

**MANUAL OFFICE RECORDS
COMPLETION PROCEDURES
NETWORK ADMINISTRATION
DIGITAL MULTIPLEX SYSTEM-10**

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3. REFERENCES	3	1.01 This section discusses procedures for complet- ing the manual office records for the Digital Multiplex System-10 (DMS-10*) that are recom- mended for use by the Network Administration Cen- ter (NAC) to perform the line and number assignment and inventory tasks. Whether to use these records, the office records provided by North- ern Telecom, Incorporated (NTI), or an alternative record keeping system is the decision of the local Bell Operating Company (BOC). Initial input to the man- ual records will come from the NTI office records that are shipped with the machine or local records if the BOC did the initial assignments. A description of the office records is contained in Section 241-120-020, Translations. Once the initial input is completed, updating will be accomplished with service order ac- tivity.	
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SECTION 241-120-010

1.02 Whenever this section is reissued, this paragraph will contain the reason for reissue.

1.03 The title of each figure contains a number(s) in parentheses which identifies the paragraph(s) in which the figure is referenced.

1.04 Although the DMS-10 machine provides current translation information via the Data Modification (DMO) Overlay Program (see Section 241-120-030), the local NAC may elect to maintain manual records for the purpose of directory number and line inventories.

1.05 The manual records that are discussed in this section are:

- Directory Number Record
- Supplementary Information Record
- Directory Number Hunt Group Record
- Peripheral Equipment Record.

Line Equipment Transfer forms and the Available Line Assignments List are also discussed. Tables A, B, and C contain the explanations for the Directory Number Record, the Supplementary Information Record, and the Directory Number Hunt Group Record.

2. MANUAL RECORDS

A. Directory Number Record

2.01 The Directory Number Record (Fig. 1) is used to list directory numbers (DNs) and their related options. Unassigned directory numbers will route to vacant directory number routes unless otherwise specified. Initially, most information required for this record can be obtained from NTI Office Record 005 (Lines Sorted by DN). However, other sources may be required such as existing office records for correct class of service (an IFB customer was translated as a 1FR).

2.02 Figure 2 shows an example of a completed Directory Number Record along with the instructions for completing this form.

B. Supplementary Information Record

2.03 The Supplementary Information Record (Fig. 3) is used to provide feature option information on a particular DN. For an example of this form and the instructions for its completion, see Fig. 4. Table D contains a Universal Service Order Code (USOC) conversion chart for DMS-10 custom calling features.

C. Directory Number Hunt Group Record

2.04 The Directory Number Hunt Group Record (Fig. 5) is designed to identify working, assigned, and available hunt groups for assignment purposes. The hunting arrangement is defined on the DN record. An example Directory Number Hunt Group Record and the completion instructions are shown in Fig. 6.

D. Peripheral Equipment Record

2.05 The Peripheral Equipment Record (Fig. 7) is designed to list working assigned and spare peripheral equipment locations for service circuits, subscriber lines, and analog trunk groups.

2.06 Space is provided on each form for the office codes, the peripheral equipment (PE) bay, the shelf in the bay (1 through 6), the slot positions (1 through 14), the pack type, and the pack unit (pre-printed 1 through 4). Each form represents 7 of the 14 slot positions for one bay.

2.07 Space has also been provided for a directory number(s) or analog trunk group numbers. Digital Trunk Group Records should be retained as locally desired. The class-of-service option should be the same as those designated on the DN record. TOUCH-TONE* service customers are identified by ①. The total column is for inventory purposes.

2.08 Information for the form is gathered from the following NTI records:

- Record 003: Pack Assignments
- Record 005: Lines Sorted by PE

*Registered service mark of the American Telephone and Telegraph Company.

- Record 006: Service Circuit
- Record 006: Trunk Groups.

See Fig. 8 for an example Peripheral Equipment Record.

E. Available Line Assignment List

2.09 The Available Line Assignment List is the vehicle for delivery of assignable PE location and directory number to the Loop Assignment Center (LAC) and/or Residence Service Center. The format of this list is usually dictated by local procedures. Figure 9 represents a typical assignment list. Line and Number Assignment recommendations are contained in Section 231-120-011, Line and Number Administration.

F. Line Equipment Transfer Form

2.10 The vehicle for requesting line changes is the Line Equipment Transfer (LET) form. Like the Available Line Assignment List, the LET is usually a locally designed form. Use of this form is discussed in Section 231-120-011, Line and Number Administration. Figure 10 represents a typical LET.

3. REFERENCES

3.01 The following Bell System Practices will aid the network administrator in accomplishing the required administrative functions. See Section 780-100-027 for a complete list of recommended documents.

SECTION	TITLE
241-120-011	Line and Number Administration
241-120-020	Translations
241-120-030	Data Modification Operations
241-120-040	Data Management

SECTION	TITLE
241-120-050	Service Analysis
241-120-060	Machine Capacity Management
780-200-014	Determination of Line and Number Requirements
780-200-031	Busy Hour Determination—End Office
3.02	The following NTPs may be of use to the network administrator.

SECTION	TITLE
297-3001-060	Performance Oriented Practices User's Guide
297-3001-100	General Description
297-3001-105	Features and Services Description
297-3001-150	Equipment Identification
297-3001-181	Line Circuit Interface
297-3001-182	Trunk Circuit Interface
297-3001-200	System Growth Practices
297-3001-300	Input/Output System
297-3001-304	Data Modification—General
297-3001-307	Line Load Control
297-3001-311	Data Modification Manual
297-3001-456	Operational Measurements

TABLE A
DIRECTORY NUMBER
RECORD EXPLANATION

COLUMN	DESCRIPTION	SOURCE
OFFICE CODE	Enter NXX for Directory Number (DN) being defined.	
TH/HND GRP	Thousand/Hundred Group—Enter Thousand and Hundred Group for DNs being defined.	
TH/HND GRP	Same as above.	
TENS/UNITS	Preprinted (00-49, 50-99).	
PE LOC	Peripheral Equipment Location—Enter the 6-digit PE Location specified for this DN.	NTI Record 005 (Lines Sorted by DN) or Service Order.
PARTY NO	Party Number—Enter the party number for other than individual.	Same as above.
RTP	Rate Treatment Package—Enter the Rate Treatment (0-3) to which the DN is assigned. Any DN without an RTP will default to 0.	Same as above.
CLASS OF SVC	Enter the class of service options specified for the office in columns provided. USOC classes may be used. A circled T (Ⓣ) designates TOUCH-TONE service.	NTI TG or USOC Code Book.
DNH—GRP NO	Directory Hunt—Group Number—Enter the DNH group number for this DN, range 001-256.	NTI Record 016 (DNH Groups) or Service Order.
DNH—HUNT FROM	Directory Number Hunt—Hunt From—Enter FRST for the first number in hunting series. Enter the DN this number is hunting from against the remaining DNs in the group.	
SUPP INFO	Supplementary Information—Enter the list number and item number this DN is referenced to. This field will be used for station options.	Supplementary Information Record.
SITE	A one to four character alphabetic code which identifies the remote site (if any).	NTI Record 005.
REMARKS	Enter related notes as desired.	
TOTAL	Total by class of service inventories. Separate DP and TT.	

DIRECTORY NUMBER RECORD
DMS-10

OFFICE CODE _____										TH/HND GRP _____										
TH/HND GRP	TENS/UNITS		PE LOC				PARTY NO	RTP	CLASS OF SVC						DNH		SUPP LIST INFO	SITE	REMARKS	
			BAY	SHELF	PACK	POS (SLOT)			UNIT	IFR	IFB	RFR	HFR	IMR	XFB	GRP NO				HUNT FROM
80	00	02	04	1														0101	OFFICIAL	
01	01	03	04	1																
02	02	04	04	1																
03	03	01	04	2																
04	04	01	04	2																
05	05	01	04	2																
06	06	01	04	2																
07	07	01	04	2																
08	08	01	04	2																
09	09	02	04	2																
10	10	02	04	2																
11	11	02	04	2																
12	12	02	04	2																
13	13	02	04	2																
14	14	02	04	2																
15	15	03	04	2																
16	16	03	04	2																
17	17	03	04	2																
18	18	03	04	2																
19	19	03	04	2																
20	20	03	04	2																
21	21	04	04	2	1															
22	22	04	04	2																
23	23	07	11	3																
24	24																			
25	25																			
26	26	07	12	3														0100		
27	27	07	14	4															ES	
28	28	04	04	3																
29	29																			
30	30	02	11	4																
31	31	08	03	2																
32	32	08	11	4																
33	33	17	03	2																
34	34	02	11	4																
35	35																			
36	36	01	12	3																
37	37																			
38	38																			
39	39	02	12	4																
40	40																			
41	41																			
42	42																			
43	43																			
44	44																			
45	45																			
46	46																			
47	47																			
48	48																			
49	49																			
TOTAL DP							18	6	1											
TT							6	1												

Fig. 2—Directory Number Record Example (2.02)

TABLE B
SUPPLEMENTARY INFORMATION
RECORD EXPLANATION

COLUMN	DESCRIPTION	SOURCE
OFFICE CODE	NXX for the office.	
LIST NO	Consecutive numbering beginning with List Number 001.	Directory numbers on the DN Record are referenced first to the list, and then to the item number.
ITEM	Preprinted information provided on the DN Record is linked to the Supplementary Information Record by means of the List Number and Item Number of the first associated supplementary entry.	
DIRECTORY NO	Enter the 5-digit directory number referenced from the Directory Number Record.	
FEATURE OPTIONS	These columns are used to designate feature options associated with the customer's line and are represented by a numeric entry. Each digit is determined by adding the sum total of the values assigned to the options used.	NTI Record 005 or Service Order. <i>Note:</i> Table A contains a USOC conversion chart for custom calling features.
BLANK COLUMNS	Additional information required for the option field should be contained in the blank columns (such as the bill to number for SPB feature).	
REMARKS	Enter related notes as desired.	
TOTAL	Total the numeric values for inventory purposes.	

TABLE C
 DIRECTORY NUMBER HUNT GROUP
 RECORD EXPLANATION

COLUMN	DESCRIPTION	SOURCE
HT GP	A 3-digit field (001-256) which identifies the specific group number.	NTI Record 016 or Service Order (MLH portion).
SRCH	One of the available hunting arrangements as specified in the NTI Translation Guide.	NTI Record 016 or Service Order.
OVFL	Overflow condition specified for this hunt group.	Refer to the NTI Translation Guide for allowable overflow conditions.
FRST DN	The directory number that is the first number of the hunting series.	
REMARKS	Enter related notes as desired.	

PERIPHERAL EQUIPMENT RECORD
DMS-10

BAY _____ SHELF _____

OFFICE CODE _____

S L O T	PACK TYPE	U N I T	DIRECTORY/TRUNK NO.		R T P	CLASS OF SVC OPTION															
			PARTY 1/3	PARTY 2/4																	
8		1																			
		2																			
		3																			
		4																			
8		1																			
		2																			
		3																			
		4																			
10		1																			
		2																			
		3																			
		4																			
11		1																			
		2																			
		3																			
		4																			
12		1																			
		2																			
		3																			
		4																			
13		1																			
		2																			
		3																			
		4																			
14		1																			
		2																			
		3																			
		4																			
					TOTAL DP																
					TT																

Fig. 7—Peripheral Equipment Record (Sheet 1 of 2) (2.08)

PERIPHERAL EQUIPMENT RECORD
DMS-10

BAY _____ SHELF _____

OFFICE CODE _____

S L O T	PACK TYPE	U N I T	DIRECTORY/TRUNK NO.		R T P	CLASS OF SVC OPTION																	
			PARTY 1/3	PARTY 2/4																			
1		1																					
		2																					
		3																					
		4																					
2		1																					
		2																					
		3																					
		4																					
3		1																					
		2																					
		3																					
		4																					
4		1																					
		2																					
		3																					
		4																					
5		1																					
		2																					
		3																					
		4																					
6		1																					
		2																					
		3																					
		4																					
7		1																					
		2																					
		3																					
		4																					
					TOTAL DP																		
					TT																		

Fig. 7—Peripheral Equipment Record (Sheet 2 of 2) (2.08)

PERIPHERAL EQUIPMENT RECORD
DMS-10

BAY 07 SHELF 1

OFFICE CODE 943

S L O T	PACK TYPE	U N I T	DIRECTORY/TRUNK NO.		R T P	CLASS OF SVC OPTION								
			PARTY 1/3	PARTY 2/4		1FB	1FR	2FR	CSP	CDF	4FR	XFB	TST	
1	2T 43	1	3-8812				✓							
		2	3-8867				✓							
		3	3-8931				✓							
		4	@ 4/27 LIST NO 5											
2	2T 43	1	STANDBY LINE											
		2	3-9137				✓							
		3	3-9188				✓							
		4	3-9285				✓							
3	2T 43	1	3-9543	3-9683				✓						
		2		3-9619 3-9449						✓				
		3												
		4												
4	2T 43	1	3-9468				✓							
		2	3-8003				✓							
		3	3-8048	3-5438					✓					
		4	3-8098				Ⓣ							
5	2T 19	1	LINE AND TRUNK TST											✓
		2	/											
		3												
		4												
6	2T 19	1	LINE AND TRUNK TST											✓
		2	/											
		3												
		4												
7	2T 44	1	9-9986								Ⓣ			
		2	9-9989								Ⓣ			
		3	X											
		4												
TOTAL DP							8	2			1			2
TT							1			2				

Fig. 8—Peripheral Equipment Record Example (2.08)

TABLE D

USOC CONVERSION CHART

SERVICE ORDER USOC	DMS-10 OPTION	DESCRIPTION
TTR	DGT	TOUCH-TONE Service
TTB	DGT	TOUCH-TONE Service
TJC	DGT	TOUCH-TONE Service
TTX	DGT	TOUCH-TONE Service
TTN	DGT	TOUCH-TONE Service
ESX	CWT	Call Waiting (CW)
ESM	CFW	Call Forwarding (CF)
ESC	3WC	Three-way Calling (3WC)
ETC	CWT, CFW, 3WC	Package of Three (CW, CF, 3WC)
ESL	SSC	Speed Calling 8 Group (SP8)
ESF	LSC	Speed Calling 30 Group (SP30)
ES7	CWT, CFW	Package of Two (CW and CF)
ER9	CWT, 3WC	Package of Two (CW and 3WC)
ES6	CWT, SSC	Package of Two (CW and SP8)
ESW	CWT, LSC	Package of Two (CW and SP30)
ER5	CFW, 3WC	Package of Two (CF and 3WC)
ER3	CFW, SSC	Package of Two (CF and SP8)
ER4	CFW, LSC	Package of Two (CF and SP30)
ER6	3WC, SSC	Package of Two (3WC and SP8)
ER7	3WC, LSC	Package of Two (3WC and SP30)

TABLE D (Contd)

USOC CONVERSION CHART

SERVICE ORDER USOC	DMS-10 OPTION	DESCRIPTION
ESA	CWT, CFW, SSC	Package of Three (CW, CF and SP8)
ESG	CWT, CFW, LSC	Package of Three (CW, CF and SP30)
ET8	CWT, 3WC, SSC	Package of Three (CW, 3WC, and SP8)
ET3	CWT, 3WC, LSC	Package of Three (CW, 3WC, and SP30)
ESR	CFW, 3WC, SSC	Package of Three (CF, 3WC and SP8)
ESB	CFW, 3WC, LSC	Package of Three (CF, 3WC and SP30)
ES3	CWT, CFW, 3WC, SSC	Package of Four (CW, CF, 3WC and SP8)
ES5	CWT, CFW, 3WC, LSC	Package of Four (CW, CF, 3WC, and SP30)