OFFICE RECORDS

DESCRIPTION

No. 3 ELECTRONIC SWITCHING SYSTEM

CONTENTS PAGE

CONTENTS PAGE

CONTENTS PAGE

1. GENERAL

1.01 The office record (OFR) administration feature provides for office records generation by the No. 3 Electronic Switching System (ESS). Hard copy printouts of the office translations and associated remarks are provided in easily readable tabular form. Translation data is stored and maintained on magnetic tape cartridge files within the central office. This section defines translation data maintenance procedures and how to obtain verifying printouts for offices with Issue 3E3 and later software. Office records for SO-2, Issue 4 and earlier generic software is similar to the 3E3 generic except that only three forms (3100-R,

3107-1R, and 3171-R) are available. The verify feature of the recent change (RC) program is broader in scope for SO-2 generic.

1.02 ▶This section is reissued to include information on forms 3890-R and 3891-R and to clarify certain portions of the text. The paragraphs on printout capabilities have been changed to include more user type information. Information concerning the delayed option of printing is added. Revision arrows are used to emphasize the more significant changes.◀

1.03 Refer to Table A for a list of abbreviations and terms used in this section.

1.04 The following sections or documents provide information related to translations, recent changes, and office records:

SECTION	TITLE
233-020-128	Assign Administration—Office Records, Network Administration, No. 3 Electronic Switching System
233-142-100	No. 3 Electronic Switching System, Office Equipment, Task Oriented Practice
233-151-150	Translations, Software Subsystem Description, No. 3 Electronic Switching System
233-152-105	Recent Change Processing and Translation Data, No. 3 Electronic Switching System
233-154-130	Recent Change Users Guide, No. 3 Electronic Switching System, Issue 4 and Earlier Generics
233-154-135	Recent Change Users Guide, Issue 3E3 Generic, No. 3 Electronic Switching System
680-536-101	ESS Service Order Procedures Using the Service Order Teletypewriter, No. 3 Electronic Switching System (Generic Program SO-2)
680-536-102	ESS Service Order Procedures Using the Service Order Teletypewriter, No. 3 Electronic Switching System (Generic Program 3E3)
795-100-100	Common Language, Location Identification Code, Description
	Input Message Manual, IM-3H300, No. 3 Electronic Switching System
	Translation Guide, No. 3 Electronic Switching System, TG-3
PG-3H902	Electronic Switching System No. 3 Documentaton Index for Issue 4A.x, Generic SO-2
PG-3H903	Electronic Switching System No. 3 Documentation Index for 3E3.

2. OFFICE RECORDS

INITIAL OFFICE RECORDS

2.01 Office records are initially generated by the operating company by preparing input forms and forwarding them to a regional office (Fig. 1). There the input forms are keypunched and input into the office data assembler (ODA) program. The RC programs are used by the ODA program to identify data from the input cards and generate a set of translation data which is then stored on the magnetic tape cartridge that contains a copy of the generic program. This tape is used to initialize an office. A hard copy of the office records, in the same format as the input form, is also generated by the regional office and forwarded to the operating company for inclusion in the initial office records.

ONGOING OPERATION

2.02 As translation data and remark data are added, changed, or removed through the use of RC programs (Fig. 2), the office records programs are used to obtain an up-to-date copy of translations and remarks. The RC and OFR programs are a series of nonresident programs (stored on magnetic tape cartridge) which are used to modify resident and nonresident data in a No. 3 ESS office. They are accessed and initiated by TTY inputs. Section 233-152-105, Recent Change Processing and Translation

Data, provides a basic description of translation data and RC programs used to alter translation data. Section 233-151-150, Translations, provides a description of the call processing translations. Sections 233-154-130 and 233-154-135, Recent Change Users Guides, describe RC messages and procedures for implementing data in a No. 3 ESS office.

FEATURES

2.03 The OFR feature provides initial office storage and subsequent modification of all office records. In addition, special office data (such as remarks) is stored for future output and modification. Formatted printouts may be requested and transmitted to any local or remote location that has a TTY or high-speed printing facility.

2.04 Significant OFR features are:

- Printing all or part of any form
- Printing only those pages that have changed (3100-R, 3107-1R, and 3107-2R forms only)
- Adding or deleting remarks
- Scheduling printouts
- Aging telephone number disconnects.

Manually activated printout or scheduled (automatic) printout of the office records is permitted. This section applies to those OFR functions used for immediate verification of changes and remarks made to office records data. Section 233-020-128, Assign Administration—Office Records, addresses the scheduled printout feature for the Dial Administrator.

FORMS

A. Form Contents

2.05 Updated office records are generated directly from translation data; thus, the current state of the telephone office is reflected on the office records. These office records are similar in format to the standard office record input form as defined in the Translation Guide, No. 3 ESS, TG-3. Exceptions are trunk order code (TOC) and equipment location (EQL) information. They are input on the TRUNK ASSIGNMENTS form (3201-2) but are output on the OFFICE EQUIPMENT NUMBER form (3171-R).

> ***Note:*** When new trunks or service circuits are added to the office, the TOC and EQL should be included (see RC:CKT message, Input Message Manual, IM-3H300). This information, when printed on the 3171-R form, is intended to aid maintenance personnel in locating problems and troubleshooting.

2.06 Table B lists the OFR output forms and their corresponding RC messages, and indicates whether or not remarks are permitted. Figures 3 through 30 indicate the skeleton of a TTY printout of each form. Forms 3100-R, 3107-1R, and 3171-R are the only ones available as part of the SO-2, Issue 4 generic. They have been reformatted in the 3E3 generic. Figures 3, 5, and 7 are the forms generated by Issue 3E3 software. Figures 31, 32, and 33 are the forms generated by Issue 4 software. Figures 34, 35, and 36 are examples of TTY printouts of the TELEPHONE NUMBER form (3100-R), the 3 & 6 DIGIT TRANSLATION form (3300-R), and the UNASSIGNED TELEPHONE NUMBERS form (3890-R) generated by the OFR feature.

B. Page Numbering Convention

2.07 The OFR pages are numbered according to the first data appearing on a page (telephone number, route index, etc). For example, as indicated in Fig. 34, TN 231-1100 appears in the upper right-hand corner. Since each page contains 20 entries, TN 231-1120 appears on the next page. This scheme makes it possible to locate (for reference purposes or for specific page replacement) a specific entry by available translation information.

REMARKS

A. Remark Capability

2.08 Many OFR forms have annotations which may be added using standard RC procedures. This is the remark capability of office records. Those forms that have recent changeable remarks contain the word REMARKS in the heading. The word DESCRIPTION in the heading identifies those forms on which remarks are not permitted (since they are preprinted). For example, form 3500-1R, GENERAL INFORMATION (Fig. 22) has the word DESCRIPTION in the heading and does not have

recent changeable remark capability. The REMARKS heading is used on the 3100-R form, TELEPHONE NUMBER (Fig. 3) to indicate that remarks are recent changeable.

2.09 Some forms do not have remark capability because the corresponding input form has preprinted remarks (which are not changeable) or the form is a continuation form. In general, preprinted remarks on the input forms are automatically printed on the corresponding OFR output form. Form 3500-1R, GENERAL INFORMATION (Fig. 22) is an example. In some cases, the preprinted remarks on the ***input forms*** are suggested and must be specified on the RC message if it is to appear on the output form. Form 3506-R, ALARM MONITOR DATA (Fig. 27) is an example. Preprinted remarks that are recent changeable have the word REMARK in the heading and not the word DESCRIPTION.

2.10 Forms that are continuations of other forms do not have remark capability. This eliminates redundant verbiage. For example, the remark capability is permitted on the 3100-R form, but not on its continuation forms, 3107-1R and 3107-2R.

B. Number of Characters

2.11 The number of remark characters is dependent on the specific office record form being printed. In most cases the number of characters allowed is 14. Exceptions are the 3100-R form (TELEPHONE NUMBER) which is limited to 13 characters, and the 3300-R form which is limited to 7 characters. The 13-character restriction is because the form is limited to 72 columns of printed information. The 7-character restriction is because it is intended that an abbreviated remark use the Common Language Location Identification (CLLI) code. Section 795-100-100, Common Language, Location Identification Code, describes the derivation of these remarks. Implementation of common language for use on the 3300-R form is adapted from this section. An example of a filled-in form 3300-R is given in Fig. 35. A description of the generalized remark format and some examples follow:

AAAA XX (7 characters including blanks)
AAAA = city (4 characters) or state (2 characters)
XX = building, street, or other office identifier.

If AAAA is defined as a state, XX is not needed.

EXAMPLES

CHCG 3B
NY
OMAH 90

C. Entering and Deleting Remarks

2.12 The remark (RMK) keyword can be used to enter and delete remarks using any RC message or the OP:OFR message. Table B indicates RC messages that are used to enter remarks on each OFR form. To ensure that no remark is left over from a previous recent change, all TYP NEW requests default the RMK keyword to OUT. Otherwise, deletion of a remark is done by explicitly specifying RMK OUT.

2.13 When an error message is printed in response to an RC message, that recent change is not permitted and must be reentered. However, if an error is related to the RMK keyword processing, then the rest of the RC message is processed normally since the remark is not required to process telephone calls. Once the nature of the error has been resolved, the remark can be reentered.

2.14 From the viewpoint of the telephone company, entering remarks on the 3100-R form (TELEPHONE NUMBER) may require special treatment. The data portion of the 3100-R form is normally modified at the service order bureau TTY and probably would not include a remark. Modifying the remark portion of the 3100-R form is typically the responsibility of the network administrator traffic TTY. Since network administrators may not have access to the service order bureau TTY, a separate OFR message (OP:OFR) is used to input the remark.

D. Dating Unassigned Telephone Numbers

2.15 A telephone number (TN) may be unassigned (not in service) for any of the following reasons:

- The TN has never been used in the office
- The TN has been used but has since been disconnected from service

- The TN has been used but has since been disconnected from service and placed on intercept.

2.16 Disconnected TNs are generally "aged" before they are reassigned (paragraph 2.56). To facilitate the aging process, all disconnect recent changes store the date of disconnect in memory. When the RMK keyword is not specified, the vacant (VAC) predefined unassigned (canned) remark is saved. Instead of the VAC remark, the telephone company can use the RMK keyword to specify another predefined unassigned (canned) remark. When the 3100-R form is printed, the date of disconnect along with the remark is printed in the REMARKS column. Table C lists the predefined unassigned (canned) remarks which indicate the type of disconnect. The combination of date and remark provides a means of aging certain TNs longer than others.

2.17 There may be times when an unassigned remark should be associated with a TN never before used in the office. An example is in keeping track of disconnects made prior to the installation of the No. 3 ESS office. The disconnect date was not initially stored in memory since the disconnect did not originate in the current office. Consequently, the first time a remark is entered for an unassigned TN without an associated date, the current date is stored. Should the date be undesirable, a general remark can be specified which explicitly contains the desired date. This is accomplished by use of either the RC input message (using the TYP NEW keyword) or the OP:OFR message.

2.18 By making use of the general remark capability of the 3100-R form, the telephone company is not restricted to the predefined unassigned (canned) remarks cited in Table C. Specifying a general remark has two implications:

- The date, unless part of the remark, will not be automatically printed on the 3100-R form

- Certain limitations (paragraph 2.19) exist that must be recognized.

E. Remarks Limitations on TN Groups

2.19 Telephone numbers are arranged in memory in groups of 100. These groups are referred to as "hundreds groups." Predefined unassigned (canned) remarks for telephone numbers are stored in unused TN translator space in main store. All other remarks for all forms are stored on the magnetic tape cartridge. The OFR3 file has been allocated for this purpose. Since a major amount of tape cartridge storage space is used for general remark capability for the 3100-R form, two compromises accommodate the required storage space for general remarks.

- A maximum of 31 TNs per hundreds group may have general remarks

- A maximum of 90 hundreds groups may have general remarks.

Each TN general remark stored on the cartridge subtracts one from the total allocation. Each TN general remark removed from the cartridge adds one to the allocation (to a maximum of 31). Predefined unassigned (canned) remarks are not included in the 31 TNs per hundreds group restriction since they are stored in main store. There are no restrictions on the number of canned remarks.

F. Updating the Remarks File

2.20 It is the telephone company responsibility to ensure that the remarks file (OFR3) is kept current. There are two situations in which telephone company action is required. One occurs when the cartridge is replaced, the other occurs when a memory reload is done.

2.21 ***Cartridge Replacement:*** When cartridges are replaced, the remarks files are transferred to the new cartridge using the tape update procedure outlined in Section 233-142-100.

2.22 ***Memory Reload:*** When a memory reload occurs, the remarks files may be outdated. This is because the one copy of the remarks files contains current remark data. A memory reload brings in an older copy of translations which is potentially out-of-date in relation to the current remarks files.

2.23 One of two things must be done to bring the remarks files and translation files back into agreement:

- Reenter the original remark (or remove the current remark if the original had none) to agree with the older copy of translations

- Reenter recent changes that were made since the last update to bring translations concurrent to the time of memory reload.

Should the latter method be used in conjunction with a TYP NEW RC message, the remark should also be reentered even though the correct remark is already on the remarks file. Reentering the remark is necessary on a TYP NEW RC because the remark area or tape is normally cleared if no RMK keyword is specified (paragraph 2.12). By using the TYP CHG RC message, the remark currently stored is not changed unless the RMK keyword is specified.

PRINTOUT CAPABILITIES

A. Specific Form Request (OP:OFR)

2.24 The OP:OFR input message (OFR request) is used to:

- Provide the Dial Administrator an independent recent change capability of the REMARKS field of the 3100-R form
- Provide the means to print any OFR form over any TTY channel.

The recent change capability is explained in paragraphs 2.08 through 2.23. Printing of OFR forms is described in the following paragraphs.

2.25 The OP:OFR input message provides the capability of printing all forms, a single form, a single page, or a single line. It consists of three parts:

- Form number keyword
- Item keywords
- Printing options.

It is possible to specify either the form number keyword or the item keyword to obtain the same information. A chart in the Input Message Manual, IM-3H300, relates the forms with their associated primary item keyword.

2.26 The ***form number keyword*** is used to identify which form is to be printed. To print all of the OFR forms, the input message is:

```
OP:OFR/
FORM ALL!
or
OP:OFR FORM ALL!
```

To print all of the 3100-R form, the input message is:

```
OP:OFR/
FORM 3100/
EXTRA NO! (Note)
```

Note: See paragraph 2.28, EXTRA keyword.

2.27 The ***item keywords*** are used to identify the primary data item on a specific form. For example the primary item keyword associated with the 3100-R form is TN. To print all of the 3100-R form, the input message is:

```
OP:OFR/
TN ALL/
EXTRA NO! (Note)
```

Note: See paragraph 2.28, EXTRA keyword.

The OFR request is used to verify a single data item. For example to verify route index 33, the input message is:

```
OP:OFR/
RTI 33!
or
OP:OFR RTI 33!
```

This request prints one line of data without a header.

2.28 The ***printing options*** provide control for a variety of output functions. Some of the printing options are:

- ***NUM keyword***—Specifies the number of consecutive items to print.
- ***DELAY keyword***—Specifies that printing of the office records is to be delayed until the middle of the night.

- ***EXTRA keyword***—Specifies that related (continuation) forms are to print along with the specified form. Related forms are printed when the default condition occurs. If EXTRA YES is specified or if the EXTRA keyword is omitted (default condition), Forms 3107-1 and 3107-2 are also printed. The related forms are identified on a chart located in the Input Message Manual, IM-3H300.

- ***HDR keyword***—Provides the ability to print a header when less than 20 data items are to be printed. Printing of the header is optional under this condition (default condition is NO). If the number of data items to print is more than 20, the header is always printed.

- ***START keyword***—Specifies the form to begin printing and to continue printing as if the FORM ALL option is in force.

2.29 In order to print a single page of a form, advantage of the page numbering convention (paragraph 2.07) is taken. For example, to print all 20 entries of the 3100-R form for the indicated page of Fig. 34, the input message is:

```
OP:OFR/
TN 231-1100/ (Note)
EXTRA NO/
NUM 20!
```

Note: When the item keyword (TN in this example) is specified, it is redundant to specify the FORM keyword.

Any OP:OFR request can delay printing until the middle of the night by specifying the delay option (DELAY YES keyword). By delaying lengthy printouts, the TTY is available for activities that need to be done during the normal work day (such as service orders, maintenance, traffic, etc). To delay printing three pages of the 3304-R form, the input message is:

```
OP:OFR/
CDI 40/
NUM 60/
DELAY YES!
```

To delay printing all pages of the 3304-R form, the input message is:

```
OP:OFR/
CDI ALL/
DELAY YES!
or
OP:OFR/
FORM 3304/
DELAY YES!
```

To obtain a printout of fewer than 20 data items, with a header, the HDR keyword is used. For example, to verify route index 33 the input message is:

```
OP:OFR/
RTI 33/
HDR YES!
```

Any OP:OFR FORM ALL print request that is prematurely terminated may be restarted at the point of interruption. The START keyword is used. For example, to print all forms beginning with the 3171-R form the input message is:

```
OP:OFR/
START 3171!
```

The input message to resume printing at a later time is:

```
OP:OFR/
START 3171/
DELAY YES!
```

An example of the ability to begin a printout in the middle of a form is:

```
OP:OFR
START 3171/
OE 010304!
```

B. Automatic Printing of Changed Pages

2.30 Daily service order activity accounts for the bulk of system recent changes. To reduce the administrative effort required to keep corresponding records current, all pages affected by service order changes (including remark changes) may be printed automatically. Changed pages may be printed daily or less frequently as desired.

2.31 There are the three OFR forms for which the changed pages can be automatically printed:

- 3100-R Telephone Number
- 3107-1R Supplementary Information
- 3107-2R Supplementary Information.

Each time a recent change is processed that affects any one of these forms, the pages affected are saved in resident memory. Once a day the accumulated list of changed pages is transferred to the magnetic tape cartridge. At the scheduled printout time, the changed pages are printed.

2.32 If a system initialization occurs before the list of changed pages is transferred to the tape, the list for that day is lost. This means that the telephone company must place manual requests for any page having changes on the day in which a system initialization occurred. Changed pages for the three forms are printed even though only one form is actually changed. This is because the SUPPL1 and SUPPL2 columns on the 3100-R form may change because of a change associated with the 3107-1R or 3107-2R form.

C. Scheduling of Requests (SCHED:OFR)

2.33 The telephone company can schedule OP:OFR requests for the changed pages to print every evening or less often. The SCHED:OFR message is used to input scheduling information. The schedule allows the user to specify which day or days that printing is to occur. By scheduling printouts on different days, the telephone company can share a printer with several other offices.

2.34 Several options are available on the SCHED:OFR message. One option gives the telephone company the ability to reprint changed pages that were printed last time. This feature is provided in case the last printout was lost or the quality was unacceptable. The request to reprint can be made any time as long as it is done before the next scheduled printout. When the reprint request is made, all changed pages that were scheduled last time are combined with pages that have changed since then, eliminating the possibility that a given page will be printed twice.

2.35 ▶Another option is to print the delayed pages and not the changed pages. This makes it possible to avoid having changed pages printed before the operating company wants them.

2.36 A third option is to clear the list of pending, changed pages to be printed. This option is useful when the operating company requests the entire 3100-R, 3107-1R, and 3107-2R forms be printed. The pending changed pages would no longer be needed.◀

2.37 Scheduled printouts are limited to 2 hours per evening. Should the scheduled work for a given day require more than 2 hours, the remaining work is delayed until the next scheduled time. In the event that no day is scheduled for printout, all requests (including automatic requests for printing changed pages) are accumulated until a day is scheduled.

2.38 The telephone company can schedule the day and time printouts occur. The OFR program receives control during sequencing of fixed administration and routine maintenance functions. The starting time of the maintenance sequence is controlled by the RC:REPT message.

D. Output Device Considerations

2.39 The OFR printouts are constrained to a 72-character format. This gives the telephone company an option of using a standard TTY low-speed (110-baud) printer or a high-speed (1200-baud) printer. The choice of printer primarily depends on:

- Quantity and frequency of service order activity
- Regularity with which a complete OFR record may be requested.

The following rule of thumb indicates estimates of OFR form printing times capable with 3E3 generic programs.

- The standard TTY is capable of printing 14 pages per hour
- The high-speed printer is capable of printing 100 pages per hour.

2.40 To illustrate the application of OFR printout decisions, a 1200-line, 4-network office is used as an example. It is assumed that a complete copy of OFRs would have 325 pages.

2.41 A complete 325-page printout would require 3 hours 15 minutes to print on the high-speed printer. More than 23 hours would be used on the TTY.

2.42 An office that averages 20 service orders a week, affecting 20 different pages of three forms (3100-R, 3107-1R, and 3107-2R), would require a total of 60 pages output per week. The high-speed printer would take 36 minutes (1 evening) per week, and the TTY would take about 4 hours 15 minutes (3 evenings) per week. It is recommended that the high-speed printer be used.

2.43 For each service order there may be a change in the 3171-R form (OFFICE EQUIPMENT NUMBER). This form generally is the source of new equipment locations rather than the primary source of feature information. Therefore, the 3171-R form would probably not need to be updated as often as the 3100-R form. Equipment location on the 3171-R form could be marked as "used", based on service orders or other assignments. Then, once a month or as needed (for either load balance considerations or other reasons), a complete copy of the 3171-R form could be generated.

2.44 Using the high-speed printer, the time required to generate a copy of the 3171-R form is about 14 minutes per network. For the 1200-line, 4-network office of this example, 56 minutes (1 evening) would be required. Using the TTY, about 6 hours 30 minutes (4 evenings) would be required.

E. Teletype Considerations

2.45 All input message requests for OFR printouts are allowed from any local or remote TTY location. Remote locations generally make use of the No. 3 ESS autoconnect facilities. However, a dedicated outside plant facility is also possible.

2.46 There are three ways an OFR printout may be initiated:

- TTY request for ***immediate printout (OP:OFR)***
- ▶TTY request for ***delayed printout (OP:OFR)***
- Machine-generated request for ***changed page printout.***◀

Immediate and delayed printouts are directed to the same TTY from which they were requested. Changed page printouts may be directed to any TTY (an option of SCHED:OFR).

2.47 The network administrator can have the OFR printed on the traffic TTY provided the TTY is:

(1) Set for the nondedicated option (hourly traffic reports are stored on tape rather than prepared for immediate delivery)

(2) Set for the baud rate suitable for telephone company needs.

2.48 If the telephone company elects to share the OFRs with a traffic TTY that is set for the dedicated option, there is the potential of delaying the hourly traffic significantly. This occurs when the OFRs are in the process of printing at the same time that traffic needs to print. There are no traffic "holding" registers for the hourly traffic printouts; hence, any delays in printing the hourly traffic schedule means that the printed traffic output will contain counts for a period other than the intended hour of measurement.

2.49 If the telephone company uses the dedicated option or requires a different baud rate, OFRs may be printed on any other TTY. Because of the possible volume of output, the telephone company may assign OFRs to a separate TTY. A TTY message class (CLS=5) has been reserved for this purpose (refer to RC:TTY in IM-3H300 for details).

2.50 ▶The TTY should be equipped with the "who are you" capability. This feature causes a TTY to acknowledge its existance to the software. When the TTY is connected, a query (a "who are you" character) is sent. The TTY responds with an acknowledge character. For those TTYs that do not have the "who are you" capability, long messages could be sent to a TTY and no hard copy obtained.◀

F. Frequency of Outputting Complete Records

2.51 The ability to automatically print the changed pages and the ability to print all or part of a form provide a reasonable means of keeping an up-to-date copy of OFRs. Nevertheless, the only way to be sure that records do indeed reflect the current machine translations is to periodically obtain a complete set of OFRs.

2.52 It is recommended that a complete copy be obtained at least once every 2 years and probably as often as once a year. The 2-year interval is necessary for the 3100-R form in order that aged disconnects (paragraph 2.56) stored in memory are properly updated. This updating is done automatically when the 3100-R form is printed in its entirety. Updating is a function of the manner in which the date of disconnect is stored in memory. Because of space limitations, only a partial date is stored. To avoid misprinting the date, disconnects older than 2 years must have their date replaced with a special designation. This designation ensures printing of the predefined unassigned (canned) remark for a resident disconnect older than 2 years. An example would appear as:

RD > 2 YRS

instead of:

RD 3/75.

2.53 ▶It is recommended that a partial copy of the OFR be printed when a generic reallocation occurs, or that a complete copy be printed when a generic retrofit is performed.◀ This serves as a convenient verification tool to indicate any translation discrepancies.

USE OF OFR FEATURE

A. Maintaining Permanent Telephone Company Records

2.54 Keeping permanent records of ESS translations and telephone company assignments is the main use of the OFR feature. These OFR forms relate to the work that craft perform and are customer information oriented.

B. Verifying Service Order Change

2.55 The OFR feature provides the ability to automatically print the changed pages and all or part of any form. This provides a reasonable method of keeping a current copy of the office records. Thus, the standard No. 3 ESS verify feature of Issue 4 generic will be replaced with the OFR feature in the 3E3 generic. There are two exceptions:

- Verifying messages associated with service order activity is done with the VER:LINE and VER:OE messages. Because of the time required to print header information, the verify feature is used rather than a single-line office record printout. However, an option is available on the OP:OFR message to suppress printing of the header. This implies that a template could be used in association with the OFR printout. Header suppression enhances the speed of the OFR printout when used as a verify function.

- ▶Verifying messages for which there is no corresponding OFR forms. These verify inputs are VER:CFN, VER:DATE, VER:FATDEF, VER:MPTY, VER:MRI, VER:MTL, VER:SCN, and VER:TWOPTY.

Table D indicates these input messages and gives a brief description of what each message does.◀

C. Aging Unassigned TNs

2.56 The date of service order disconnects, along with the type of disconnect (VAC, RD, BD, etc), are stored in memory. Information is printed on the 3100-R form in the remarks column. However, it is not in a useful format for the network administrator aging and subsequent reassignment practices for telephone numbers. To aid in this process, the ▶3890-R form (Fig. 33) can be printed. The listing provides a convenient reassignment tool to age certain types of disconnects longer than others. Telephone numbers that were never assigned are listed with nothing in the remarks column. They are older than those that have a disconnect remark and hence should be assigned first. For disconnects that are more than 24 months old, a ">2 YRS" statement is indicated. They are listed in no particular sequence. Disconnects that are less than 24 months old have the type of

disconnect and date indicated. They are printed in chronological order.

OTHER ADMINISTRATIVE TOOLS

A. Main Station Counts

2.57 There are several ways to obtain counts of various line features, class of service, and other parameters.

- The 3891-R form provides a list of main station counts for working main stations, single-party lines, multiparty lines, etc.
- The 3306-R form provides the number of main stations for each class of service.
- The OP:FEA input message causes a search of the originating and terminating line translations and provides a printout and a summary count of the lines that have a specific feature or combination of features.
- The OP:MATCH input message makes it possible to locate single-assignment or multiassignments of a given billing number, message, register, etc.

B. Memory Administration

2.58 The OP:EXP input message causes a count and printout of the 1-, 2-, 4-, and 8-word expansion blocks that are unused (remaining). A summary of the remaining call store and translation store is also printed. This information is used as an aid in the memory reallocation process (Sections 233-154-130 or 233-154-135).◀

3. GLOSSARY

3.01 A glossary of terms is provided to aid in understanding definitive words used in this section.

Aging Process—The method used to reassign TNs based on type and longevity of disconnect.

Canned—Refers to predefined remarks that are stored in memory. They provide a code of the reason a TN is considered as being unassigned.

Changed Pages—Those OFR forms that have had change activity since last update (applies to 3100-R, 3107-1R, and 3107-2R forms only).

Keyword—A parameter of the RC program that permits specific information to be entered into translations.

Office Records—A No. 3 ESS feature that provides on-line generation of the switching system translation records.

Unassigned Remarks—Notations in office records that indicate why and when a disconnect occurred.

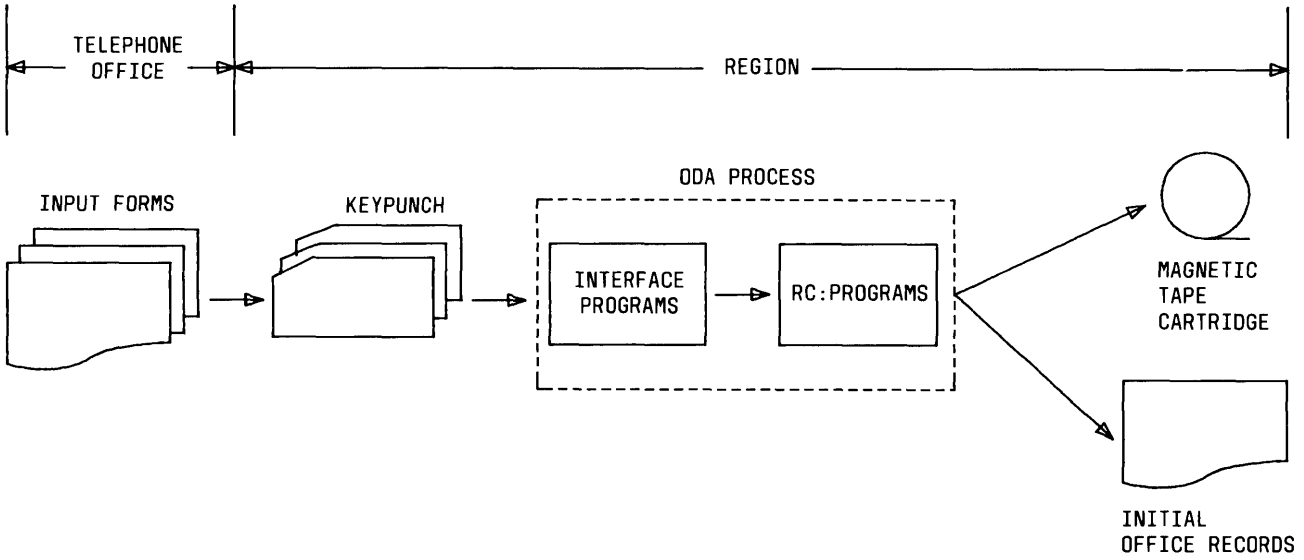

Fig. 1—Initial Office Records Generation

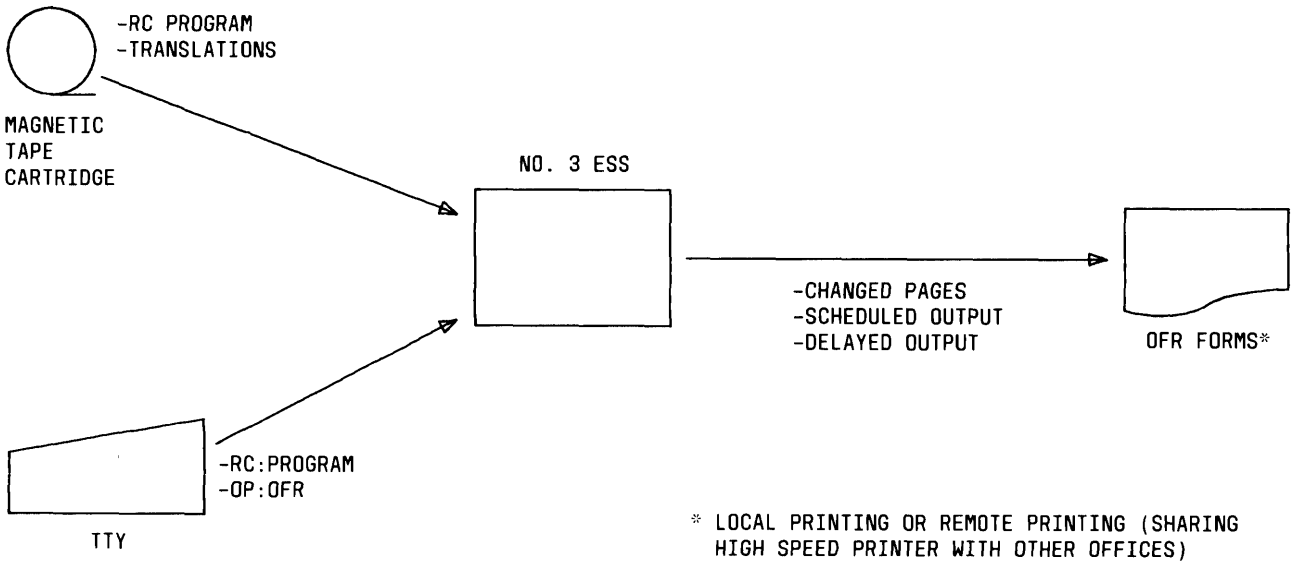

Fig. 2—Established Office Records Generation

```
ESS 3100-R                          NO. 3 ESS                          TN xxx-xxxx

BASE & CONTROL: xxxxxx          TELEPHONE NUMBER
OFFICE: xxxxxxxxxxxx          DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------------
    !OFFICE! ! !   !   EQUIPMENT  !          !   !    !S!S!
    !EQUIP ! ! !   !   FEATURES   !MLH GROUP !   !SOFT!U!U!
    !------! ! !   !--------------+----------!   !MSG !P!P!
 TN !CGCS L!P!R! L !G TE!ECEC!EEB !H !T !L !R! R !REG !P!P!   REMARKS
 EU !OROWSE!T!A! C !SETS!SLSL!SSL !M !E !H !M! T !(MR)!L!L!    (13)
 LM !NPNGWV!Y!X! C !TLCX!M2F1!LCN !L !R !T !B! I !    !1!2!
----+------+-+-+---+----+----+----+--+--+--+-+---+----+-+-+-------------
```

TEL NUM - Telephone Number
OFFICE EQUIP - Office Equipment Number
- CON GRP - Concentrator Group
- CON - Concentrator
- SWG - Switch Group
- SW - Switch
- LEV - Level

PTY - Party Number
RAX - Rate Area
LCC - Line Class Code
EQUIPMENT FEATURES - Equipment Features
- GST - Ground Start
- EL - Essential Line
- TTC - TOUCH-TONE
- ESX - Call Waiting
- ESM - Call Forwarding
- CL2 - Change Speed Calling - Two Digit
- ESF - Speed Calling - Two Digit
- CL1 - Change Speed Calling - One Digit
- ESL - Speed Calling - One Digit
- ESC - 3-Way Calling
- BLN - Special Toll Billing

MLH GROUP - Multiline Hunt Group
- HML - Group Number
- TER - Multiline Hunt Group Terminal Number
- LHT - Last Hunt Terminal
- RMB - Random Make Busy

RTI - Route Index or Return Telephone Index
SOFT MSG REG (MR) - Software Message Register
SUPPL1 - Supplementary Information, Form 3107-1R
SUPPL2 - Supplementary Information, Form 3107-2R

Fig. 3— Telephone Number Form (3100-R)

```
ESS 3105-R                          NO. 3 ESS                    (HML) GRP xxx

BASE & CONTROL: xxxxxx      MULTI-LINE HUNTING GROUP TABLE
OFFICE: xxxxxxxxxxxx        DATE mm/dd/yy  hh:mm:ss

GROUP INFORMATION
-------------------------------------------------------------------------------
  !H !  ! !   !EQUIPMENT  !BILLING !  !  ! !                !       !
  !I !  ! !   !FEATURES   !NUMBER  !  !  ! !                !       !S
  !G !  ! !   !-----------+--------!N !  !S!                !       !P
  !H !HS! !   !   !   !   !   !    !IS!SH!C!    REMARKS    !   S   !A
H !EM!UI!R! L !G T!CEC!EEB! N ! TN !GT!TU!H!     (14)       !   S   !R
M !SE!NZ!A! C !SET!LSL!SSL! X ! EU !HO!ON!E!                !   B   !E
L !TM!TE!X! C !TLC!2F1!LCN! X ! LM !TP!PT!D!                !   A   !S
--+--+--+-+---+---+---+---+---+----+--+--+-+--------------+-------+--
  !  !  ! !   !   !   !   !   !    !  !  ! !                !       !

MEMBER INFORMATION
-------------------------------------------------------------------------------
  !   !    !OFFICE! !   ! EQUIPMENT  ! ! !S!S
  !   !    ! EQUIP! !   ! FEATURES   ! ! !U!U
  !   !    !------! !   !------------! ! !P!P
T ! N ! TN !CGCS L!R! L !G T!ECEC!EEB!R! !P!P
E ! X ! EU !OROWSE!A! C !SET!SLSL!SSL!M! !L!L
R ! X ! LM !NPNGWV!X! C !TLC!M2F1!LCN!B! !1!2
--+---+----+------+-+---+---+----+---+-+-+-+-
```

GROUP INFORMATION

- HML - Multiline Hunting Group Number (MLHG)
- HIGHEST MEM - Highest Member Number
- HUNT SIZE - Last Hunt Table Terminal Number of the MLHG
- RAX - Rate Area
- LCC - Line Class Code
- EQUIPMENT FEATURES
  - GST - Ground Start
  - EL - Essential Line
  - TTC - TOUCH-TONE
  - CL2 - Change Speed Calling - Two Digit
  - ESF - Speed Calling - Two Digit
  - CL1 - Change Speed Calling - One Digit
  - ESL - Speed Calling - One Digit
  - ESC - Three Way Calling
  - BLN - Special Toll Billing
- BILLING NUMBER
  - NXX - Office Code
  - TEL NUM - Telephone Number
- NIGHT STOP - Night Stop Terminal
- STOP HUNT - Stop Hunt Terminal
- SCHED - Traffic Schedule
- SSBA - Selection Status Block Address
- SPARES - Spare Members

MEMBER INFORMATION

- TER - Multiline Hunt Group Terminal Number
- NXX - Office Code
- TEL NUM - Telephone Number
- OFFICE EQUIP - Office Equipment Number
  - CON GRP - Concentrator Group
  - CON - Concentrator
  - SWG - Switch Group
  - SW - Switch
  - LEV - Level
- RAX - Rate Area
- LCC - Line Class Code
- EQUIPMENT FEATURES - Equipment Features
  - GST - Ground Start
  - EL - Essential Line
  - TTC - TOUCH-TONE
  - ESM - Call Forwarding
  - CL2 - Change Speed Calling - Two Digit
  - ESF - Speed Calling - Two Digit
  - CL1 - Change Speed Calling - One Digit
  - ESL - Speed Calling - One Digit
  - ESC - 3-Way Calling
  - BLN - Special Toll Billing
- RMB - Random Make Busy
- SUPPL1 - Supplementary Information, Form 3107-1R
- SUPPL2 - Supplementary Information, Form 3107-2R

Fig. 4— Multiline Hunting Group Table Form (3105-R)

ESS 3107-1R NO. 3 ESS TN xxx-xxxx

BASE & CONTROL: xxxxxx SUPPLEMENTARY INFO
OFFICE: xxxxxxxxxxxx DATE mm/dd/yy hh:mm:ss

	HOT LINE NUMBER						SERIES COMPLETE			DP		DPM				REORDER BUSY (BSY)			BILLING NUMBER BTN/OWATS		
	PREFIX		NPA		NXX		TEL NUM			DPU		DPCU									
										T	T	T	T	T	B						T
TN	F	N	N	TN	N	TN	P			R	Y	P	R	P	Y	U	S	R	P	N	TN	Y
EU	I	P	X	EU	X	EU	PP			I	P	PP	I	N	P	S	C	O	N	X	EU	P
LM	X	A	X	LM	X	LM	DD			P	E	DD	P	T	E	Y	N	W	T	X	LM	E

TEL NUM - Associated Telephone Number (3100-R)
HOT LINE NUMBER
- PREFIX - Prefixing
- NPA - Numbering Plan Area
- NXX - Terminating Office Code
- TEL NUM - Telephone Number of Terminating Station

SERIES COMPLETE - Series Completion
- NXX - Office Code
- TEL NUM - Telephone Number of Billing Station

DP - Sleeve Lead Peripheral Decoder Point
DPU - Noise Immunity Peripheral Decoder Point
- PPD - Peripheral Pulse Distributor
- PD - Peripheral Decoder
- TRIP - Triplet
- TYPE - S = Sleeve Lead (DP)/N = Noise Immunity Circuit (DPU)

DPM - Message Register Peripheral Decoder Point
DPCU - Coin Line Peripheral Decoder Point
- PPD - Peripheral Pulse Distributor
- PD - Peripheral Decoder
- TRIP - Triplet
- PNT - Dial Tone First Coin Line, Point
- TYPE - M = Hardware Message Register (DPM)/C = Coin (DPCN)

REORDER BUSY (BSY) - Reorder or Busy Tone Scan Point
- BUSY - Busy Tone
- SCN - Scanner
- ROW - Row
- PNT - Point

BILLING NUMBER BTN/OWATS
- NXX - Billing Office Code
- TEL NUM - Telephone Number
- TYPE - B = Billing Number (BTN)/O = Outwats Number (OWATS)

Fig. 5— Supplementary Information Form (3107-1R)

ESS 3107-2R NO. 3 ESS TN xxx-xxxx

BASE & CONTROL: xxxxxx SUPPLEMENTARY INFO
OFFICE: xxxxxxxxxxx DATE mm/dd/yy hh:mm:ss

```
    !              !  ! ! ! !   !  ! !N!  !   ! ! !   OTHER
    !              !  ! ! !A!   !  ! !O!  !   !N! !  FEATURES
    !     RETURN   !  !C! !U! T !  ! ! !P !   !I! !
    !--    TEL     !M !O! !T! I !  ! !D!R ! M !T! !------------
    !P!    NUM     !S !N! !O! M !  ! !I!I ! E !E! ! ! !   ! !
    !R!            !G !T! ! ! E !  ! !A!O ! M ! ! ! ! !   ! !
    !E!------------!  ! !P!D!   !E !T!L!R !   !T!R! !P!   ! !
 TN !F! N ! N ! TN !C !N!O!I! O !T !O! !I ! N !E!A!R!L! T ! !S
 EU !I! P ! X ! EU !L !U!R!A! U !Y !N!B!T ! U !S!M!O!I! R !S!O
 LM !X! A ! X ! LM !S !M!T!L! T !P !E!K!Y ! M !T!L!H!T! C !S!B
----+-+---+---+----+--+-+-+-+---+--+-+-+--+---+-+-+-+-+---+-+-
```

TEL NUM - Associated Telephone Number (3100-R)
RETURN TEL NUM - Return Telephone Number
- PREFIX - Prefixing
- NPA - Numbering Plan Area
- NXX - Terminating Office Code
- TEL NUM - Terminating Station

MSG CLS - Message Class Number*
CONT NUM - Controller Number
PORT - TTY Controller Port
AUTO DIAL - Automatic Dialing Option
TIME OUT - Time Out Before Automatic Disconnect of TTY
ETYP - Entry Type**
TONE - Tone***
NO DIAL BK - No Dial Back
PRIORITY - Priority
MEM NUM - Member Number
NITE TEST - Night Desk
RAML - ROTL Automatic Maintenance Line****
OTHER FEATURES
- ROH - Inhibit Receiver Off Hook Tone
- PLIT - Prohibit Line Insulation Test
- TRC - Trace Alarm Indication *****
- SS - Special Studies
- SOB - Service Observing

* MSG CLS

TTY	DATA LINK
0 = Maintenance	8 = AMA
1 = Backup Maintenance	9 = AMA Backup
2 = Service Order	10 = ROTL Data
3 = Traffic	11 = (spare)
4 = Repair Service Bureau	12 = (spare)
5 = Office Records	13 = (spare)
6 = (spare)	14 = (spare)
7 = (spare)	15 = (spare)

** ETYP

TTY Autoconnect	Non-TTY Autoconnect	Non-Autoconnect
0 = TTY	8 = LTD	33 = TLTP Port 1
1 = reserved	9 = RRA	34 = FETL Ter 0 (ROTL)
2 = reserved	10 = ROTL Security	35 = FETL Ter 1 (ROTL)
3 = ROTL Data	11 = (spare)	
4 = (spare)	12 = (spare)	
5 = (spare)	13 = (spare)	
6 = (spare)	14 = (spare)	
7 = (spare)	15 = (spare)	

*** TONE
- 0 = High Tone (no timing)
- 1 = 2025 Hz (time 30 seconds)
- 2 = 2275 Hz (time 30 seconds)

**** RAML
Allows ROTL trunk maintenance limit to be exceeded.

***** TRC
- MJ = Major
- MIN = Minor
- YES = Implies no alarm with TRACE feature.

Fig. 6— Supplementary Information Form (3107-2R)

ESS 3171-R NO. 3 ESS OE xxxxxx

BASE & CONTROL: xxxxxx OFFICE EQUIPMENT NUMBER
OFFICE: xxxxxxxxxxx DATE mm/dd/yy hh:mm:ss

```
OFFICE!       ! !  LINES AND MLH GROUPS   !  TRUNKS AND SERVICE CKTS
EQUIP !       ! !-------------------------+-----------------------------
      !       ! !  DIRECTORY NUM  ! ! !   !           ! TRK ! SUPV SP
------!       !P!-----------------! ! !   ! EQUIP LOC !ORDER!--------
CGCS L!       !O! PARTY  ! PARTY  !G!R! L !   (EQL)   !CODE !S  R  P
OROWSE!GRP-MEM!R!        )        !S!A! C !           !(TOC)!C  O  N
NPNGWV!       !T!1/3/5/7 !2/4/6/8 !T!X! C !TFF-B-LL-PP!     !N  W  T
------+-------+-+--------+--------+-+-+---+-----------+-----+--------
```

OFFICE EQUIP - Office Equipment Number
- CON GRP - Concentrator Group
- CON - Concentrator
- SWG - Switch Group
- SW - Switch
- LEV - Level

GRP-MEM - Group and Member Number
PORT - Port Identification
LINES AND MLH GROUPS
- DIRECTORY NUM - Directory Number*
  - PARTY 1 PARTY 2
  - PARTY 3 PARTY 4
  - PARTY 5 PARTY 6
  - PARTY 7 PARTY 8
- GST - Ground Start
- RAX - Rate Area
- LCC - Line Class Code

TRUNKS AND SERVICE CKTS
- EQUIP LOC (EQL) - Equipment Location
  - T - Frame Type**
  - FF - Frame Number
  - B - Bay
  - LL - Level
  - PP - Position
- TRK ORDER CODE (TOC) - Trunk Order Code
- SUPV SP - Supervisory Scan Point
  - SCN - Scanner
  - ROW - Row
  - PNT - Point

* DIRECTORY NUM
Includes autoconnect trigger numbers. There are a maximum of six autoconnect trigger numbers per Office Equipment number. For convenience, each will print in party positions 1 through 6.

** EQUIP LOC (EQL)
T - Frame Type
- C - Control
- N - Network
- M - Miscellaneous
- T - Test

Fig. 7— Office Equipment Number Form (3171-R)

```
ESS 3201-R                          NO. 3 ESS                          GRP xxx

BASE & CONTROL: xxxxxx          TRUNK ASSIGNMENTS
OFFICE: xxxxxxxxxxxx          DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------------
OFFICE!           ! !   !   !  !  SCAN  !DIRECTED!DISTRIB!
 EQUIP!           ! !   !   !  !  POINT !  SCAN  !TRIPLET!
      ! EQUIPMENT ! !   !   !  !  (SP)  !  (DSP) !  (DP) ! TRK
------! LOCATION  ! !   !   !  !--------!--------!-------!ORDER
      !   (EQL)   !P!   !   ! C!        !        !      T!CODE
CGCS L!           !O! G ! M !CO!S  R  P !S  R  P !P     R!(TOC)
OROWSE!           !R! R ! E !KD!C  O  N !C  O  N !P P   I!
NPNGWV!TFF-B-LL-PP!T! P ! M !TE!N  W  T !N  W  T !D D   P!
------+-----------+-+---+---+--+--------+--------+-------+-----
```

OFFICE EQUIP - Office Equipment Number
- CON GRP - Concentrator Group
- CON - Concentrator
- SWG - Switch Group
- SW - Switch
- LEV - Level

EQUIPMENT LOCATION (EQL) - Equipment Location of Trunk or Service Circuits*
- T - Frame Type
- FF - Frame Number
- B - Bay
- LL - Level
- PP - Position

PORT - Port Identification
GRP - Trunk Group Number
MEM - Member Number (TER)
CKT CODE - Circuits Code
SCAN POINT (SP) - Supervisory Scan Point Number
- SCN - Scanner
- ROW - Row
- PNT - Point Number

DIRECTED SCAN (DSP) - Directed Scan Point Number
- SCN - Scanner
- ROW - Row
- PNT - Point Number

DISTRIB TRIPLET (DP) - Distributor Triplet
- PPD - Peripheral Pulse Distributor
- PD - Peripheral Decoder
- TRIP - Triplet

TRK ORDER CODE (TOC) - Trunk Order Code*

* Not printed on the 3201-R form but is printed on the 3171-R form.

Fig. 8— Trunk Assignments Form (3201-R)

```
ESS 3202-1R                        NO. 3 ESS                        GRP xxx

BASE & CONTROL: xxxxxx                TRUNK GROUP
OFFICE: xxxxxxxxxxxx            DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------
   !T!H  !  !         !               !       !
   !R!I  !  !         !               !       ! S
   !F!G  !  !         !               !       ! P
   ! !H  ! C!         ! DESCRIPTION   !   S   ! A
 G !S!E M!CO!         !               !   S   ! R
 R !C!S E!KD!         !               !   B   ! E
 P !H!T M!TE!         !               !   A   ! S
---+-+---+--+---------+---------------+-------+---
```

GRP - Trunk Group Number
TRF SCH - Traffic Schedule
HIGHEST MEM - Highest Member Number
CKT CODE - Circuit Code
SSBA - Selection Status Block Address
SPARES - Spare Members

Fig. 9— Trunk Group Form (3202-1R)

```
ESS 3202-3R                          NO. 3 ESS                          GRP xxx

BASE & CONTROL: xxxxxx                TRUNK GROUP
OFFICE: xxxxxxxxxxxx              DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------------
   ! !   !  ! TRANSLATOR  !   !  !              !       !
   ! !   !  !-------------!   !  !              !       !
   ! !   !  !1D!3D!  4D   !TRK!  !              !       !
   ! !   !  ! I! I!   I   !DIR!  !              !       !
   ! !H  !  ! G! G!   G   !   !  !              !       !
   ! !I  !T !--+--+-------+---!  !   REMARKS    !       ! S
   !S!G  !O !  ! C!   ! !T!  2!  !    (14)      !       ! P
   !C!H  !T !  ! L! C ! !H!   ! C!              !   S   ! A
 G !H!E M!AI!TN!SA! O !N!D!O W!CO!              !   S   ! R
 R !E!S E!NN!BU!CS! D !D!I!UIA!KD!              !   B   ! E
 P !D!T M!ID!LM!RS! E !E!G!TNY!TE!              !   A   ! S
---+-+---+--+--+--+---+-+-+---+--+--------------+-------+--
```

GRP - Trunk Group Number
SCHED - Traffic Schedule
HIGHEST MEM - Highest Member Number
TOTANI IND - Terminal Office Test Access Number Index
TRANSLATOR
- 1 DIG - 1 Digit
  - TBL NUM - Table Number
- 3 DIG - 3 Digit
  - SCR CLASS - Trunk Screening Class
- 4 DIG - 4 Digit
  - CODE - Office Code
  - NDE - Number of Digits Expected
  - THDIG - Thousands Digit

TRK DIR - Trunk Direction
- OUT - Outgoing Traffic Allowed
- IN - Incoming Traffic Allowed
- 2 WAY - 2-way Traffic Allowed

CKT CODE - Circuit Code
SSBA - Selection Status Block Address
SPARES - Spare Members

Fig. 10— Trunk Group Form (3202-3R)

ESS 3204-R NO. 3 ESS GRP xxx

BASE & CONTROL: xxxxxx TRUNK FEATURES
OFFICE: xxxxxxxxxxxx DATE mm/dd/yy hh:mm:ss

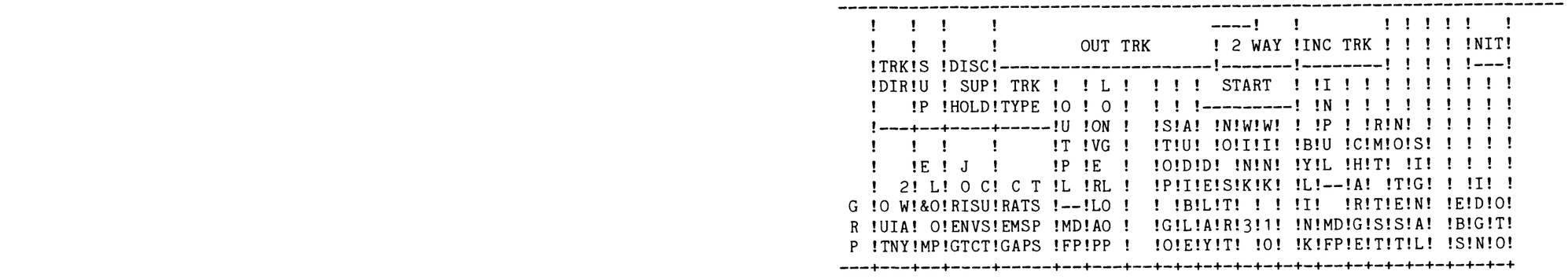

Fig. 11— Trunk Features Form (3204-R)

```
ESS 3209-R                          NO. 3 ESS                          TBL xx

BASE & CONTROL: xxxxxx      ONE DIGIT TRANSLATION
OFFICE: xxxxxxxxxxxx        DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------
  !O! !N !   !   !
TN!D!N!TN! N ! R !   REMARKS
BU!I!D!BU! X ! T !    (14)
LM!G!E!LM! X ! I !
--+-+-+--+---+---+-------------
```

TBL NUM - 1-Digit Table Number
ODIG - Table Entry Digit
NDE - Number of Digits
NTBL NUM - Next 1-Digit Table Number
NXX - Office Code
RTI - Route Index

Fig. 12— 1-Digit Translation Form (3209-R)

```
ESS 3300-R                          NO. 3 ESS                          DIG xxx

BASE & CONTROL: xxxxxx     3 & 6 DIGIT TRANSLATION                     FAT x
OFFICE: xxxxxxxxxxxx       DATE mm/dd/yy  hh:mm:ss                     NPA xxx
---------------  ---------------  ---------------  ---------------
 D ! C !       !  ! D ! C !       !  ! D ! C !       !  ! D ! C !
 I ! D !REMARKS!  ! I ! D !REMARKS!  ! I ! D !REMARKS!  ! I ! D !REMARKS
 G ! I !  (7)  !  ! G ! I !  (7)  !  ! G ! I !  (7)  !  ! G ! I !  (7)
---+---+-------+  +---+---+-------+  +---+---+-------+  +---+---+-------
```

DIG - Office or Area Code
CDI - Code Index
REMARKS - Remarks
Recommended use of the following format utilizes common language notation (Section 795-100-100).
FORMAT: AAAA XX (7 characters, including blanks)
where: AAAA = city (4 characters) or state (2 characters)
XX = building, street, or other identifier.
XX is not normally specified if AAAA is a state.

Fig. 13— 3- and 6-Digit Translation Form (3300-R)

```
ESS 3301-R                          NO. 3 ESS                          SCRTBL xx

BASE & CONTROL: xxxxxx                RATE & ROUTE                       SCR xx
OFFICE: xxxxxxxxxxxx          DATE mm/dd/yy  hh:mm:ss
---------------  ------------  ------------  ---------------------------
  !           !    !        !    !        !    !        !
  !-----------+    !--------+    !--------+    !--------+--------------
S !S !  !   ! !  S !  !   ! !  S !  !   ! !  S !  !   ! !
C !C !  !   ! !  C !  !   ! !  C !  !   ! !  C !  !   ! !
R !RC!  !   ! !  RC!  !   ! !  RC!  !   ! !  RC!  !   ! !
N !NL!  !   ! !  NL!  !   ! !  NL!  !   ! !  NL!  !   ! !   REMARKS
IT!IA!C ! R ! !  IA!C ! R ! !  IA!C ! R ! !  IA!C ! R ! !     (14)
NB!NS!H ! T !T!  NS!H ! T !T!  NS!H ! T !T!  NS!H ! T !T!
GL!GS!I ! I !D!  GS!I ! I !D!  GS!I ! I !D!  GS!I ! I !D!
--+--+--+---+-+  --+--+--+-+-+  --+--+---+-+  --+--+---+-+-------------


SCRNING TBL - Screening Table (SCRTBL)
     SCRNING CLASS - Screening Class (SCR)
     CHI - Charge Index
     RTI - Route Index
     TD - Toll Diversion
```

Fig. 14— Rate and Route Form (3301-R)

```
ESS 3302-R                          NO. 3 ESS                          CHI xx

BASE & CONTROL: xxxxxx                CHARGE
OFFICE: xxxxxxxxxxxx          DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------
  !  !INIT!OVER!
  !  !    !TIME!
  !E !----+----!
C !T !T!C !T!C !  REMARKS
H !Y !I!H !I!H !   (14)
I !P !M!R !M!R !
--+--+-+--+-+--+-------------


CHI - Charge Index (preprinted)
ETYP - Entry Type
INIT - Initial Time and Charge
     TIM - Initial Time
     CHR - Initial Charge
OVERTIME - Overtime Time and Charge
     TIM - Overtime Time
     CHR - Overtime Charge
```

Fig. 15— Charge Form (3302-R)

ESS 3303-1R NO. 3 ESS NOC/RTIxxx

BASE & CONTROL: xxxxxx ROUTE INDEX EXPANSION
OFFICE: xxxxxxxxxxx DATE mm/dd/yy hh:mm:ss

NOC/ RTI	NXX	CUTOVR RTI	OTO RTI	ICP RTI	NPA	REMARKS (14)

NOC/RTI - Route Index
NXX - Office Code
CUTOVR RTI - Cutover Route Index
OTO RTI - Office-to-Office Test Route Index
ICP RTI - Default Intercept Route Index
NPA - Numbering Plan Area

Fig. 16— Route Index Expansion Form (3303-1R)

```
ESS 3303-2R                          NO. 3 ESS                          RTI xxx

BASE & CONTROL: xxxxxx          ROUTE INDEX EXPANSION
OFFICE: xxxxxxxxxxxx          DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------
   !  !   !   OUTPULSING  !   ! ! !
   !  !   !---------------!   ! ! !
   !  !   ! ! CONVERSION  !   ! !H!     REMARKS
   !  !   ! !-------------!ALT! !I!      (14)
   !E !   !D!PREFIX!! ! ! !   !F!/!
 R !T ! G !L!-----! ! ! ! ! R !R!L!
 T !Y ! R !T!D!D!D!D!D!D!D! T !E!O!
 I !P ! P !D!1!2!3!4!5!6!7! I !E!W!
---+--+---+-+-+-+-+-+-+-+---+-+-+------------
```

RTI - Route Index (preprinted)
ETYP - Entry Type
GRP - Trunk Group
OUTPULSING
- DLTD - Digit Deleted
- CONVERSION
  - PREFIX - Prefix Digits
    - D1-D3 - Decimal Digits to be Prefixed
  - D4-D7 - Used for Code Conversion (D5-D7 are optional)

ALT RTI - Alternate Route Index
FREE - Free (not charged)
HI/LOW - High or Low Tone (H = High, L = Low)

Fig. 17— Route Index Expansion Form (3303-2R)

```
ESS 3304-R                          NO. 3 ESS                          CDI xxx

BASE & CONTROL: xxxxxx              CODE INDEX
OFFICE: xxxxxxxxxxxx            DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------------
   ! ! NORMAL     !CONFLCT!S ! !    ! !    !
   ! !CODE IND    ! CD IND!C ! !    ! !NXT!
   ! !------------+--------!R ! !    ! !    !
   !E! N ! P ! P ! A ! O !N ! !    ! !    !    REMARKS
 C !T! P ! 1 ! 0 ! C ! C !IT!F! R !P! C !     (14)
 D !Y! C ! C ! C ! D ! D !NB!A! T !R! D !
 I !P! I ! I ! I ! I ! I !GL!T! I !C! I !
---+-+---+---+---+---+---+--+-+---+-+---+------------+-+
```

CDI - Code Index
ETYP - Code Index Entry Type
NORMAL CODE IND - Normal Code Index
    NPCI - Number Prefix Code Index
    P1CI - 1+ Prefix Code Index
    POCI - 0+ Prefix Code Index
CONFLCT CD IND - Conflict Code Index
    ACDI - Area Code
    OCDI - Office Code Index
SCRNING TBL - Screening Table
FAT - Foreign Area Translator
RTI - Route Index
PRC - Preroute Peg Counter
NXT CDI - Next Code Index

Fig. 18— Code Index Form (3304-R)

```
ESS 3306-R                          NO. 3 ESS                          LCI xxx

BASE & CONTROL: xxxxxx                  LINE CLASS CODE
OFFICE: xxxxxxxxxxxx              DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------------
   !   ! ! !MAJOR!S !                  !
   !   ! ! !CLASS!C !                  !
   !   ! ! !-----!RC!   REMARKS        ! MS
   !   ! ! !O !T !NL!    (14)          !CNTS
 L ! L !P!R!R !E !IA!                  !
 C ! C !T!A!I !R !NS!                  !
 I ! C !Y!X!G !M !GS!                  !
---+---+-+-+--+--+--+-----------------+----
```

LCI - Line Class Index
LCC - Line Class Code
PTY - Party Number
RAX - Rate Area
MAJOR CLASS
ORIG - Originating Major Class
TERM - Terminating Major Class
SCRNING CLASS - Screening Class
MS CNTS - Main Station Counts

Fig. 19— Line Class Code Form (3306-R)

```
ESS 3307-R                          NO. 3 ESS                          CAC xxx

BASE & CONTROL: xxxxxx    INTL DIRECT DISTANCE DIALING
OFFICE: xxxxxxxxxxxx        DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------------
   !M !M !   !
 C !N !X ! C !   REMARKS
 A !D !D ! D !    (14)
 C !E !E ! I !
---+--+--+---+-------------
```

CAC - Country Access Code
MNDE - Minimum Number of Digits Expected
MXDE - Maximum Number of Digits Expected
CDI - Code Index

Fig. 20— International Direct Distance Dialing Form (3307-R)

ESS 3400-R NO. 3 ESS TRAF_ITEM xx

BASE & CONTROL: xxxxxx TRAFFIC SCHEDULE BLOCK TABLE
OFFICE: xxxxxxxxxxxx DATE mm/dd/yy hh:mm:ss

```
  ! !     !     !D T!P O!P O!  !
  ! !     !     !E R!R N!R N!  !
  ! !START! END !D F!I  !I  !  !
  ! ! C,H,!  C  !I  !N T!N M!  !
  ! ! D,W !SCHED!C H!T R!T A!  !
  !S!SCHED!     !A  !  A!  I!  !   REMARKS
  !C!     !     !T S!  F!  N!M !   (14)
  !H!     !     !E C!Q  !Q T!S !
  !E!     !     !D H!   !   !G !
 I!D!-----+-----+---+---+---!  !
 T!U!  !M !  !M !Y! !Y! !Y! !C !
 E!L!H !I !H !I !E!N!E!N!E!N!L !
 M!E!R !N !R !N !S!O!S!O!S!O!S !
--+-+--+--+--+--+-+-+-+-+-+--+------------
```

ITEM - Reference Number (preprinted)
SCHEDULE - Schedule
START C,H,D,W SCHED - Start C-, H-, D-, or W-Schedule
HR - Hour
MIN - Minutes
END C SCHED - End C-Schedule
HR - Hour
MIN - Minutes
DEDICATED TRF H SCH - Dedicated Traffic TTY H-Schedule
YES - Output H-Schedule to dedicated Traffic TTY
1 hour after the specified starting time
NO - Output H-Schedule to tape
1 hour after the specified starting time*
PRINT Q ON TRAF - Print Q-Schedule on Traffic TTY
PRINT Q ON MAINT - Print Q-Schedule on Maintenance TTY
MSG CLS - Message Class

* Printing of the H-Schedule is over a nondedicated TTY (Autoconnect) and is printed at the starting time specified for the D-Schedule.

Fig. 21— Traffic Schedule Block Table Form (3400-R)

```
ESS 3500-1R                        NO. 3 ESS              CAP/OPT-ITEM xx

BASE & CONTROL: xxxxxx          GENERAL INFORMATION
OFFICE: xxxxxxxxxxxx          DATE mm/dd/yy  hh:mm:ss
CAPACITY OR OPTION
-------------------------------------------------------------------------
  !  CAP- !3 X!                                  !
  ! ACITY !/ L!                                  !
  !   OR  !6 A!                                  !
  ! OPTION!---!                                  !
I !   ----! !T!          DESCRIPTION             !  RANGE
T !   !Y! !F!Y!                                  !
E !   !E!N!A!P!                                  !
M !   !S!O!T!E!                                  !
--+-+-+-+-+-+-+----------------------------------+---------
```

ITEM - Reference Number (preprinted)
CAPACITY OR OPTION
3/6 XLA - 3- and 6-Digit Translator
FAT - Foreign Area Translator
TYPE - Type
RANGE - Range

Fig. 22— General Information Form (3500-1R)

```
ESS 3500-2R                          NO. 3 ESS                          TTY/MISC

BASE & CONTROL: xxxxxx     GENERAL INFORMATION TABLE
OFFICE: xxxxxxxxxxxx       DATE mm/dd/yy  hh:mm:ss
TTY OFFICE IDENTIFICATION
-------------------------------------------------------------------------------
I !  OFFICE I.D.  !
T !                !  DESCRIPTION
E !----            !
M !NPA!            !
--+---+-----------+--------------------


MISCELLANEOUS OFFICE EQUIPMENT
-------------------------------------------------------------------------------
 !OFFICE!
 !EQUIP !
E!------!   DESCRIPTION
T!CGCS L!
Y!OROWSE!
P!NPNGWV!
-+------+--------------------


-------------------------------------------------------------------------------
                EQUIPPED NETWORK FRAMES                    !M !
                                                           !S !
--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+
15!14!13!12!11!10!09!08!07!06!05!04!03!02!01!00!
--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+--+
  !  !  !  !  !  !  !  !  !  !  !  !  ! *! *! *! *!
```

TTY OFFICE IDENTIFICATION

ITEM - Reference Number (preprinted)

OFFICE I.D. - TTY Office Identification

NPA - Numbering Plan Area

MISCELLANEOUS OFFICE EQUIPMENT

ETYP - Entry Type

OFFICE EQUIP

CON GRP - Concentrator Group

CON - Concentrator

SWG - Switch Group

SW - Switch

LEV - Level

EQUIPPED NETWORK FRAMES

MS - Master Scanner Frame

Fig. 23— General Information Table Form (3500-2R)

```
ESS 3500-3R                        NO. 3 ESS                        TTYC x

BASE & CONTROL: xxxxxx   GENERAL INFORMATION TABLE
OFFICE: xxxxxxxxxxxx      DATE mm/dd/yy  hh:mm:ss
TTY CHANNEL ASSIGNMENTS
-------------------------------------------------------------------------
 ! !  !  ! !A! !H!
 ! !M !  ! !N!M!I!
 ! !S !  !P!S!O! !
 ! !G !  !A!W!N!S!    REMARKS
T!P!  !  !R!E!I!P!     (14)
T!O!C !  !I!R!T!E!
Y!R!L !  !T!B!O!E!
C!T!S !  !Y!K!R!D!
-+-+--+--+-+-+-+-+-------------


TTYC - Teletypewriter Controller Number
PORT - Port
MSG CLS - Controller Message Class
PARITY - Parity
ANSWERBK - Answer-Back
MONITOR - Monitor
HI SPEED - High Speed (1200 baud)
```

Fig. 24— General Information Table Form (3500-3R)

```
ESS 3501-R                          NO. 3 ESS                    THDIG xxxx

BASE & CONTROL: xxxxxx          OFFICE CODE TABLE
OFFICE: xxxxxxxxxxxx          DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------------
     ! ! !   !   !
THDIG! !P!   !   !
     ! !R!   !   !
-----! !E!   !   !   REMARKS
   !T!H! !   !   !     (14)
 N !D!D!C! C ! R !
 X !I!I!U! D ! T !
 X !G!G!T! I ! I !
---+-+-+-+---+---+-------------


THDIG - Office Code and Thousands Digit
     NXX - Office Code
     TDIG - Thousands Digit
HDIG - Hundreds Digit
PRE CUT - Precut (per hundreds group)
CDI - Code Index (per thousands group)
RTI - Route Index (per hundreds group)
```

Fig. 25— Office Code Table Form (3501-R)

```
ESS 3505-R                          NO. 3 ESS                    TRK/TOTANI xx

BASE & CONTROL: xxxxxx        AUTOMATIC TRUNK TEST
OFFICE: xxxxxxxxxxxx        DATE mm/dd/yy  hh:mm:ss
TRUNK MAINTENANCE BILLING NUMBER
-------------------------------------------------------------------------
 N ! TN !   REMARKS
 X ! EU !    (14)
 X ! LM !
---+----+--------------
   !    !


 TEST TYPE & TEST ACCESS NUMBER
-------------------------------------------------
  ! !     TEST ACCESS NUMBER      !
  ! !-----------------------------!
T ! !   !PERM BY!OPERATNL ! OTHER !
O ! !   !-------+---------+-------!  REMARKS
T ! !   !       !       !S!       !    (14)
A !A! N !DDDDDDD!DDDDDDD!Y!DDDDDDD!
N !P! P !1234567!1234567!N!1234567!
I !T! A !       !       !C!       !
--+-+---+-------+-------+-+-------+--------------


TRUNK MAINTENANCE BILLING NUMBER
     NXX - Office Code
     TEL NUM - Station Number


TEST TYPE & TEST ACCESS NUMBER
     TOTANI - Terminal Office Test Access Number Index
     APT - Automatic Progression Test
     TEST ACCESS NUMBER
          NPA - Numbering Plan Area
          PERM BY - Permanent Busy
          OPERATNL - Operational
               SYNC - Synchronous Operational Test
          OTHER - Other (future use)
```

Fig. 26— Automatic Trunk Test Form (3505-R)

ESS 3506-R NO. 3 ESS SP xx xx xx

BASE & CONTROL: xxxxxx ALARM MONITOR DATA
OFFICE: xxxxxxxxxxxx DATE mm/dd/yy hh:mm:ss

```
---------------------------------------------------------------------------
        !   ALARM TYPE  !NOR!  !A!
        !---------------!   !  !C!
   SP   !C! ! ! ! !M!M!A!   !  !T!
        !R! ! !M!M!A!I!L!---!U !I!    REMARKS
        !I! ! !A!I!J!N!R! ! !S !V!     (14)
--------!T! ! !J!N! ! !M! !C!E !E!
        !I! ! ! ! !F!F! !O!L!R ! !
S  R  P !C!M!M!P!P!U!U!C!P!O!  ! !
C  O  N !A!A!I!W!W!S!S!K!E!S!I !P!
N  W  T !L!J!N!R!R!E!E!T!N!E!D !T!
--------+---+---+---+---+-+-+--+-+--------------
```

SP - Scan Point
  SCN - Scanner
  ROW - Row
  PNT - Point
ALARM TYPE
  CRITICAL - Critical Alarm
  MAJ - Major Alarm
  MIN - Minor Alarm
  MAJ PWR - Major Power Alarm
  MIN PWR - Minor Power Alarm
  MAJ FUSE - Major Fuse Alarm
  MIN FUSE - Minor Fuse Alarm
  ALRM CKT - Alarm Circuit Alarm
NOR - Normal Circuit State
  OPEN - Ferrod Unsaturated
  CLOSE - Ferrod Saturated
USER ID - User Identification Number
ACTIVE PT - Active Scan Point

Fig. 27—Alarm Monitor Data Form (3506-R)

```
ESS 3576-R                          NO. 3 ESS                          SP xx xx xx

BASE & CONTROL: xxxxxx      UNIVERSAL SCAN POINTS
OFFICE: xxxxxxxxxxxx        DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------------
          ! !   !   !OFFICE!        !  1ST   !    !
    SP    ! !   !   !EQUIP !  SUPV  !  TONE  !    !
          ! !   !   !NUM   !  SPN   !  SPN   !MS  !
----------! !   !   !------+--------+--------!    !
        !T!S!   !   !      !        !        !PER !S L
S  R  P !Y!K! G ! T !CGCS L!S  R  P !S  R  P !    !C I
C  O  N !P!E! R ! E !OROWSE!C  O  N !C  O  N !SPN !A S
N  W  T !E!Y! P ! R !NPNGWV!N  W  T !N  W  T !    !N T
----------+-+---+---+------+--------+--------+----+--
```

SP - Scan Point
- SCN - Scanner
- ROW - Row
- PNT - Point
- TYPE - Type*

SKEY - Scan Point Key Number**

GRP - Group Number

TER - Member Number

OFFICE EQUIP NUM - Office Equipment Number
- CON GRP - Concentrator Group
- CON - Concentrator
- SWG - Switch Group
- SW - Switch
- LEV - Level

SUPV SPN - Supervisory Scan Point
- SCN - Scanner
- ROW - Row
- PNT - Point

1ST TONE SPN - First Tone Scan Point
- SCN - Scanner
- ROW - Row
- PNT - Point

MS PER SPN - Main Stations Per Scan Point

SCAN LIST - Scan List***

* TYPE
- 0 = unassigned
- 1 = supervisory scan point for TRK and SVC (single OE)
- 2 = supervisory scan point for SVC (two OEs)
- 3 = tone present scan point entry
- 4 = directed scan point entry
- 5 = PBX key scan point entry
- 6 = key scan point entry

** SKEY
- 1-7 = random make busy keys
- 8 = night stop
- 9 = stop hunt

*** SCAN LIST
- BYL = Bylink or Operator
- OPR = Operator
- SLO = Slow

Fig. 28— Universal Scan Points Form (3576-R)

```
ESS 3890-R                          NO. 3 ESS                    CODE xxx

BASE & CONTROL: xxxxxx     UNASSIGNED TELEPHONE NUMBERS
OFFICE: xxxxxxxxxxxx         DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------
 TEL NUM !  TYPE  !  REMARKS
         !        !(FROM 3100-R)
---------------------------------
```

TEL NUM - Single Telephone Number (xxxx) or Range
of Station Numbers (xxxx-xxxx)
TYPE - Type of Unassignmant
NVR ASGN = Never assigned in this office
UNAS = (unassigned)
INTCP = Intercept (TMAJ = 28)
SPEC = Special Routing (TMAJ = 31)

Fig. 29— Unassigned Telephone Number Form (3890-R)

```
ESS 3891-R                          NO. 3 ESS                    MS COUNTS

BASE & CONTROL: xxxxxx          MAIN STATION COUNTS          TNR xxxxxxx
OFFICE: xxxxxxxxxxxx          DATE mm/dd/yy  hh:mm:ss
-------------------------------------------------------------------------
     !
COUNT! TYPE
-----+------
```

COUNT - Decimal Counter Corresponding To
Specified TYPE Label On Each Counter
TYPE - Main Station Counts Of Originating
And Terminating Translators

Fig. 30— Main Station Counts Form (3891-R)

```
ESS 3100-R                          NO. 3 ESS                    TN xxx-xxxx

BASE & CONTROL                    TELEPHONE NUMBER
OFFICE                             DATE xx/xx/xx
-------------------------------------------------------------------------
    !OFFICE! ! !   !              !          !   !SER !S!S!
    ! EQUIP! ! ! C !EQUIP/FEATURES!MLH GROUP !   !COMP!U!U!
    !------! ! !LLC!--------------+----------!   !----!P!P!
 TN !CGCS L!P! !IAO!G TE!ECEC!EEB !H !T !L !D! R ! TN !P!P!   REMARKS
 EU !OROWSE!T!R!NSD!SETS!SHSH!SSL !M !E !H !R! T ! EU !L!L!    (13)
 LM !NPNGWV!Y!A!ESE!TLCX!MFFL!LCN !L !R !T !B! I ! LM !1!2!
----+------+-+-+---+----+----+----+--+--+--+-+---+----+-+-+-------------
    !      ! ! !   !    !    !    !  !  !  ! !   !    ! ! !
    ~      ~ ~ ~   ~    ~    ~    ~  ~  ~  ~ ~   ~    ~ ~ ~
```

TEL NUM - Telephone Number
OFFICE EQUIP - Office Equipment Number
- CON GRP - Concentrator Group
- CON - Concentrator
- SWG - Switch Group
- SW - Switch
- LEV - Level

PTY - Party Number
RA - Rate Area
LINE CLASS CODE - Line Class Code
EQUIP/FEATURES - Equipment and Features
- GST - Ground Start
- EL - Essential Line
- TTC - TOUCH-TONE
- ESX - Call Waiting
- ESM - Call Forwarding
- CHF - Change Speed Calling - Two Digit
- ESF - Speed Calling - Two Digit
- CHL - Change Speed Calling - One Digit
- ESL - Speed Calling - One Digit
- ESC - 3-Way Calling
- BLN - Special Toll Billing

MLH GROUP - Multiline Hunt Group
- HML - Group Number
- TER - Multiline Hunt Group Terminal Number
- LHT - Last Hunt Terminal
- DRB - Random Make Busy

RTI - Route Index
SER COMP - Series Completion
- TEL NUM - Telephone Number (to which series completion is attempted)

SUPPL1 - Supplementary Information, Form 3107-1R
SUPPL2 - Supplementary Information, Form 3107-2R

Fig. 31—Telephone Number Form—Issue 4 (3100-R)

```
ESS 3107-1R                     NO. 3 ESS                  TN xxx-xxxx

BASE & CONTROL            SUPPLEMENTARY INFORMATION
OFFICE                           DATE xx/xx/xx
------------------------------------------------------------------------
    !OFFICE! ! MLH !BILLING !  DP   ! DPM ! !REORDER !   HOT LINE    !
    ! EQUIP! ! GRP ! NUMBER !------+-----! !  BUSY  !    NUMBER     !
    !  NUM ! !     !BTN/WATS!  DPU !  DPCN ! (BSY)  !               !SOFT
    !------! !-----+--------+------+-------+--------+---------------!WARE
    !      ! !  !  !   !    !      !     ! ! !      !P!  !    !     !MSG
    !      ! !  !  !   !    !      !     ! ! !      !R!  !    !     !REG
    !      ! !  !  !   !    !    TT!    T! !B!S     !E!  !    !     !(MR)
 TN !CGCS L!P!H !T ! N ! TN !P   RY!P   R!P!U!C R P !F! N ! N ! TN !
 EU !OROWSE!T!M !E ! X ! EU !PP  IP!PP  I!N!S!A O N !I! P ! X ! EU !
 LM !NPNGWV!Y!L !R ! X ! LM !DD  PE!DD  P!T!Y!N W T !X! A ! X ! LM !
----+------+-+--+--+---+----+------+-----+-+-+------+-+---+---+----+----
    !      ! !  !  !   !    !      !     ! ! !      ! !   !   !    !
    ~      ~ ~  ~  ~   ~    ~      ~     ~ ~ ~      ~ ~   ~   ~    ~
```

```
TEL NUM - Associated Telephone Number
OFFICE EQUIP NUM - Office Equipment Number
     CON GRP - Concentrator Group
     CON     - Concentrator
     SWG     - Switch Group
     SW      - Switch
     LEV     - Level
PTY - Party Number
MLH GRP - Multiline Hunt Group
     HML - Group Number
     TER - Multiline Hunt Group Terminal Number
BILLING NUMBER BTN/WATS
     NXX     - Billing Office Code
     TEL NUM - Telephone Number of Billing Station
DP - Sleeve Lead Peripheral Decoder Point
     DPU - Noise Immunity Peripheral Decoder Point
          PPD  - Peripheral Pulse Distributor
          PD   - Peripheral Decoder
          TRIP - Triplet
          TYPE - S = Sleeve Lead (DP)
                 N = Noise Immunity Circuit (DPU)
DPM - Message Register Peripheral Decoder Point
     DPCN - Coin Line Peripheral Decoder Point
          PPD  - Peripheral Pulse Distributor
          PD   - Peripheral Decoder
          TRIP - Triplet
     PNT  - Dial Tone First Coin Line, Point
REORDER BUSY (BSY) - Reorder on Busy Tone Scan Point
     BUSY - Busy Tone
     SCAN - Scanner
     ROW  - Row
     PNT  - Point
HOT LINE NUMBER
     PREFIX  - Prefixing
     NPA     - Numbering Plan Area
     NXX     - Terminating Office Code
     TEL NUM - Telephone Number of Terminating Office
SOFTWARE MSG REG (MR) - Software Message Register
```

Fig. 32—Supplementary Information Form—Issue 4 (3107-1R)

```
ESS 3171-R                          NO. 3 ESS                        CON GRP xx

BASE & CONTROL                  OFFICE EQUIPMENT NUMBER                  CON x
OFFICE                              DATE xx/xx/xx                        SWG x
-------------------------------------------------------------------------------
OFFICE!       ! ! LINES AND MLH GROUPS    !  TRUNKS AND SERVICE CKTS
EQUIP !       ! !-------------------------+-----------------------------
 NUM  !       ! !  DIRECTORY NUM  ! ! ! C !           ! TRK ! SUPV
------!       !P!-----------------! ! !LLC! EQUIP LOC !ORDER!--------
CGCS L!       !O! PARTY  ! PARTY  !G! !IAO!   (EQL)   !CODE !S !R !P
OROWSE!GRP-MEM!R!        !        !S!R!NSD!           !(TOC)!C !O !N
NPNGWV!       !T!1/3/5/7 !2/4/6/8 !T!A!ESE!TFF-B-LL-PP!     !N !W !T
------+-------+-+--------+--------+-+-+---+-----------+-----+--+--+--
      !   -   ! !        !        ! ! !   !   - - -   !     !  !  !
       ~      ~ ~        ~        ~ ~ ~   ~           ~     ~  ~  ~
```

OFFICE EQUIP NUM - Office Equipment Number
CON GRP - Concentrator Group
CON - Concentrator
SWG - Switch Group
SW - Switch
LEV - Level
GRP-MEM - Group and Member Number
PORT - Port Identification
LINES AND MLH GROUPS
DIRECTORY NUM - Directory Number
(including autoconnect trigger numbers)
PARTY 1 PARTY 2
PARTY 3 PARTY 4
PARTY 5 PARTY 6
PARTY 7 PARTY 8
NOTE: There are a maximum of six autoconnect trigger numbers per Office Equipment number. Each will print in positions 1 through 6.
GST - Ground Start
RA - Rate Area
LINE CLASS CODE - Line Class Code
TRUNKS AND SERVICE CKTS
EQUIP LOC (EQL) - Equipment Location
T - Frame Type
FF - Frame Number
B - Bay
LL - Level
PP - Position
TRK ORDER CODE (TOC) - Trunk Order Code
SUPV - Supervisory Scan Point
SCN - Scanner
ROW - Row
PNT - Point

Fig. 33—Office Equipment Number Form—Issue 4 (3171-R)

ESS 3100-R NO. 3 ESS TN 231-1100

BASE & CONTROL: 9992J0 TELEPHONE NUMBER
OFFICE: BETA LAB 3E3 DATE 08/17/79 05:07:30

```
    !OFFICE! ! !   !   EQUIPMENT  !          !   !    !S!S!
    ! EQUIP! ! !   !   FEATURES   !MLH GROUP !   !SOFT!U!U!
    !------! ! !   !--------------+----------!   !MSG !P!P!
 TN !CGCS L!P!R! L !G TE!ECEC!EEB !H !T !L !R! R !REG !P!P!   REMARKS
 EU !OROWSE!T!A! C !SETS!SLSL!SSL !M !E !H !M! T !(MR)!L!L!    (13)
 LM !NPNGWV!Y!X! C !TLCX!M2F1!LCN !L !R !T !B! I !    !1!2!
----+------+-+-+---+----+----+----+--+--+--+-+---+----+-+-+-------------
1100!010005! ! !1FR!  * !    !    !  !  !  ! !   !    ! ! !POLICE

1101!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! !

1102!151010!3!1!4FR!    !    !    !  !  !  ! !   !    ! ! !

1103!051007! ! !1FB!    !    !    !  !  !  ! !   !    ! ! !

1104!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! !

1105!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! !

1106!110112! !1!TCG!  * !****!*   !20!00!04! !   !    !*! !IRS  (TAX)

1107!030021! !1!TCG!  * !****!*   !20!01!04! !   !    ! !*!

1108!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! !

1109!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! ! BC   06/76

1110!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! !

1111!      ! ! !ICP!    !    !    !  !  !  ! !010!    ! ! ! BD   12/75

1112!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! !

1113!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! ! VAC  10/76

1114!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! !

1115!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! !

1116!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! ! RD   03/75

1117!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! ! RD > 2YRS

1118!      ! ! !   !    !    !    !  !  !  ! !   !    ! ! !

1119!010101! ! !1FB!* * !    !    !  !  !  ! !   !1100! ! !JOE'S BAR
```

Fig. 34— Example of TTY Printout of 3100-R Form

ESS 3300-R NO. 3 ESS DIG 300

BASE & CONTROL: 9992B1 3 & 6 DIGIT TRANSLATION FAT 0
OFFICE: BETA LAB 3E3 DATE 08/17/79 07:34:05 NPA 000

DIG	CON	REMARKS (7)	DIG	CON	REMARKS (7)	DIG	CON	REMARKS (7)	DIG	CON	REMARKS (7)
300	000		301	011	MD	302	011	DE	303	011	CO
304	011	WV	305	011	FL	306	011	SK	307	011	WY
308	011	NE	309	011	IL	310	000		311	000	
312	011	IL	313	011	MI	314	011	MO	315	011	NY
316	011	KS	317	011	IN	318	011	LA	319	011	IA
320	000		321	000		322	000		323	000	
324	005	CHES NE	325	000		326	000		327	005	
328	000		329	005	PIRC NE	330	004	OMAH CE	331	003	OMAH 84
332	004	GRET NE	333	004	OMAH CE	334	004	OMAH CE	335	005	TCMS NE
336	005	ONEL NE	337	005	RNDH NE	338	005	PAGE NE	339	003	OMAH 84
340	000		341	004	OMAH NW	342	004	OMAH NW	343	000	
344	004	OMAH NW	345	004	OMAH NW	346	004	OMAH NW	347	004	OMAH NW
348	004	OMAH NW	349	005	DCTR NE	350	000		351	000	
352	005	SCHL NE	353	005	BRNG NE	354	000		355	005	NWCS NW
356	005	CATN NE	357	005	WYNT NE	358	005	CGTN NE	359	004	VLLY NE
360	000		361	000		362	005	YORK NE	363	000	
364	005	DVPT NE	365	005	DSHL NE	366	000		367	005	DVCY NE
368	005	TIDN NE	369	000		370	000		371	005	NRFL NE
372	005	WSPN NE	373	005	BLFD NE	374	005	TKMH NE	375	005	WAYN NE
376	005	VINT NE	377	005	CRAG NE	378	000		379	005	NRFL NE

Fig. 35— Example of TTY Printout of 3300-R Form

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ESS 3890-R                          NO. 3 ESS                    CODE 231

BASE & CONTROL:                UNASSIGNED TELEPHONE NUMBERS
OFFICE: 3E3 G6 LAB1              DATE 11/16/79  14:05:16
-------------------------------------------------------------------------
 TEL NUM !  TYPE  !  REMARKS
         !        !(FROM 3100-R)
---------------------------------
1168     !NVR ASGD!
1166     !NVR ASGD!
1164-1150!NVR ASGD!
1124     !  UNAS  ! RD  > 2YRS
1216     !  SPEC  ! VAC > 2YRS
1114     ! INTCPT ! DNA > 2YRS
1217     !  SPEC  ! NP   06/78
1219     !  SPEC  ! *    10/79
1289     !  UNAS  ! ICP  11/79
1247     !  UNAS  ! PC   11/79
1292     !  SPEC  ! RD   12/79
1116     !  UNAS  ! BD   12/79
```

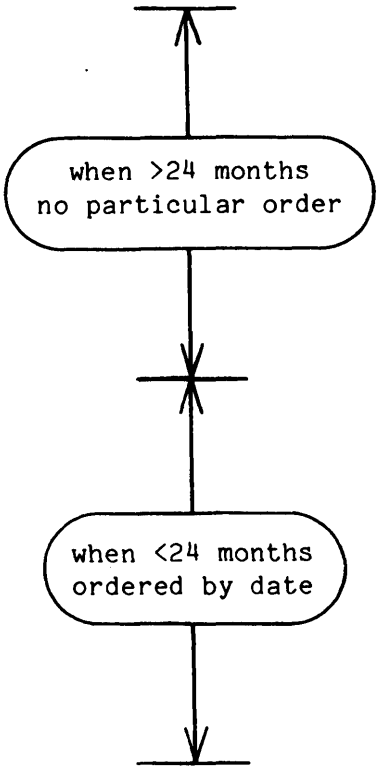

Fig. 36— Example of TTY Printout of 3890-R Form

TABLE A

LIST OF ABBREVIATIONS

ABBREVIATION	TERM
EQL	Equipment Location
ESS	Electronic Switching System
CLLI	Common Language Location Identification
CLS	Message Class
ODA	Office Data Assembler
OFR	Office Record
RC	Recent Change
RMK	Remark
TN	Telephone Number
TOC	Trunk Order Code
VAC	Vacant

◗ TABLE B ◖

OFFICE RECORDS ADMINISTRATION
OUTPUT FORM LIST

FORM NO.	FORM TITLE	REMARKS PERMITTED	RECENT CHANGE MESSAGE
3100-R	TELEPHONE NUMBER	YES	RC:LINE, MPTY, MTL, TWOPTY
3105-R	MULTI-LINE HUNTING GROUP TABLE	YES	RC:MLHG, MTL
3107-1R	SUPPLEMENTARY INFO	NO	Part of 3100-R
3107-2R	SUPPLEMENTARY INFO	NO	Part of 3100-R
3171-R	OFFICE EQUIPMENT NUMBER	NO	Many RC messages
3201-R	TRUNK ASSIGNMENTS	NO	RC:CKT
3202-1R	TRUNK GROUP	NO	RC:GRP
3202-3R	TRUNK GROUP	YES	RC:GRP
3204-R	TRUNK FEATURES	NO	Part of 3202
3209-R	ONE DIGIT TRANSLATION	YES	RC:ODIG
3300-R	3 & 6 DIGIT TRANSLATION	YES	RC:DIG
3301-R	RATE & ROUTE	YES	RC:SCR
3302-R	CHARGE	YES	RC:CHI
3303-1R	ROUTE INDEX EXPANSION	YES	RC:RTI
3303-2R	ROUTE INDEX EXPANSION	YES	Part of 3303-1R
3304-R	CODE INDEX	YES	RC:CDI
3306-R	LINE CLASS CODE	YES	RC:LCC
3307-R	INTL DIRECT DISTANCE DIALING	YES	RC:CAC
3400-R	TRAFFIC SCHEDULE BLOCK TABLE	YES	RC:REPT, QH
3500-1R	GENERAL INFORMATION	NO	RC:OFFICE, OE
3500-2R	GENERAL INFORMATION TABLE	NO	RC:OFFICE, OE
3500-3R	GENERAL INFORMATION TABLE	YES	RC:TTY
3501-R	OFFICE CODE TABLE	YES	RC:NG
3505-R	AUTOMATIC TRUNK TEST	YES	RC:TOTANI
3506-R	ALARM MONITOR DATA	YES	RC:SP
3576-R	UNIVERSAL SCAN POINTS	NO	Many RC messages
3890-R	UNASSIGNED TELEPHONE NUMBERS	YES	RC:LINE, MPTY, MTL, TWOPTY
3891-R	MAIN STATION COUNTS	NO	Many RC messages

TABLE C

PREDEFINED UNASSIGNED (CANNED) REMARKS

REMARK	MEANING
BC	Business Change
BD	Business Disconnect
DLL	Dial Long Lines
DNA	Do Not Assign
ICP	Intercept
MAN	Manual Line
NP	Nonpublished
PC	Public Coin
PLA	Plant Assignment
RC	Resident Change
RD	Resident Disconnect
RSV	Reserve
SPC	Semipublic Coin
VAC	Vacant

◗ TABLE D ◖

REMAINING VERIFY MESSAGES

INPUT MESSAGE	FUNCTION
VER:CFN:TN nxx-xxxx!	Verifies call forwarding number associated with a customer TN.
VER:DATE:file!	Causes date with which "file" is flagged (TRNSLN or BACKDT) to be printed.
VER:FATDEF!	Verifies the default code index for all local and foreign area translator tables of the search type.
VER:LINE/	Verifies office equipment for the customer line originating and terminating translations.
VER:LSTRIG	Verifies the route indexes that point to a specified trunk group or service circuit group.
VEX:LSTTCI	Verifies the 3-digit codes that point to a specified code index.
VER:MPTY/	Verifies office equipment for the customer line originating and terminating translation.
VER:MRI iiii!	Prints contents of the software message register based on software message register index specified.
VER:MTL/	Verifies office equipment for the customer line originating and terminating translation.
VER:OE/	Verifies customer line originating and terminating translations.
VER:SCN:TN nxx-xxxx!	Verifies all speed calling numbers associated with a customer TN.
VER:TWOPTY/	Verifies the office equipment for the customer line originating and terminating translation.