

American Telephone and Telegraph Company

BELL SYSTEM PRACTICES  
Teletypewriter and Manual  
Telegraph Stations and PBX  
Installation and Maintenance

SECTION P31.927  
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Long Lines Department  
Dist. Class. 400AC and 600AC

TELETYPEWRITER

EMERGENCY HANDLING OF SPECIAL KEY CAPS

1. GENERAL

1.01 This section provides information relative to the temporary provision of special spring cushion and celluloid key caps used on various types of keyboards and perforators associated with teletypewriter station sets, and applies only when the standard special key caps are not available.

1.02 Key caps with special markings are being used by some customers to designate a station or function of their teletypewriter network. Private Line Service Orders indicate when special key caps are to be provided; however, due to the various designations they are not stocked but are ordered from the supplier as required. Generally this involves a delay, as the caps must be manufactured.

2. PROCEDURE

2.01 To eliminate the inconvenience to the customer and to permit the reporting of the order as completed although the special key caps have not been received by the service date, the methods shown below shall be followed:

(a) Spring Cushion Key Caps

- (1) Any available marked or blank teletypewriter spring cushion key cap may be used.

Note: Key caps as provided on typewriters also may be used although they fit somewhat loosely and do not snap in place with the normal ease; however, they can be bent to fit satisfactorily. Such caps normally can be obtained from typewriter dealers.

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- (2) If a blank key cap is used, mark the cap with the special designation by applying white switchboard marking paint or white stencilling ink with a fine brush or a rubber stamp. If the designation consists of one or more letters or figures the 1/8 inch rubber stamps contained in the standard Western Electric Company marking outfit may be used.
- (3) If a key cap already containing some designation is used, apply a coat of green lacquer of a shade similar to the existing background of the key cap. When this has dried sufficiently proceed as with a blank key cap.
- (4) After the white lettering has dried sufficiently, apply 1 or 2 coats of clear lacquer.

(b) Celluloid Key Caps

- (1) Type the desired upper and lower case characters on suitable paper and cut into disc form to simulate a standard arrangement.
- (2) Cover the paper disc with a 87182M Celluloid disc, insert a 122-194 packing and fasten to the key lever with a new 55080M bezel to form a complete cap.
- (3) A 55080M bezel will be required each time a change is made in an existing key cap as the old bezel is usually destroyed by removal.

2.02 As soon as the standard key caps are received, they should be installed.

3. REPORTING

3.01 When temporary special key caps have been provided in accordance with the foregoing procedures, the Private Line Service Orders shall be reported "in effect" and reference to the exceptions omitted therefrom. Later, when permanent key caps are received and installed, no report is required via line of organization.

4. ARRANGEMENTS FOR MATERIAL AND PARTS

4.01 Each Division shall make arrangements with one or more offices or repair centers to obtain the necessary material for use in preparing the special key caps as required.

4.02 A quantity of blank teletypewriter spring cushion key caps and 5508QM bezels also shall be available at each designated point, the size of the supply to be governed by past requirements, except the minimum shall be twelve of each item.