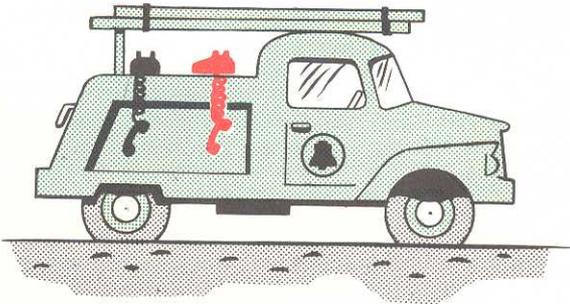


PACKAGING AND HANDLING  
DISCONNECTED STATION APPARATUS



UNNECESSARY...

**DAMAGE**



**1.00 GENERAL**

**1.01** This section outlines procedures to be followed by the field forces to protect disconnected telephone station apparatus from damage during its return to telephone company storerooms or the Western Electric Company.

**1.02** The condition of returned telephone equipment determines the *cost* of repair work.

**1.03** A majority of the repair cost is built up due to damage inflicted on the set. This occurs between the time of disconnection and arrival at the repair shop.

**1.04** All disconnected station apparatus requires protective handling. Point sections covering various apparatus will be added as required.

**1.05** Cartons of disconnected apparatus left on customer's premises for pickup should be sealed.

**2.00 DISCONNECTION OF EQUIPMENT**

**2.01** All equipment when removed from service should be disconnected properly. Unnecessary repair costs result when cords are cut off and equipment is pried off wall or otherwise removed improperly.

**2.02** After apparatus has been disconnected, backboards, mounting screws, wire clippings, etc, should be separated from apparatus.

**3.00 PROTECTING TELEPHONE SETS**

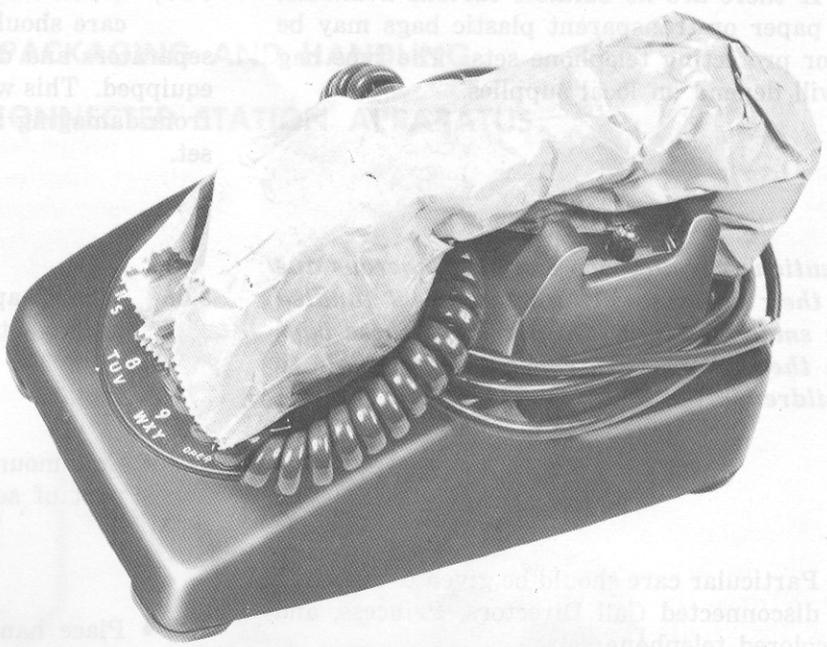
**3.01** To give maximum protection to disconnected telephone sets, package them in containers similar to those in which they were delivered. Usually, corrugated cardboard cartons are available from new installations. These cartons should be held for packaging of returned apparatus instead of being discarded or otherwise destroyed.

**3.02** Cardboard cartons also may be obtained through normal supply channels. Table A gives carton and detail numbers required for different sets.

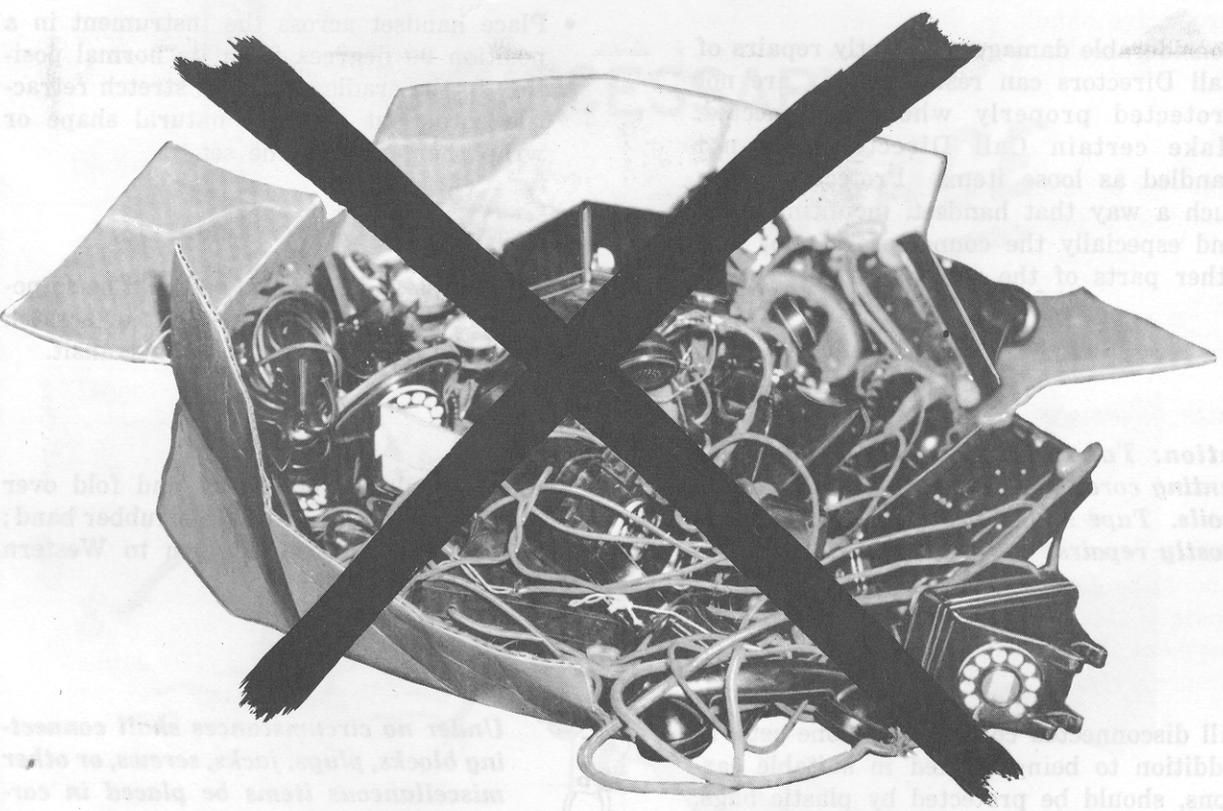
**TABLE A**  
**CARTON LISTING**

Carton No.	Detail No.	Type Set
8499	8499A 8499B	201, 211
21800	21800A 21800B 21800C	202, 300, 5300 500 500
RM 649508	RM 649708 RM 649945	500 Wall Set
RM 649522	None reqd RM 649722	400 Key Sets 500 Key Sets
RM 649600	RM 649610 RM 649620	600 (Call Director)
RM 649601	RM 649611 RM 649621	601 (Call Director)
RM 649530	None reqd	700 (PRINCESS Set)

**THIS** ▶



**NOT THIS**  
▼



**Fig. 1**

**3.03** If there are no suitable cartons available, paper or transparent plastic bags may be used for protecting telephone sets. The type bag used will depend on local supplies.

**Caution:** *Plastic bags can be dangerous due to their suffocating characteristics if handled by small children. Do not leave these bags on the customer's premises or accessible to children.*

**3.04** Particular care should be given to handling disconnected Call Directors, Princess, and other colored telephone sets.

- Considerable damage and costly repairs of Call Directors can result if they are not protected properly when disconnected. Make certain Call Directors are not handled as loose items. Protect them in such a way that handset, mounting cord, and especially the connectors cannot mar other parts of the set.

**Caution:** *Tape should not be used to tie mounting cords (particularly Call Director) in coils. Tape stains the jacket and results in costly repairs.*

- All disconnected colored telephone sets, in addition to being packed in suitable cartons, should be protected by plastic bags. These will remain on the sets until the Western Electric Company is ready to make repairs.

**3.05** When telephone sets are packed in cartons, care should be taken to use the cardboard separators and details with which each carton is equipped. This will prevent loose handset or cords from damaging fingerwheel or other parts of the set.

**3.06** When paper or plastic bags are used to package telephone sets:

- Coil mounting cord loosely around upper part of set (Fig. 1).
- Place handset in a 5-pound paper bag or equivalent.
- Place handset across the instrument in a position 90 degrees from its normal position in the cradle. (Do not stretch retractile cords out of their natural shape or wrap them around the set.)
- Spade tips and stay hooks should be so positioned that they will not mar or scratch the handset or housing during transit.
- Place telephone set in bag and fold over end of bag, securing it with a rubber band; or place in trays for return to Western Electric Company.



***Under no circumstances shall connecting blocks, plugs, jacks, screws, or other miscellaneous items be placed in cartons or bags with telephone instruments. These items should be transported separately.***