

# Numbering and Lettering Switching Equipment

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# 1 . General

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- 1.1 Purpose** This practice presents the correct methods and procedures used when numbering and lettering equipment frames, bays, and miscellaneous shelf-mounted equipment.
- 1.2 Filing Instructions** This practice supersedes Issue 2, August 1990. Remove and discard Issue 2 and file this Issue 3 in its place in your practices set.
- 1.3 Copyright and Responsibility** This practice was written by the COE Construction Department and published by the Telephone Operations Administrative Services Group. For more information about this practice contact the COE Construction Department.
- No part of this work may be reproduced or copied in any form or by any means -- graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems -- without the written permission of the Administrative Services Group, GTE Telephone Operations Headquarters, Irving, Texas.
- 1.4 Disclaimer** This practice has been prepared for GTE Telephone Operations employees, customers, and end users' employees who operate and maintain the equipment engineered and installed by GTE. The information in this practice is subject to change and may not be suitable in all situations. GTE Telephone Operations acknowledges that a customer's special requirements or practices may take precedence over those supplied in this practice if a conflict develops during installation or ongoing operation. GTE Telephone Operations hereby disclaims any responsibility or liability for any consequential or inconsequential damages that may result from the use of this practice.

## 2. Overview

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- 2.1 Guidelines** Label equipment in accordance with the following site documentation:
- Floor plan drawing(s).
  - Equipment location drawing(s).
  - Power distribution and grounding job drawing(s).
  - Cable running lists.
- Measurement information should agree and be consistent in all the engineering documents. If not, consult with your engineer for proper identifications and return red-lined drawings and/or specifications at the completion of a work function but no later than the end of the job. Document changes using the J.I.M. process.
- NOTE: It is not possible for this practice to cover all existing situations, so all drawings are to be considered typical. The identification sizes and locations should be followed as closely as possible.**
- 2.2 References** For general information regarding the use of lettering and stamping equipment, and embossing tools and materials, refer to the appropriate practice in the 075-222-xxx and 075-223-xxx series of GTE Telephone Operations Practices.

## 2. Overview, continued

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### 2.3 Definitions

The term "labels" used in this practice refers to:

- Clear **MYLAR®**-type labels.
- Embossing tape.
- Pre-printed labels.
- Hand-stamping.
- Stenciling.

Label characters must be of contrasting background to the **surface on which they** appear.

### 2.4 Surface Preparation

All surfaces to be labeled must be clean and free of foreign matter. Prior to the application of ink or pressure sensitive material, wipe the surface clean using a cloth with 91% Isopropyl **alcohol** or 1, 1, 1 Trichloroethane.

When a light background contrast is needed for the **dark lettered labels**, use a white pressure-sensitive paper label (MC 767332).

### 2.5 Lettering Systems/Kits

The following lettering systems/kits are acceptable:

- MERLIN 1370 Lettering System (MC 882756)
- MERLIN EXPRESS@ System
- **KROY®** 360 Lettering System (MC 866317, MC 634165, MC 860319)
- **DYMO®** 2300 Embossing Kit (MC 575667)
- Neuses N-2315 Stencil Kit (MC 575152)

### 2.6 Designation Strips/Tabs

For ordering information concerning various designation strips and tabs, refer to GTEAMS. See listings under STRIP-DESIGNATION and TAB-DESIGNATION.

For tab designation, refer to the Material Codes listed in GTE Telephone Operations Practice 244-261-100, Exhibit 19-21.

### 2.7 Typical Labeling Applications

Since it is not possible to show every existing numbering and/or lettering situation in this practice, Exhibits 1 through 10 show typical labeling applications. Follow the labeling sizes and locations as closely as possible.

**NOTE: These illustrations are not to be identified as specific types of equipment, but as various types and classes of COE/PBX switching equipment.**

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MYLAR is a registered trademark of E. I. DuPont de Nemours Company.  
MERLIN EXPRESS is a registered trademark of Varitronics.  
KROY is a registered trademark of Kroy, Incorporated.  
DYMO is a registered trademark of Esselte Pendaflex, Inc.

### 3. General Labeling Instructions

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- 3.1 Relay Rack** Place relay rack identification labels on guard rails, front and rear, with 3/4" size character labels (see Exhibit 8). On partially equipped relay racks, label mounting spaces along the right edge of frame using 3/8" size numeric labels every five spaces (see Exhibit 9).
- 3.2 Miscellaneous Equipment** Label each piece of miscellaneous equipment, if not identified by the manufacturer. Include the name and part number of equipment. If preprinted labels are not provided for any piece of miscellaneous equipment, use a blank tag or other standard generic type label. Write the information in a format consistent with the office labeling structure.
- 3.3 Fuse Panel, Power, and Lighting** All fuse panel, power, and lighting labeling is included in GTE Telephone Operations Practice 244-251-200. Use Thomas & Betts self-laminating blank write-on book markers of equivalent (MC 524936, 1" x 1" marking area; MC 524263, 1" x 3/4" marking area, MC 574512, 1/2" x 5/8" marking area) for the identification of power/ground cables.
- 3.4 End Panel/Bay Designation Flags** Equip each end bay in a lineup and the end of individual facing aisles with an end panel/bay lineup designation flag, using **3/4" or 3/8" size character** labels. This identification labeling is usually switch manufacturer dependent. In some cases, designation card flag holders are provided with the equipment frames. Otherwise, label in the manner which is consistent within the office labeling structure (see Exhibit 7).
- 3.5 Distributing Frames and Terminal Blocks** Refer to GTE Telephone Operations Practice 244-010-202 for information regarding distributing frame and terminal block labeling.

### 4. Electromechanical Equipment

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- 4.1 Instructions** When all circuits in an individual bay are identical, apply the embossing information to one shelf only. Place the labeling, as near as possible, at eye level. When shelves in an individual bay have different circuit designations, label each shelf with the correct circuit numbers. The correct location of labels on various types of bays is illustrated in Exhibits 1 through 9.

# 5. Digital Equipment

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## 5.1 Instructions

Label all frames, bays, and relay racks on the front and rear guard rails, top plates, or kick plates with frame mnemonic and number identifications, using 3/4" labels.

On SHAE, SHES, and/or GCOM type frames, label:

- One inch back from the front/rear edges of the top kick plate.

AND

- Centered within 1/4" inch from the top kick plate sides.

See Exhibit 10 for an example.

Label each lineup end panel to identify each frame mnemonic within that lineup (see Exhibit 7). This method is usually manufacturer dependant. In some cases, holders are provided for **inserts; otherwise, label in the** manner which is consistent within the office labeling structure.

**Using 3/4"** labels, identify frame file positions with the file letter on:

- The front of the first and last equipment frame within the lineup.

AND

- Every other frame in between.

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On...	Place the file letter down the...
Standard hardware equipment frames	Left-hand side on the: <ul style="list-style-type: none"><li>• Cableway cover.</li></ul> OR <ul style="list-style-type: none"><li>• Frame upright.</li></ul>
Double-width hardware equipment frames (queen-size)	The center post.

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Refer to Exhibit 11 for the location of file identification letters.

# Exhibits

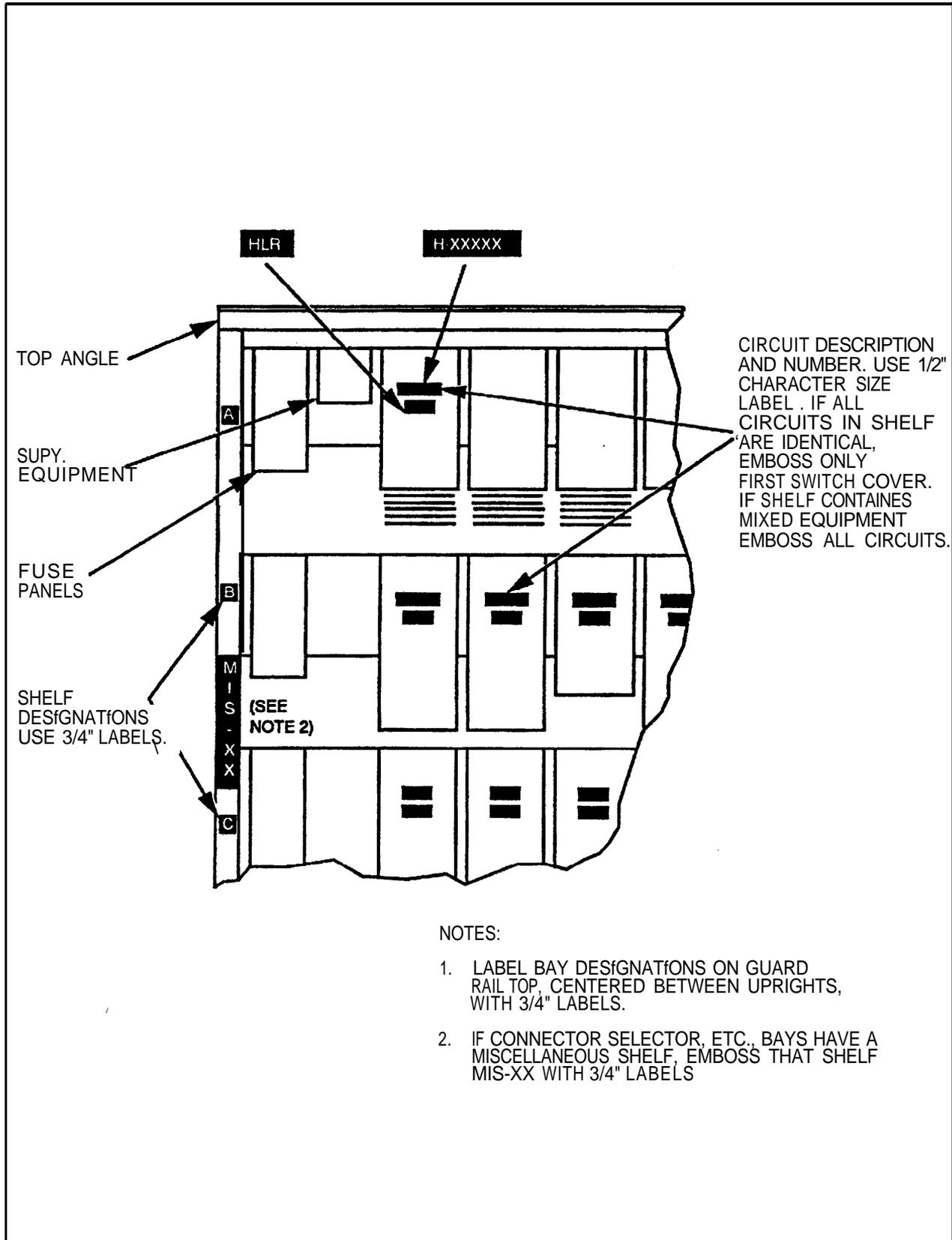


Exhibit 1 - Miscellaneous Bay and Equipment

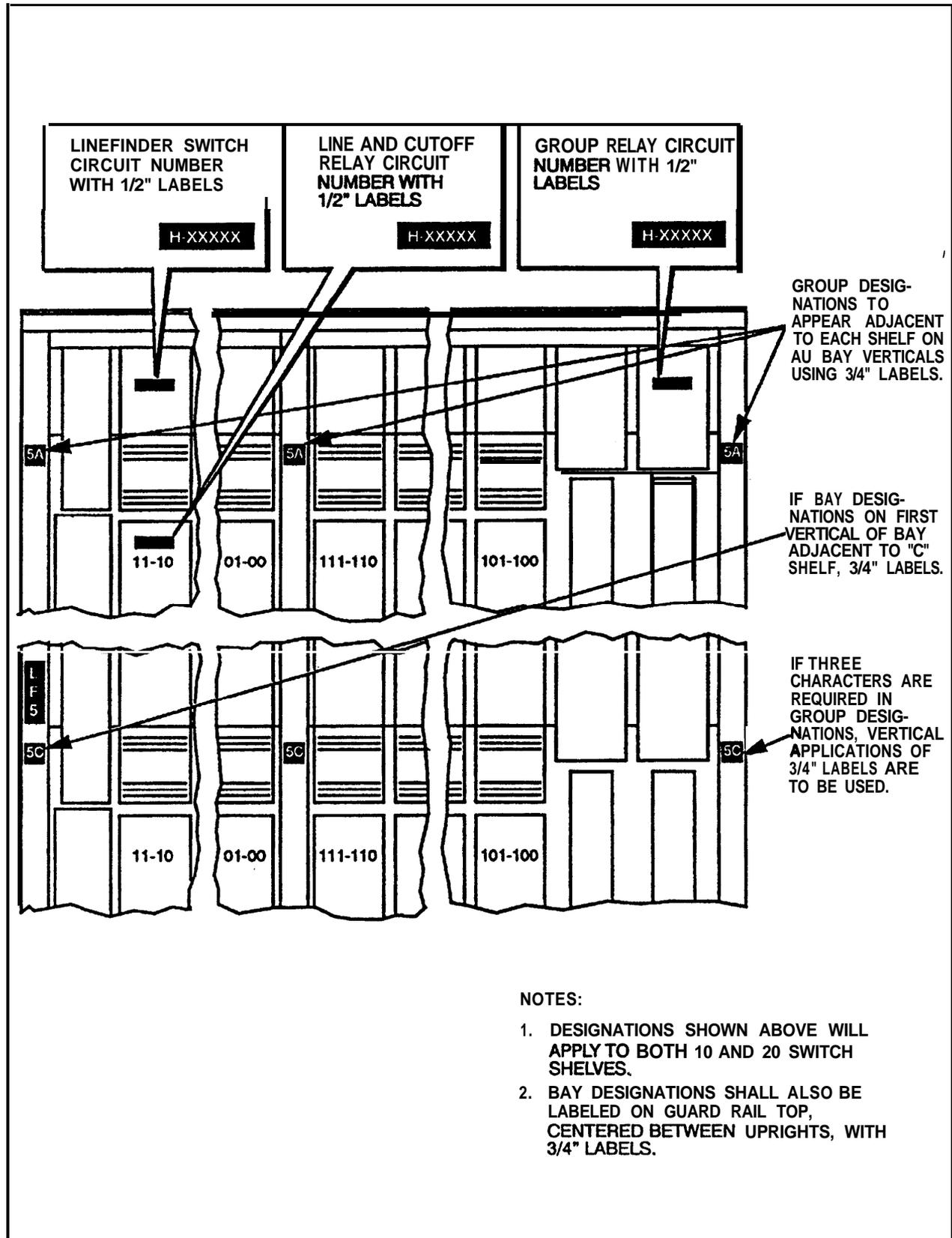


Exhibit 2 - Linefinder Bay and Equipment

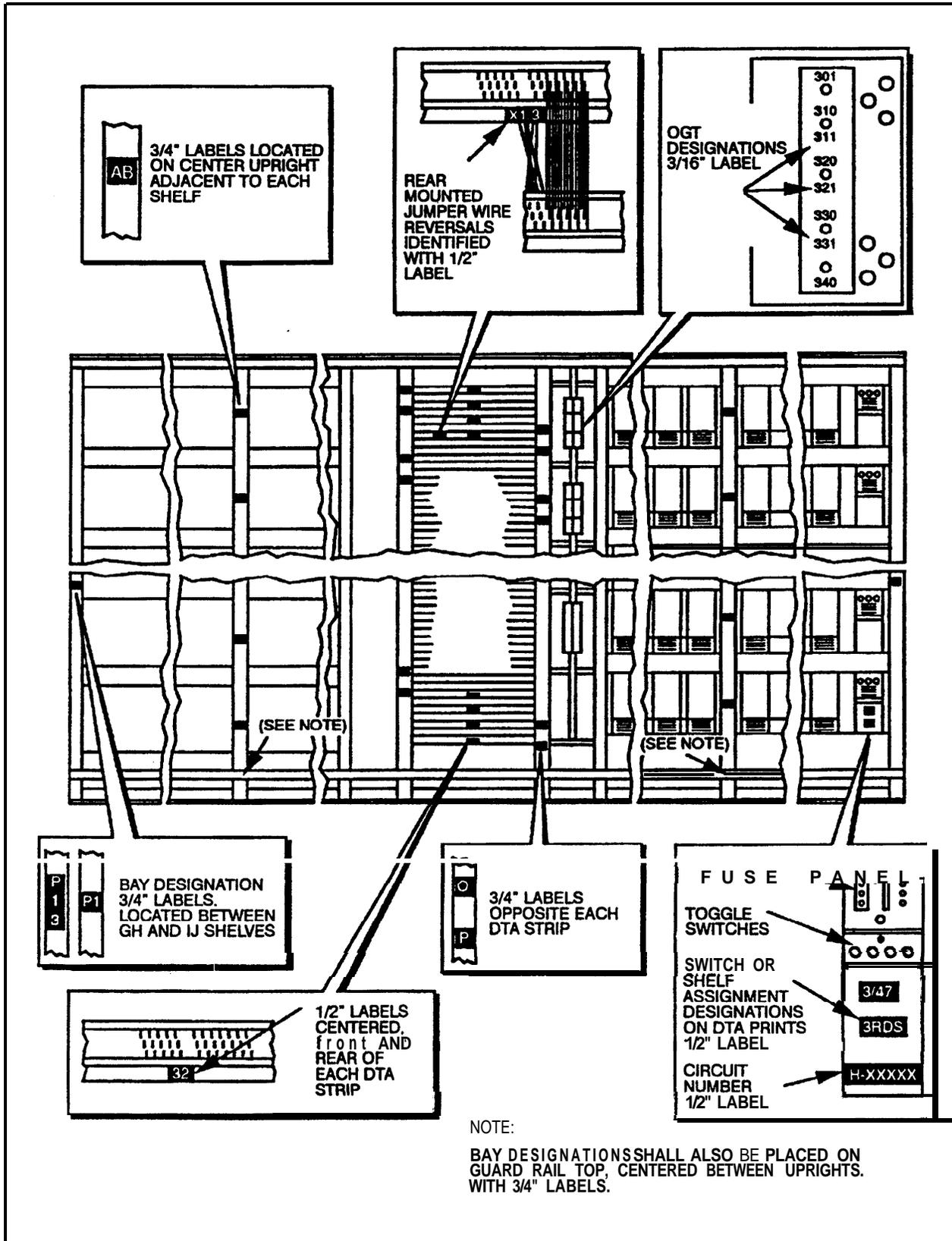


Exhibit 3 - Selector Bay and Equipment

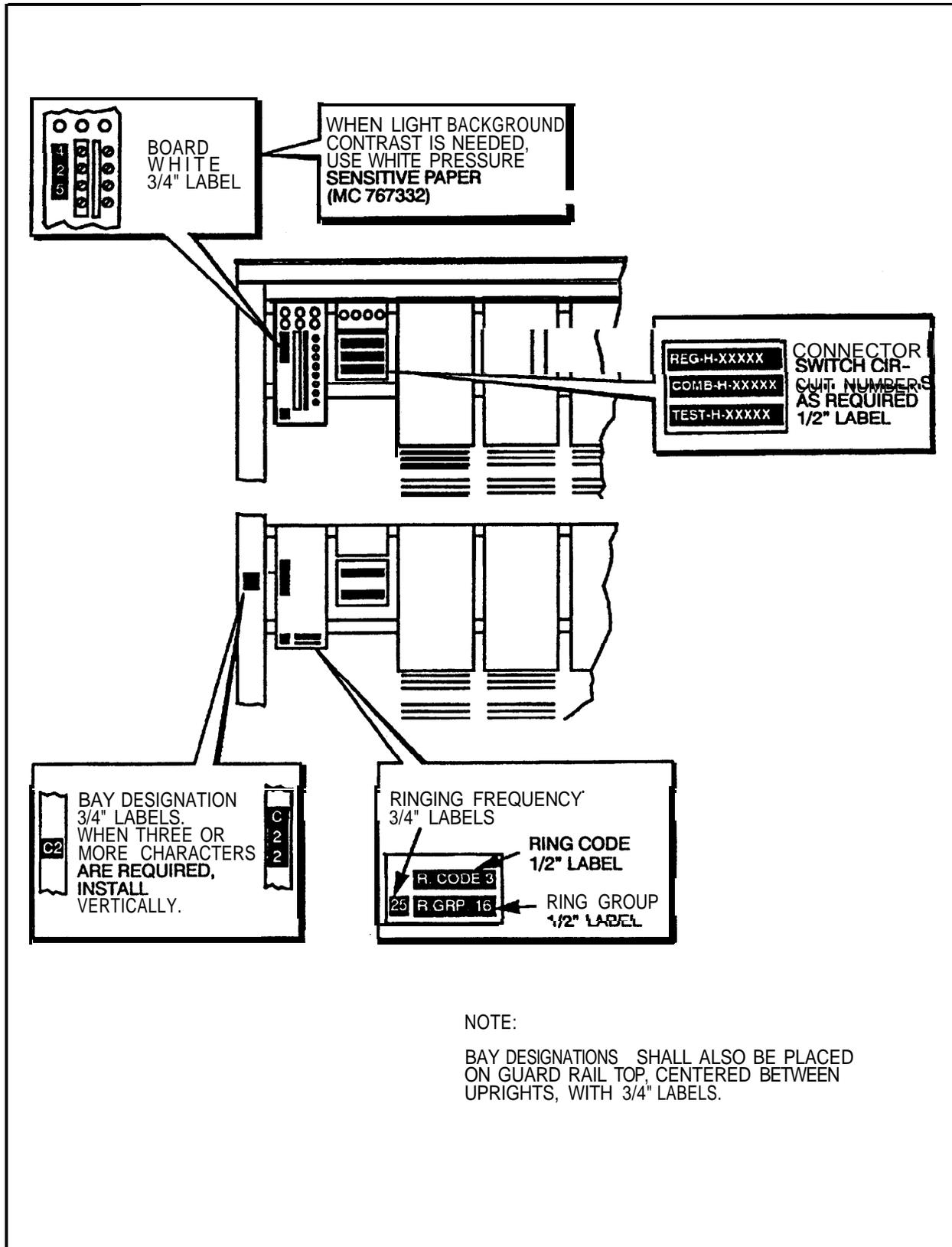


Exhibit 4 - Connector Bay and Equipment

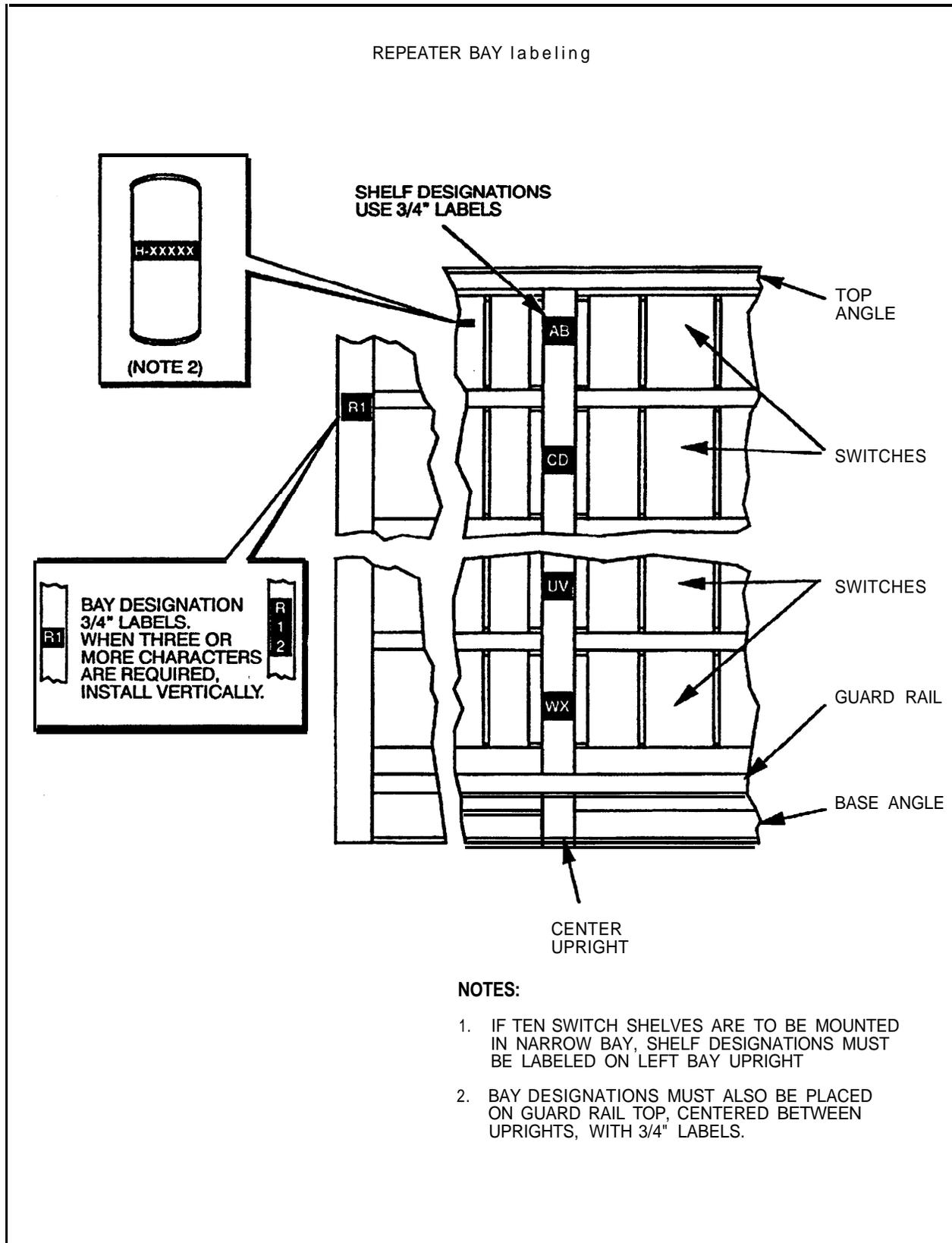
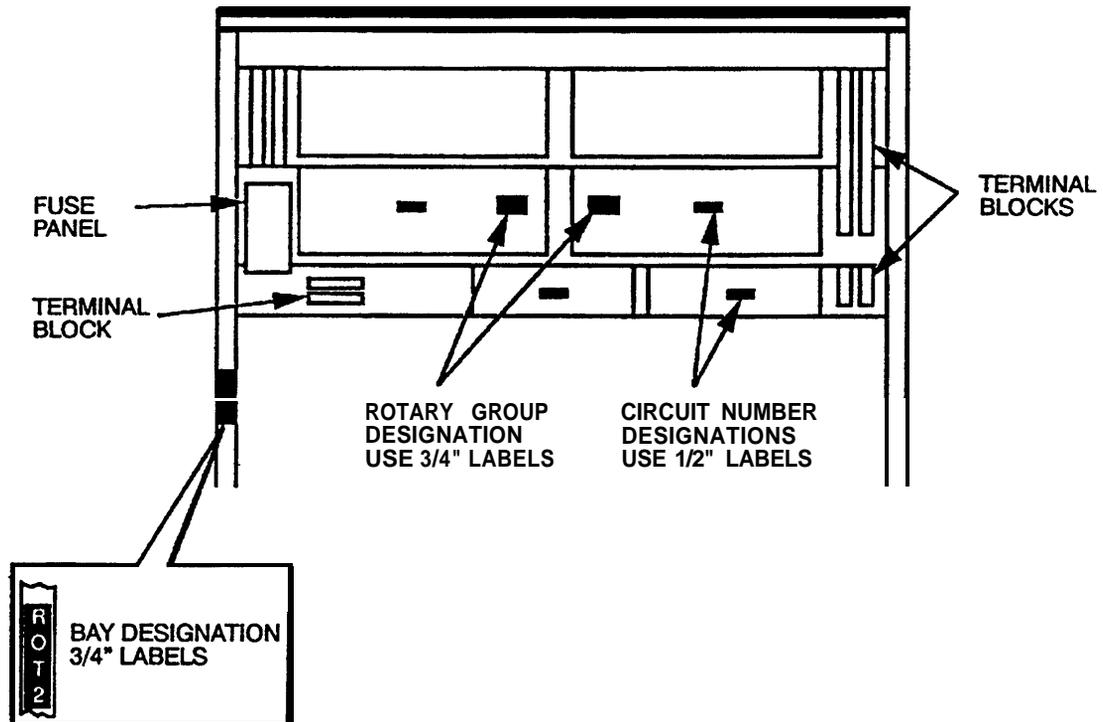


Exhibit 5 - Repeater Bay

ROTARY SECONDARY EQUIPMENT LABELING



NOTE:

BAY DESIGNATIONS MUST ALSO BE PLACED ON GUARD RAIL TOP, CENTERED BETWEEN UPRIGHTS, WITH 3/4" LABELS.

Exhibit 6 - Rotary Board and Equipment

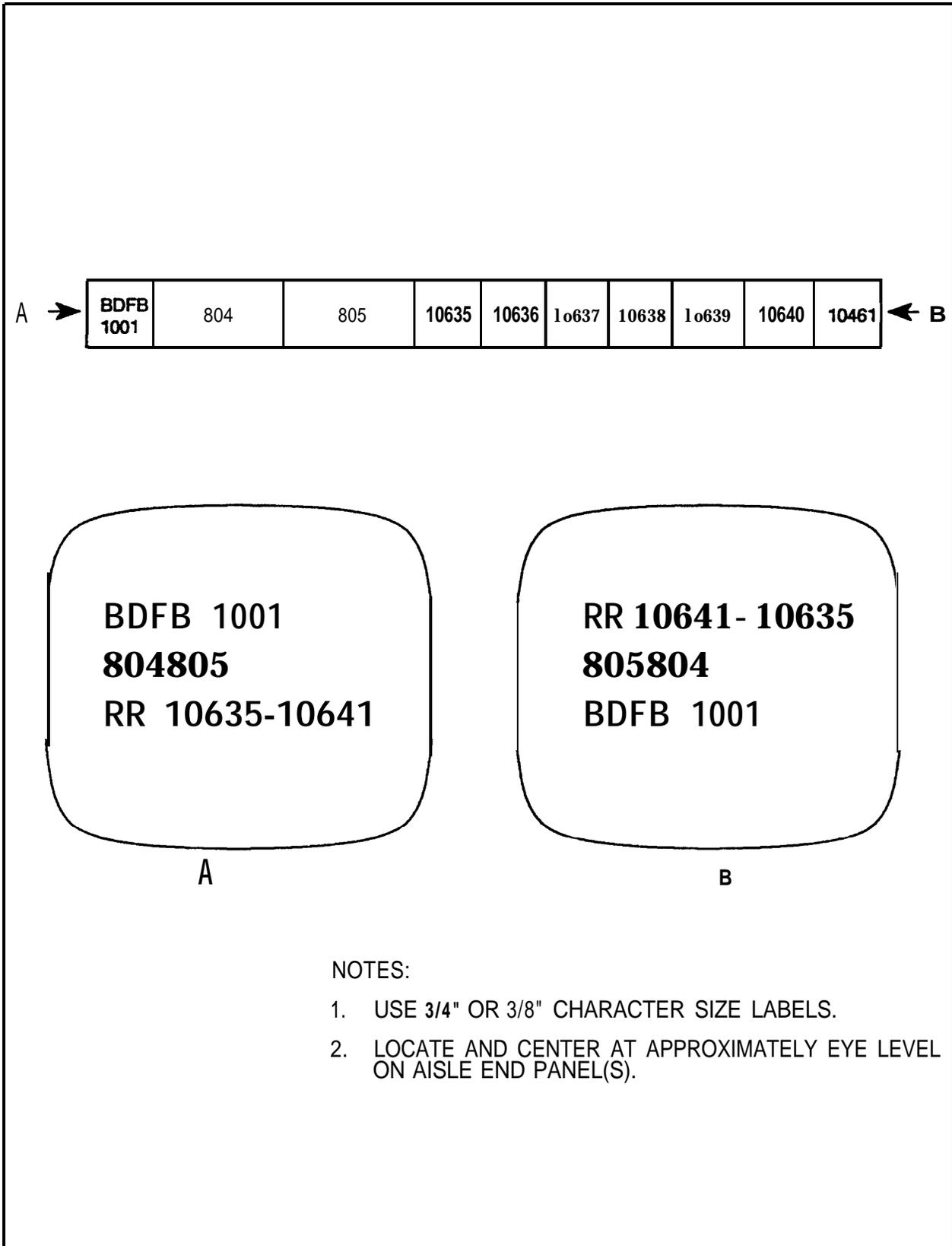


Exhibit 7 - End Panel/Bay Lineup Designation Flags

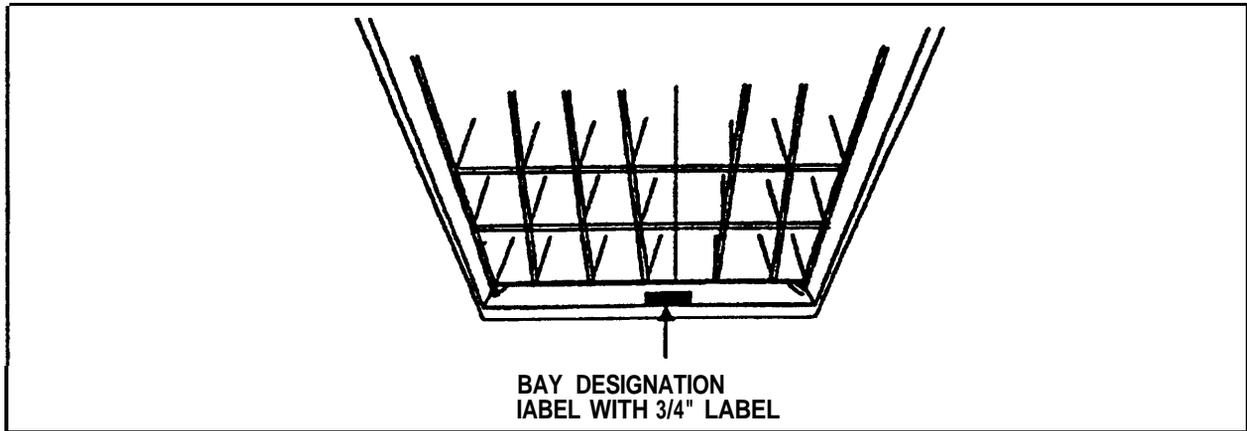


Exhibit 8 - Relay Rack Identification

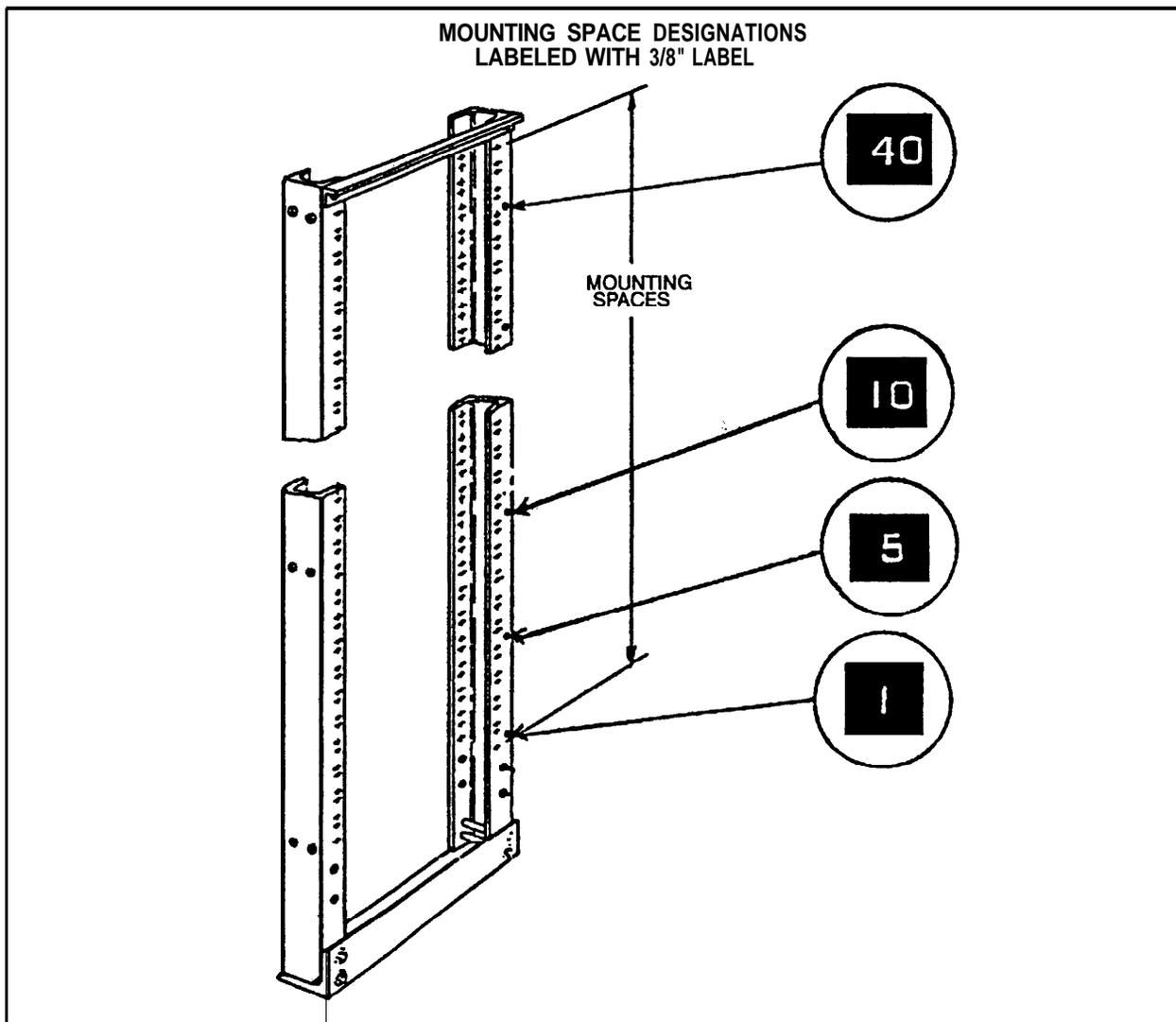


Exhibit 0 - Relay Rack Mounting Spaces

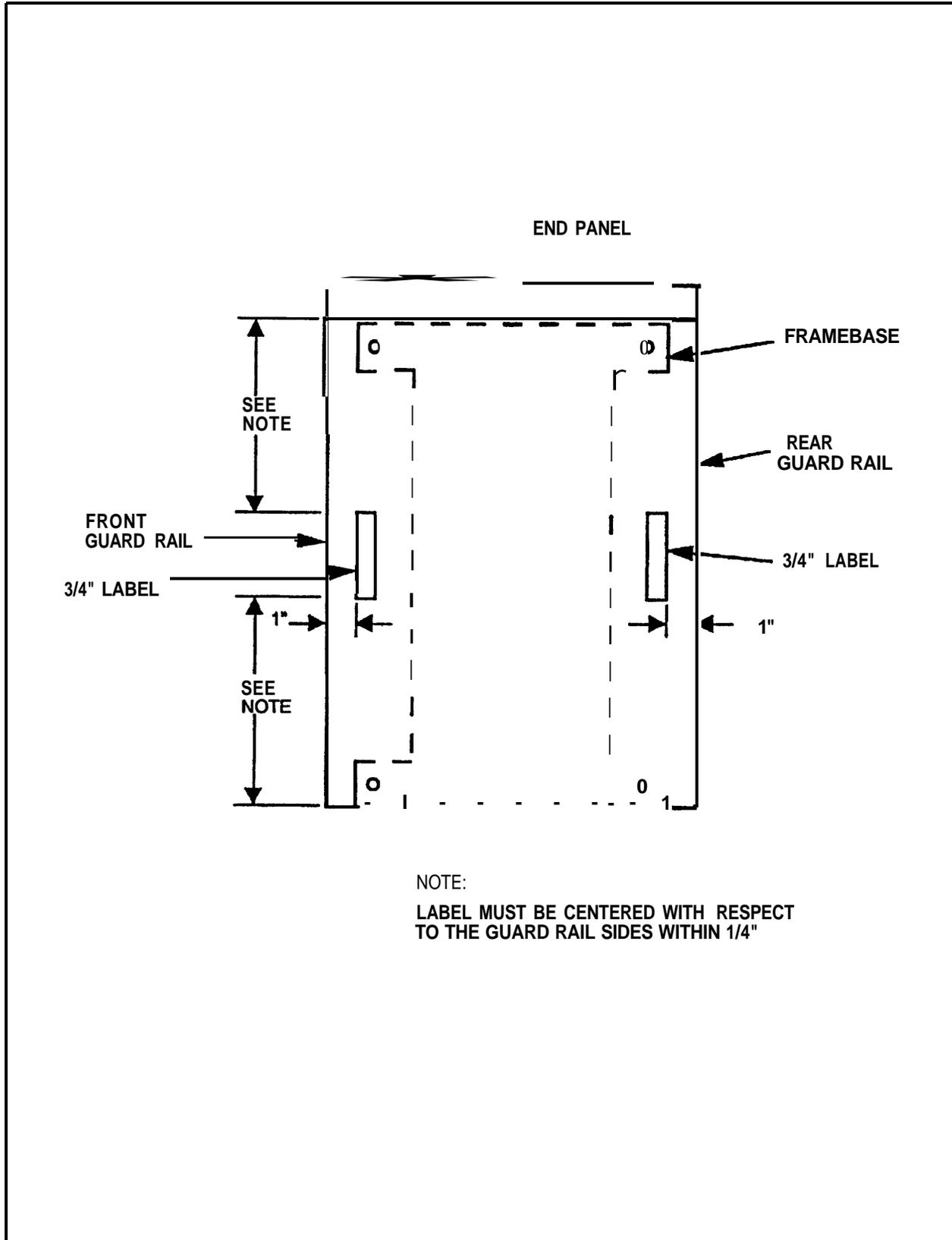
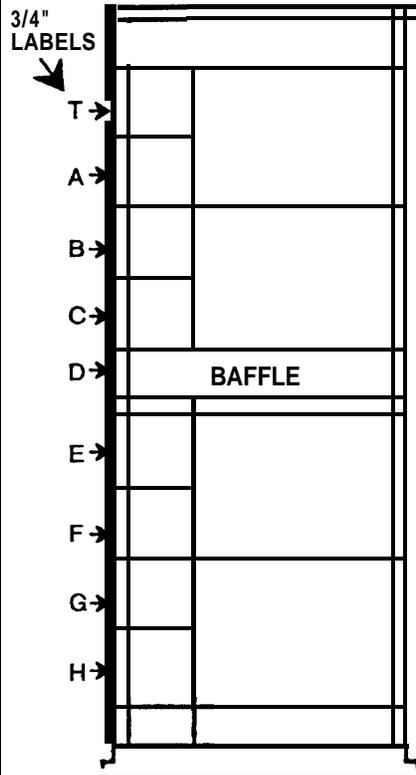


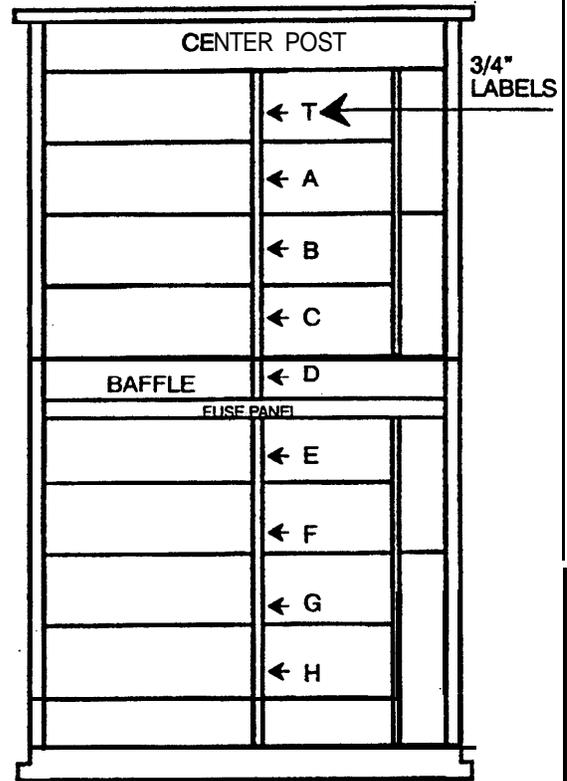
Exhibit 10 - Digital Frame Mnemonic Label Location

PLACE FILE  
LETTER DOWN  
LEFT-HAND SIDE  
OF STANDARD  
SIZE FRAMES ON  
CABLEWAY COVER  
OR FRAME UPRIGHT

PLACE FILE  
LETTER DOWN  
CENTER POST  
OF QUEEN  
SIZE FRAMES.



STANDARD SIZE FRAME



QUEEN SIZE FRAME

**Exhibit 11** Frame File Number Labeling

