South Dr.	800	998	801	999	South Dr.	1000	1198	1001	1199
Stewart Rd.		No Numbers			Talbot Av.	900	1198	901	1199
10th Av.	700	1298	701	1299	10th	100	End	101	End

Fig. 26 - Illustrates Typical Alphabetical and Numerical Filing Sequence of Terminal Assignment Cards

800		801		Bldg. HART		From	To
Scarth Rd.	(1) 900	End	901	End	Scarth Rd.	(2) 881	899
Seaforth Rd.	1300	End	1301	End	Second Av.	1400	End 1401

FIG.27- ILLUSTRATES FILING OF BUILDING CARD FOLLOWING THE STREET CARD ON WHICH THE REFERENCE TO THE BUILDING CARD IS SHOWN

- | <u>NOTE NO.</u> | <u>EXPLANATION</u> |
|-----------------|---|
| (1) | The Scarth Rd. Card has the Reference "881 to 899 Scarth Rd. Hart Building" |
| (2) | The Hart Building Card Is the Next Card in the File. |

Scarth Rd.	881	899	34th	600	698
36th	100	-	36th	108	112
Varsity	1100	1122	Wall	120	126
Wall	130	-	William	1100	1132
William	1140	1158	William	1140	1158
William					

FIG.28 - ILLUSTRATES TYPICAL BUILDING ADDRESS FILING SEQUENCE OF TERMINAL ASSIGNMENT BUILDING CARDS

Anderson	(1) 1	6	Barkley	(1) 1	8
Blakely Plaza	1	17	Blakely Plaza	(1) 19	25
Columbia Apts.	1	29	Condon Plaza	30	60
Craighton Ct. Apts.	200	280	Cunard	(1) 2	20
Dennis Ct. Apts.	1	4	Eastman	(1) 1	7
Eaton	1	16			20

FIG.29 - ILLUSTRATES TYPICAL BUILDING NAME FILING SEQUENCE OF TERMINAL ASSIGNMENT BUILDING CARDS

- | <u>NOTE NO.</u> | <u>EXPLANATION</u> |
|-----------------|--|
| (1) | The Abbreviation for "Building" Is Not Required. |

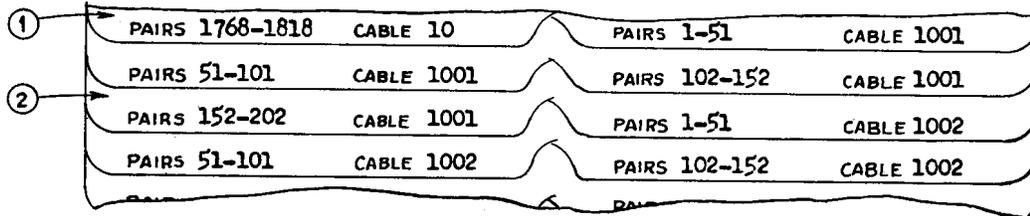


FIG. 30 - EXCHANGE SUBSCRIBER CABLE RECORD - ILLUSTRATES USE OF TRANSITION CARD, FORM E-4009, WHEN CABLES END IN THE HUNDRED GROUPS I.E. 101, 202, 303, 404, ETC.

NOTE NO.

EXPLANATION

- ① Form E-4009 is used for the last card of the feeder cable. Pairs 1788 through 1818 and index data are printed locally, on the front side of card. Pairs 1 through 20 and index data for distributing cable 1001 are printed locally, on the reverse side.
- ② Form E-4009 is used for the last card of 1001 distributing cable. Pairs 172 through 202 and index data are printed locally, on the front side of card. Pairs 1 through 20 and index data for distributing cable 1002 are printed locally, on the reverse side.

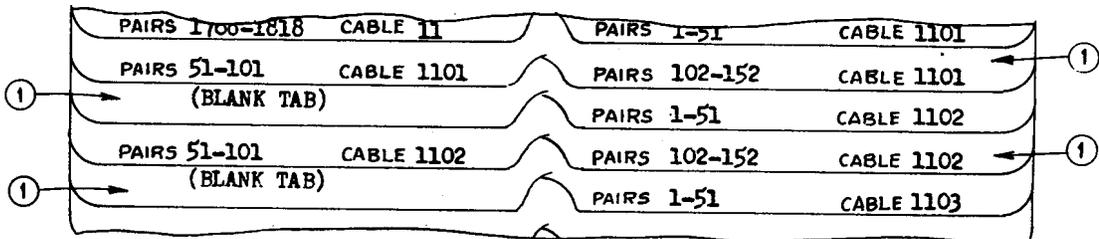


FIG. 31 - EXCHANGE SUBSCRIBER CABLE RECORD - ILLUSTRATES FILING SEQUENCE WHEN CABLES END IN THE MIDDLE OF HUNDRED GROUPS I.E. 51, 152, 253, 354, ETC.

NOTE NO.

EXPLANATION

- ① The last 31 pairs of these cables always end on a right tab card. Therefore, Form E-4009-1 is automatically in normal (left tab) position.

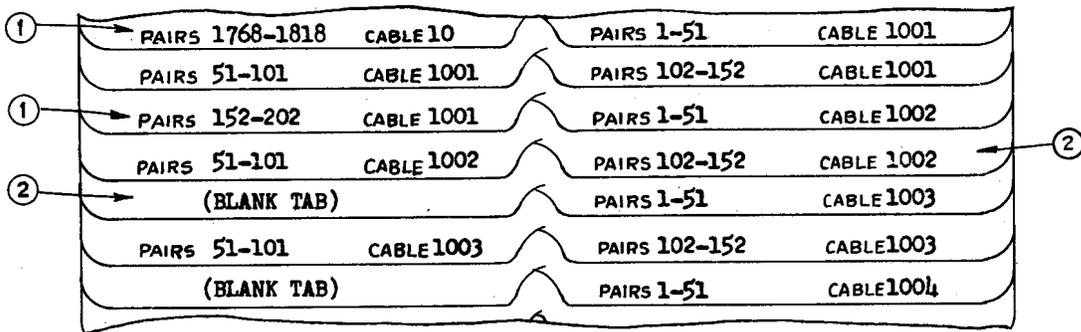


FIG. 32 - EXCHANGE SUBSCRIBER CABLE RECORD - ILLUSTRATES COMBINATION OF CABLES ENDING IN THE HUNDRED GROUPS AND IN THE MIDDLE OF HUNDRED GROUPS

- | <u>NOTE NO.</u> | <u>EXPLANATION</u> |
|-----------------|---|
| ① | Transition Card, Form E-4009, is used for last card in feeder cable and in 1001 distributing cable. |
| ② | Cable 1002 ends at pair 152 therefore, transition card Form E-4009 is not required. |

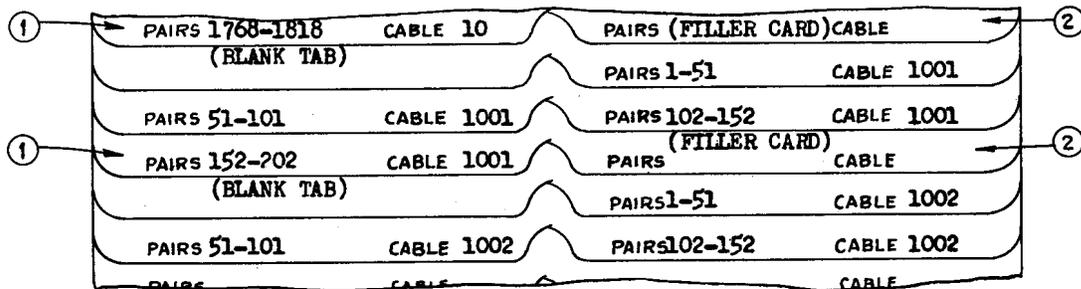


FIG. 33 - EXCHANGE SUBSCRIBER CABLE RECORD - ILLUSTRATES THE USE OF "FILLER CARDS" IN LIEU OF TRANSITION CARD, FORM E-4009

- | <u>NOTE NO.</u> | <u>EXPLANATION</u> |
|-----------------|--|
| ① | The last card of feeder cable number 10 (left tab) has pairs 1819 through 1838 imprinted on the reverse side which are disregarded. Also, the last card of distributing cable, number 1001 (left tab), has pairs 203 through 222 imprinted on the reverse side therefore, these pairs would be disregarded. |
| ② | A "Filler Card" is inserted in the right tab position in order that, the next cable will start (on Form E-4009-1) in its proper (left tab) position. Transition card, Form E-4009, may be used as a filler card if desired.

If desired locally, the filler card may be omitted entirely in which case, the card position would be vacant. |

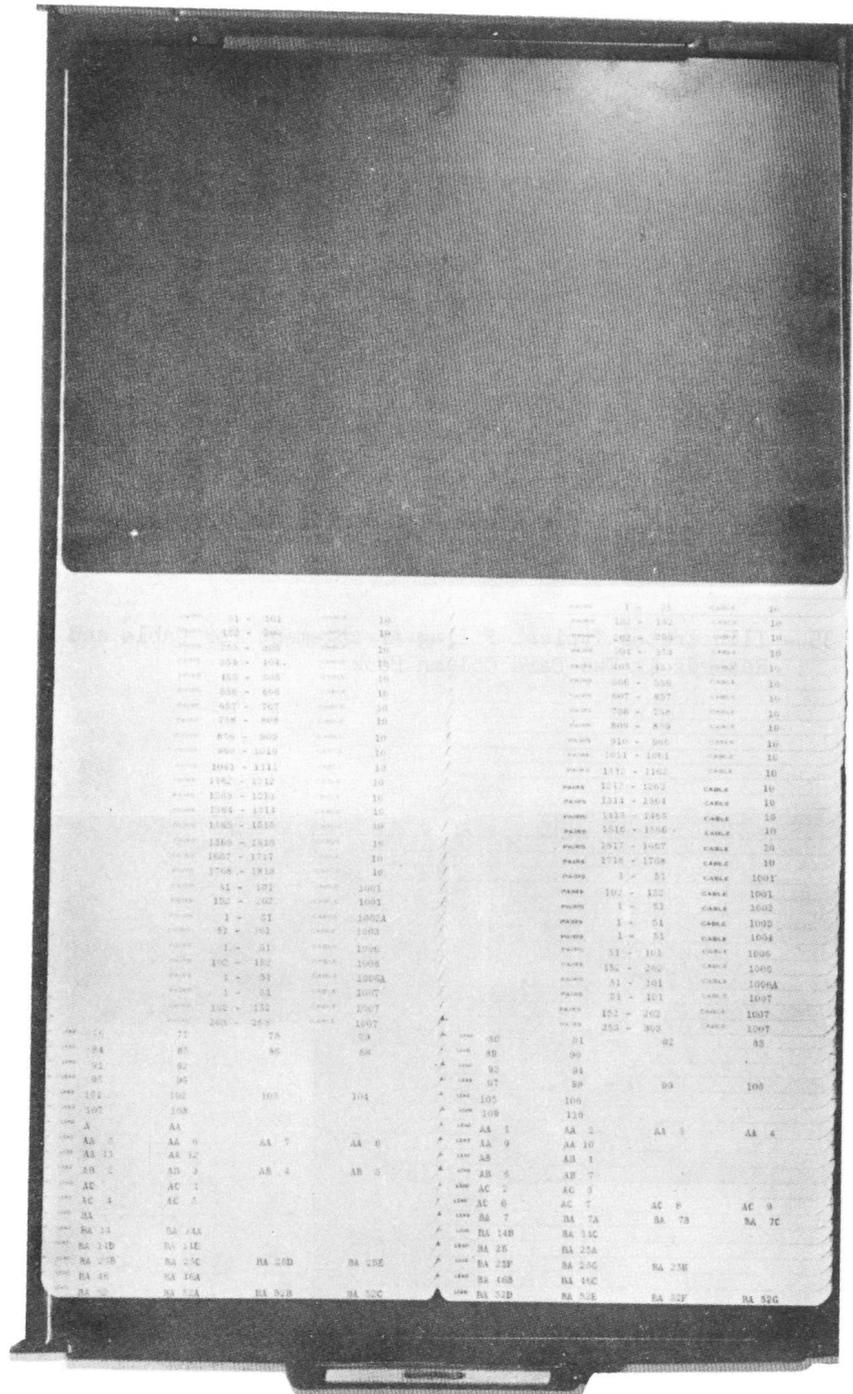


Fig. 34 - Illustrates Typical Filing Arrangements for Cable Record and Wire Record in Cabinet Tray

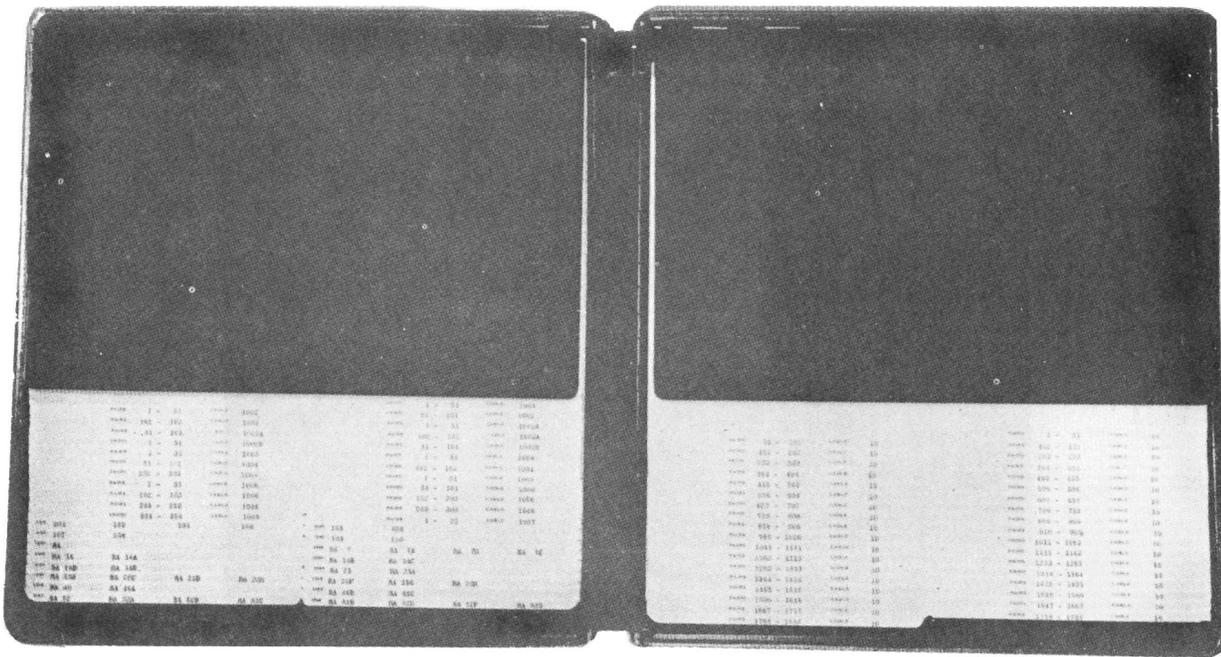


Fig. 35 - Illustrates Typical Filing Arrangement for Cable and Wire Records in Two-Card Column Book

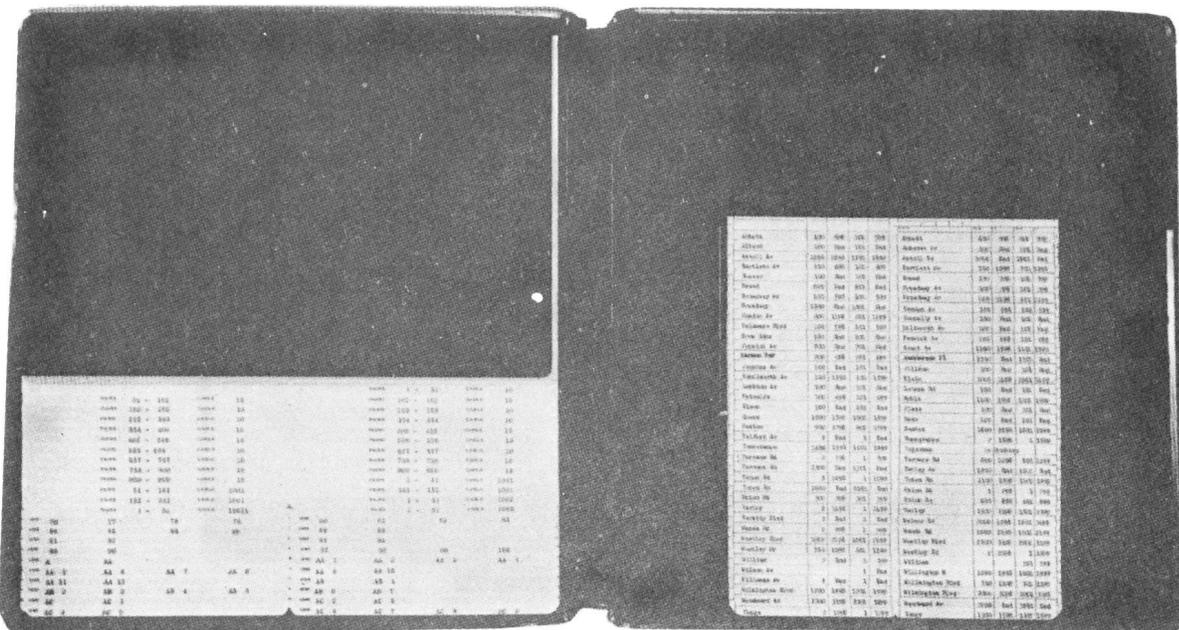


Fig. 36 - Illustrates Typical Filing Arrangements for Terminal Assignment, Cable and Wire Records in Two-Card Column Book

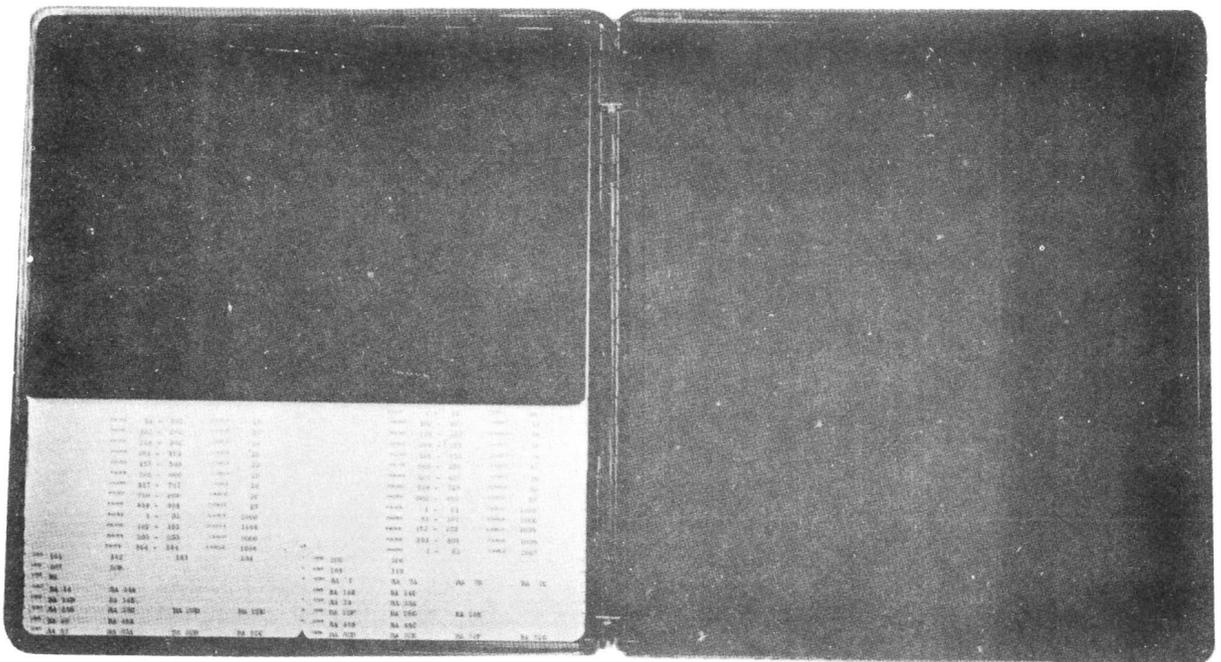


Fig. 37 - Illustrates Typical Filing Arrangement for Cable and Wire Records in One-Card Column Book

SECTION 680-000-100

8. MAINTENANCE OF RECORDS

8.01 The life of the card records will depend upon the degree of careful handling applied in the day-to-day job. The use of the recommended pencils, erasers, erasure shield, etc, described in other Plant Series sections, will contribute considerably to the maintenance of the records.

8.02 When cards are being removed from, or placed on, the wire hangers, care should be exercised to insure that the card stock is not broken at the points where the permanent hinges are affixed. Fig. 38 illustrates the correct method to be used.

8.03 In respect to removing or placing of the wire hangers in the tray files or card books, it is important to avoid the possibility of their becoming twisted or bent. Fig. 39 illustrates the recommended method to be followed.

8.04 The use of the Bell System lacquer on the index tabs is recommended as another means of lengthening the life of the records. When the lacquered tabs become soiled a dampened cloth will remove smears, finger marks, etc.

8.05 Care should also be exercised when opening the file at the desired place. This applies particularly when opening the file at the bottom of the tray or card book. The recommended method is illustrated in Fig. 40.

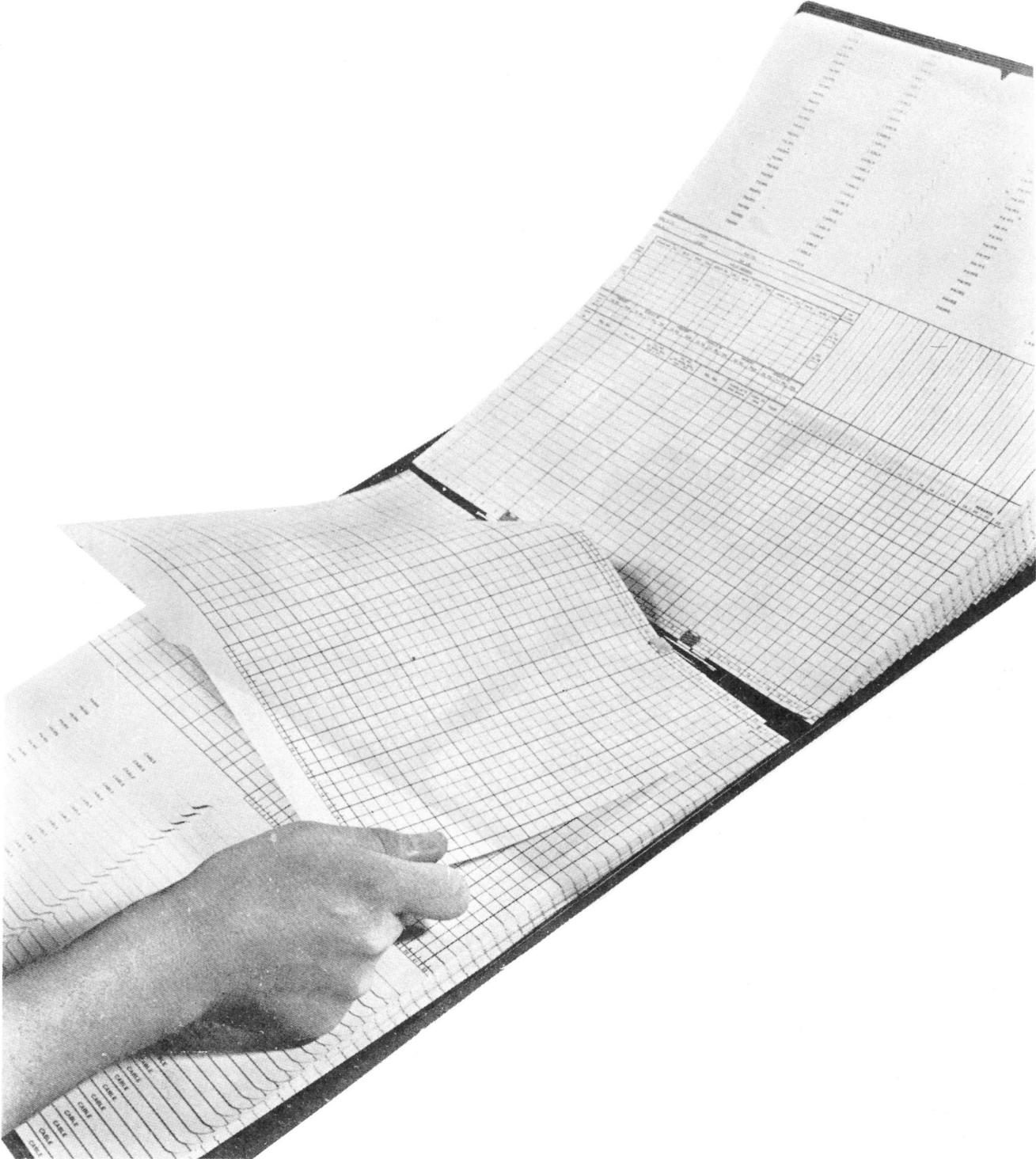


Fig. 38 - Illustrates the Correct Method of Placing and Removing Cards

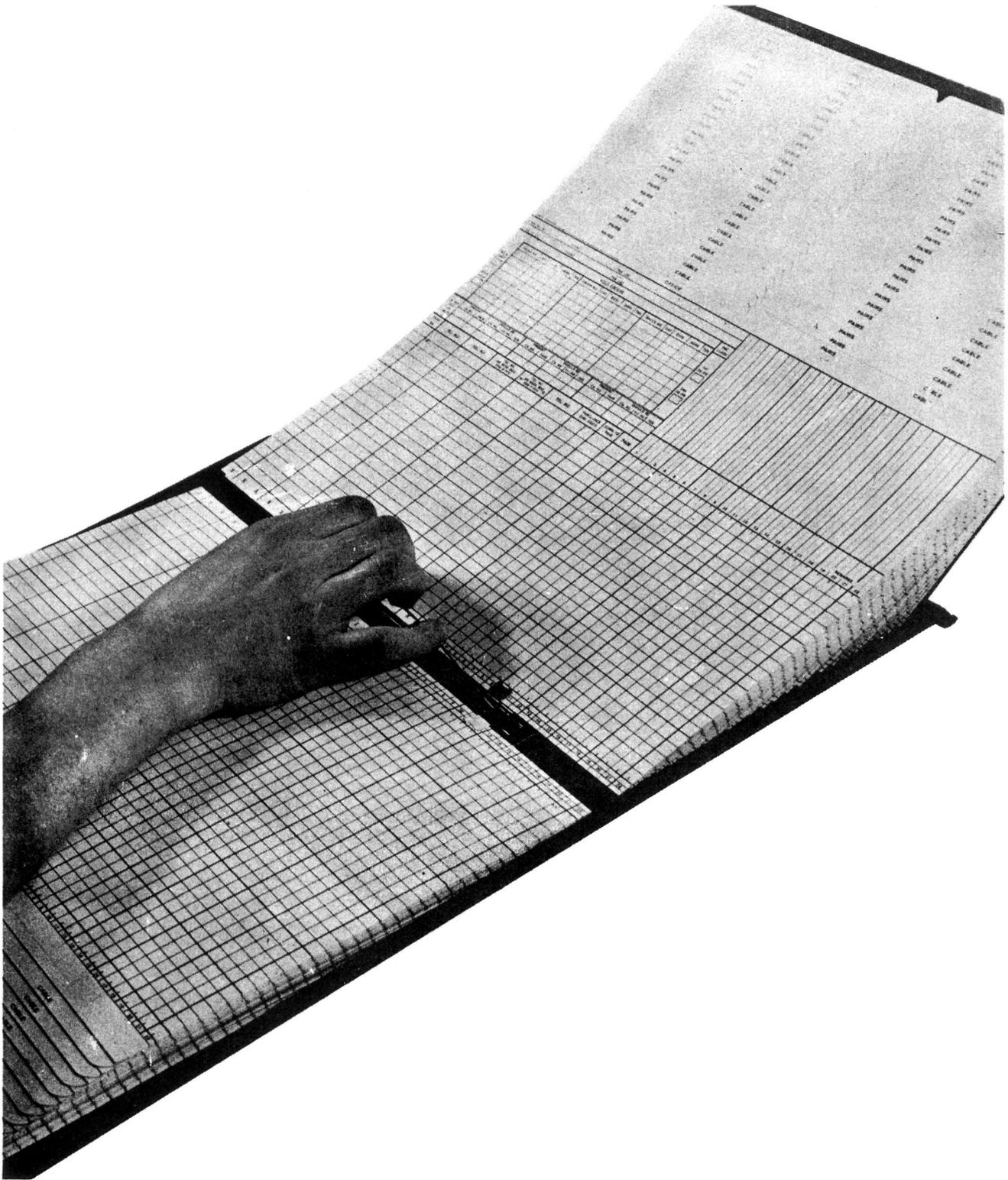
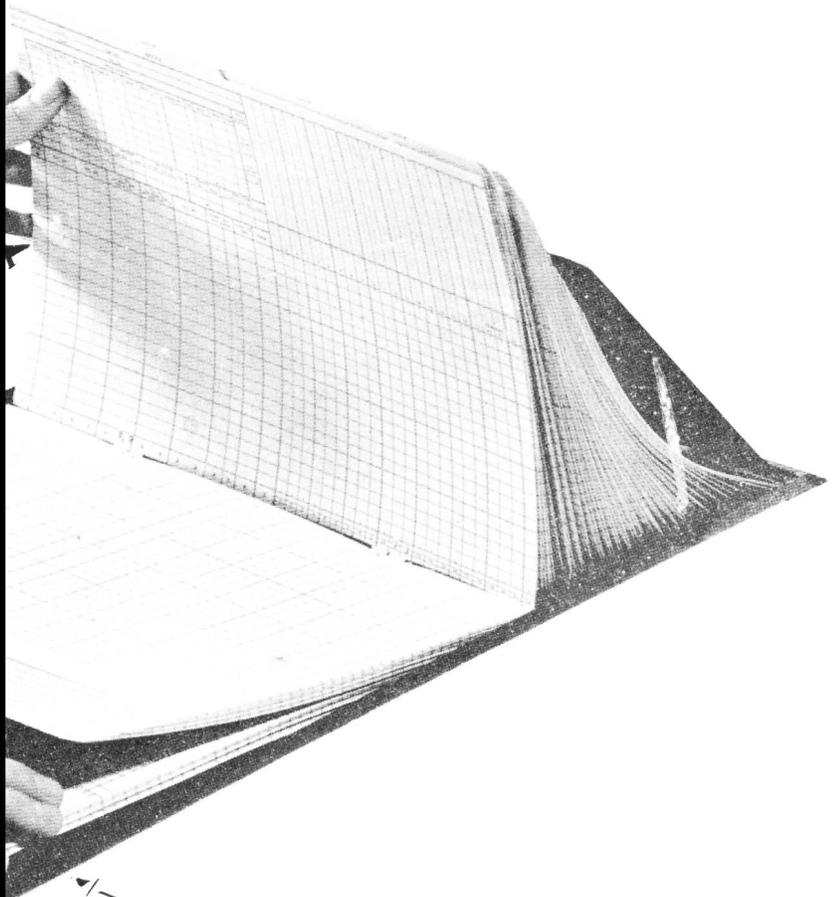


Fig. 39 - Illustrates the Correct Method of Placing and Removing Wire Hangers



STEP 2

Illustrates Correct Method of Opening
and File at Desired Place