

**NO. 1 AND 1B ANNOUNCEMENT SYSTEMS**  
**TIME OF DAY SERVICE**  
**METHOD OF TAKING EQUIPMENT OUT OF SERVICE**

**1. GENERAL**

1.01 This section covers the procedures to be followed in removing the following circuits from service for the purpose of test or on account of trouble.

Desk Circuit.

Incoming Distributing and Alarm Circuit.

Outgoing Distributing Circuit.

1.02 Two complete time announcement circuits designated A and B are provided. Work may be done upon the circuit removed from service without causing interference with time announcements. If the circuits are to be interchanged the transfer should be made during the silent interval between the tone signal and the next time announcement.

1.03 In all cases of failure, the service should be restored as soon as possible by the use of a duplicate circuit rather than by attempting to locate and clear the fault in the circuit in service.

1.04 It is essential that one spare outgoing distributing circuit be kept available, to be used to replace one of the circuits in service, which it is desired to remove from service.

1.05 The methods of taking a manual, panel or step-by-step announcement trunk, out of service, are covered in other sections.

**2. APPARATUS**

2.01 One No. P3E Cord equipped with No. 110 Plugs.

**3. METHOD**

**Desk Circuit**

3.01 Where it is desired to remove a desk circuit from service, operate the associated OS key at the relay rack.

3.02 The operation of this key opens the talking conductors of the outgoing distributing circuit and lights the out of service lamps, OS at the announcement desk and OS1 at the relay rack.

3.03 The announcement operator on observing the lighted out of service lamp OS should transfer the transmitter and operator's telephone set plugs to the A, B and C jacks respectively of the other desk circuit.

**Incoming Distributing and Alarm Circuit**

3.04 At the relay rack, operate the transfer switch of the incoming distributing and alarm circuit to be removed from service and restore to normal the switch of the idle incoming distributing and alarm circuit.

3.05 Check whether the incoming distributing and alarm circuit, for which the transfer switch was restored to normal, functions properly by calling the time of day number from some convenient telephone.

**Outgoing Distributing Circuit**

3.06 At the relay rack, operate the associated CO key of the outgoing distributing circuit to be removed from service and restore to normal the associated CO key of the spare outgoing distributing circuit.

3.07 Connect the CO jack of the associated outgoing distributing circuit removed from service to the L jack of the spare outgoing distributing circuit using a No. P3E cord.

3.08 Request the intermediate or terminating office to call the time of day number from some convenient telephone, to determine that the circuit functions properly.

**4. REPORTS**

4.01 Any required record of the equipment removed from service should be entered on the proper form.