

## TELEVISION TRANSMISSION GENERAL INSTRUCTIONS

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1.	<b>GENERAL</b>	
1.01	This section prescribes operating instructions for furnishing television service.	
1.02	Unless specifically excepted, the instructions in this section are intended to apply to video and audio facilities used for television service.	

**1.03** By definition, the term "operating company" is a Bell System operating company other than Long Lines.

**1.04** By informal and long-established agreement with the major television network broadcasters, the video material of one network customer may be fed to the local channel of another network customer for use as video test in preparation for a following television service. This procedure should be followed only when necessary, and when so doing the associated audio material should not be supplied.

**1.05** All patchcords used in furnishing service should be carefully and adequately tagged with sufficient information to safeguard the service. Forms P-2228A through P-2228E are specially printed tags with pressure sensitive adhesive and are available in five different colors for this purpose. This tag protection should apply to all service patches whether occasional service, network patch or reroute, equipment patch, etc. To obtain these tags, order from the following address:

Long Lines Stockroom  
Stationary and Office Supplies  
32 Avenue of the Americas  
New York, New York 10013

**1.06** Authority for furnishing television service is covered by the issuance of formal or informal service orders and operation orders as covered by other Bell System Practices.

**2. INTEROFFICE COMMUNICATION FACILITIES**

**2.01** Interoffice communication facilities for Program and Television Operating Centers are discussed in Section 002-321-908 LL.

**2.02** A system of local order circuits for associated company use, established to coordinate the handling of tests and service on local channels, is described in Section 318-020-100.

## SECTION 318-010-300

### 3. OFFICE PROCEDURES

#### 3.01 Office personnel should:

- (a) Maintain proper filing systems and routine office procedures for the efficient handling of service orders.
- (b) Prepare a log, worksheet, or equivalent for each service order received, listing pertinent details of the handling of the order.
- (c) Review each service order received for completeness and clarity. Refer any questions to the originator.
- (d) Check for items that may interfere with the provision of satisfactory service such as noncoverage of offices, lack of proper test equipment, etc.
- (e) Request progress reports when deemed necessary for service coordination.
- (f) Prepare "method of operation" cards or instructions, diagrams, etc, for any complex service where such additional information would aid in furnishing the service (eg, a large multipoint occasional network).
- (g) Prepare daily switch and service schedules or equivalent.

### 4. REPORTS AND LOG RECORDS

#### A. Reports

- 4.01 Service order and interruption reports, including billing information and details of troubles, are covered in 318-001-010 LL.
- 4.02 The classification and reporting of operating errors are covered in Section 002-502-911 LL.
- 4.03 Procedures for reporting and handling troubles are covered in Sections 318-001-010 LL and 318-010-302 and in this section.

#### B. Log Records

- 4.04 Complete and accurate records of troubles handled should be kept, including information

on trouble testing with other testrooms. These records should contain the following information:

- (a) Each trouble observed—the type and severity (light, heavy, upcut, unfit for broadcast, etc) should be noted.
- (b) Type of impairment—entries regarding quality, either video or audio, should show the kind of impairment (noise, hits, tear-outs, smearing, etc) and for audio troubles, the type of program (symphony orchestra, male soloist, etc).
- (c) Level of signal—indicate levels as observed at the monitoring point and as reported by the complaining office or station.
- (d) Significant portions of a program during a period of monitoring such as start, conclusion, change of source, station break, etc. In timing a cue or close of a program, time the last word or cue signal.
- (e) Subject matter of calls to and from other offices including tests and corrective action taken.
- (f) The initials of the man (or men) preparing the record so it can be readily determined who made each entry.
- (g) Portion of network affected—the record should indicate clearly to which network or portion of network the entries apply.
- (h) Details concerning the operation of facilities—this information should include direction of transmission and lamp indications associated with control panels.

4.05 Network Control and Subcontrol Offices should keep a current summary log of network irregularities. STOC and TFTP should log facility or equipment irregularities as they occur.

4.06 Log records should be kept in Current New York Time (CNYT).

### 5. UNCLEARED FACILITY OR EQUIPMENT TROUBLES

- 5.01 All video and audio troubles (including test results which do not meet requirements) should be cleared when found. The results of each routine test should be retained by the office

controlling the test for the office record and in accordance with record retention practices.

**5.02** Instructions covering audio troubles encountered during routine tests or which require network patches that remain in effect for more than 3 days are set forth in the section on program transmission.

## **6. OPERATION ON PATCH LAYOUTS**

**6.01** When a section of a network is patched, the facility used for the patch should be considered as the regular network during the period service is being furnished on the patch. All switches and reversals involving the patched section should be handled as authorized by service orders or operation orders, using the patch as the regular network. Similarly, any legs or stations authorized to be switched to or from, or fed from the regular network should be switched, treating the patch as the regular network.

## **7. RELEASE OF FACILITIES**

**7.01** Releases on television facilities for service, trouble clearance, testing, patching, maintenance, or similar work should be obtained from the television facility Control Office. The FMC-TV should be informed whenever a facility is not available for use.

**7.02** Requests for releases and replies thereto should be in message form and should be specific to avoid misunderstanding.

**7.03** Releases on local channels for testing purposes should be obtained from the local station management.

**7.04** Facilities on which a release has been obtained should be returned to the facility Control Office in a serviceable condition at the expiration of the release period. If unforeseen conditions arise which make this impossible, as soon as they become evident inform the Control Office giving the reason and probable time at which the facilities will be returned. The Control Office should take steps necessary to protect service.

**7.05** Control Offices should keep log records of all releases granted on facilities controlled, indicating reason for release, time facilities were taken, time returned, and an entry indicating what

checks were made to ensure that the facilities were ready and suitable for service.

## **8. MONITORING**

**8.01** Monitoring is performed for the following purposes:

- (a) Trouble location
- (b) Maintenance of service
- (c) Making "cue" switches.

**8.02** Video monitoring includes both a video (picture) monitor and an associated cathode ray oscilloscope ("A" scope), used to observe the composite signal waveform.

**8.03** Sections 318-117-100 and 318-430-100 cover methods of connecting monitoring equipment at Television Operating Centers.

**8.04** Continuous or routine monitoring is not required except on programs of national importance or unusual public interest. Control and Subcontrol Offices should monitor and should direct offices in their control section to monitor as required in connection with trouble investigation.

## **9. SWITCHING**

**9.01** The requirements for telephone company switching on television services are covered in operation orders and service orders. Additional information concerning video switches is included in Section 318-010-301.

## **10. UNAUTHORIZED CONNECTIONS TO TELEVISION CIRCUITS**

**10.01** Unauthorized connections to television circuits are prohibited. Any request to have such a connection made or for permission to make such a connection should be considered an inquiry and handled as such.

**10.02** Should an unauthorized connection be discovered, it should be discontinued at once and the facts reported promptly via line of organization.

## SECTION 318-010-300

### 11. USE OF TIMING DEVICES

**11.01** A sweep second or digital clock should be conveniently located and easily visible to each attendant.

**11.02** Alarm clocks to warn of approaching operations are approved for use, especially to offices which have part-time coverage. Even though a clock is provided, operating personnel still are responsible for performing scheduled operations on time.

### 12. INTERCONNECTION WITH MISCELLANEOUS COMMON CARRIERS (MCC) AND PRIVATE SYSTEMS (PS)

**12.01** A miscellaneous common carrier (MCC) or private systems (PS) as applicable to this section, is a communications company other than a telephone company who is engaged in the business of providing television transmission service.

**12.02** The FCC tariff 260 indicates that local channels provided under this tariff may be used for transmitting or receiving broadcast material. The *point of interconnection* is considered to be the same as a normal customer station. This location may be on the premises of an MCC or a private microwave owner.

**12.03** The point of interconnection is the demarcation point at which telephone company facilities and/or equipment interconnects with the facilities and/or equipment of the MCC or PS.

**12.04** TELCO is only responsible to the point of interconnection for services that interconnect with MCCs/PSs.

**12.05** TELCO is not responsible for receiving trouble reports or sectionalizing troubles affecting stations beyond the point of interconnection. TELCO will not coordinate or give status reports on troubles locating beyond the point of interconnection.

**12.06** The MCC/PS is responsible for sectionalizing troubles up to the point of interconnection with TELCO provided equipment or facilities. The MCC/PS experiencing troubles on TELCO facilities should report troubles to the TELCO designated STOC serving the MCC/PS at the point of interconnection.

**12.07** The appropriate Sales Office should be notified if it is apparent that proper sectionalization is not being performed before troubles are referred to TELCO.

**12.08** Trouble reports should be exchanged between the designated TELCO STOC and the MCC/PS regarding the trouble conditions at the point of interconnection. Trouble reports should not be accepted by TELCO from locations that are served by an MCC/PS.

**12.09** The serving STOC will generally deal with the MCC/PS in the same manner as all other TELCO served stations. For example:

(a) Accept trouble reports.

(b) Occasional services will be lined up as the normal procedures for occasional customer requirements.

(c) The TELCO STOC will not act as coordinator between TELCO served points and the MCC/PS. The TELCO STOC will neither explain nor give status on any service other than that provided by TELCO.

(d) If TELCO facilities are between two MCC/PS facilities and a trouble condition is sectionalized out of TELCO facilities and into another MCC/PS, the TELCO's TOC will notify the MCC/PS that the TELCO facilities are clear. Requests for further status or coordination are not the responsibility of the TELCO.

**12.10** It is the responsibility of MCC/PS to determine if proper signal levels are present at the point of interconnection.

**12.11** The serving STOC will contact the MCC/PS to determine if signal impairments are observed at the point of interconnection on services from the MCC/PS.

**12.12** Trouble reports received from TELCO served points for services originating from or using a section/sections of MCC/PS facilities will be handled as follows:

(a) If trouble is located on MCC/PS facilities, TELCO STOC will prepare a trouble ticket (coded MCC or PS). The TELCO will advise TELCO served points that the trouble locates

on MCC/PS facilities and if any additional information is required the TELCO served points should contact the network customer on a monthly service or the customer ordering the occasional service.

(b) If trouble is located on TELCO facilities, the serving STOC will prepare a trouble ticket and follow standard procedures to locate and clear trouble and advise the MCC of trouble clearance time.

(c) TELCO served points includes:

(1) Broadcast stations served directly by TELCO

(2) Point of interconnections with MCCs/PSs (not MCC/PS served points).

**12.13** If it is necessary to dispatch a repairman and the trouble subsequently locates in the MCC/PS equipment or one of their served

stations, a maintenance of service charge may apply to the TELCO customer.

**Note:** See Section 318-010-302 Par. 10.14(d).

**12.14** The serving STOC will consider all trouble tickets written for troubles locating in an MCC or PS equipment as MCC or PS troubles.

**12.15** Operating instructions for satellite television service, Section 318-010-303, outline the interconnect responsibilities to satellite common carriers (ITT, WUI, RCAC).

### **13. ASSOCIATED COMPANY FACILITY REQUESTS**

**13.01** If there is an instance where an Associated Company requests the use of the line facilities or central office equipment, this should be administered through General Accounting Instructions 5.3-2.