

PACKAGING AND HANDLING

DISCONNECTED KS-16378 TELEPHONE ANSWERING SETS

1.00 GENERAL

This section describes procedures to be followed to prevent damage when transporting KS-16378 telephone answering sets and accessories.

2.00 PACKAGING

2.01 Before packaging KS-16378 telephone answering set:

- Remove spool of recording wire and take up drum. Place each in wrapping paper and secure. Place in position as per Fig. 1.
- Insert vinylite record in envelope and place in the compartment indicated in Fig. 1.



To prevent damage, rotate record player turntable manually clockwise until pickup arm reaches ON RECORD position. Tie pickup arm securely to rest post. The mechanical linkage which moves pickup arm will be damaged if pickup arm is moved manually when it is in any other position.

- Remove heater unit if there is one in set.
- Tighten cover lid assembly fastening screws.

2.02 Place answering set in shipping carton designed for it per Fig. 1.

2.03 Tighten all cover-fastening screws on the foot and voice controls before packaging.

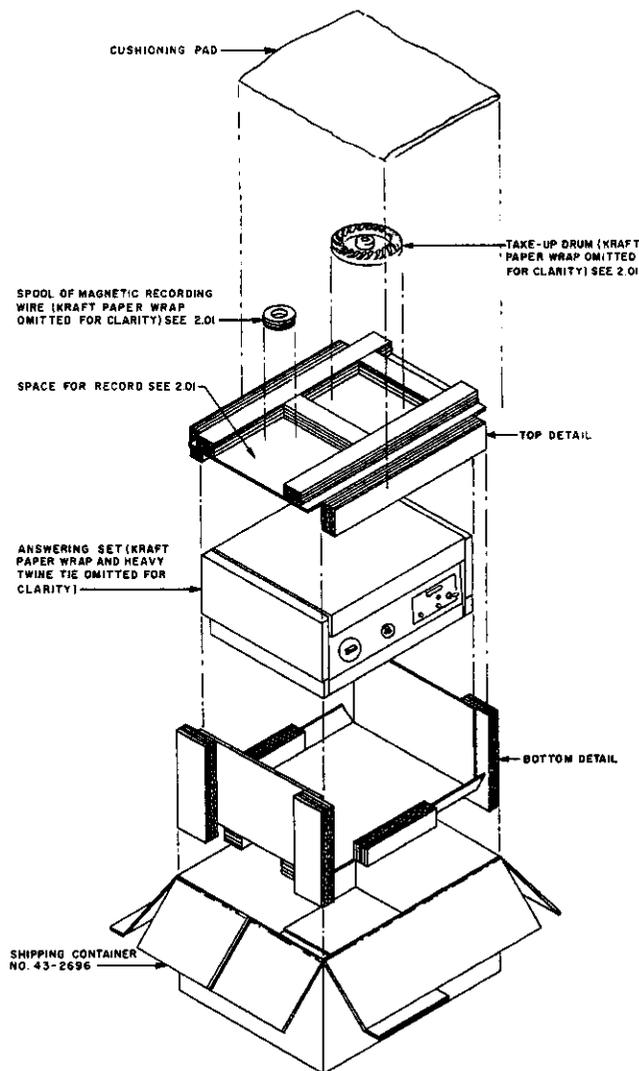


Fig. 1

2.04 Place foot and voice control or heater unit in shipping carton designed for it. Secure with Scotch tape, or brown paper tape, or strong cord.

3.00 HANDLING

3.01 Carry and store these items in such a manner as will prevent their being bumped or dropped. Transport answering set with lid uppermost.

3.02 When transporting these items in a motor vehicle, secure them in such fashion as will prevent them from sliding and bouncing, falling from vehicle, or getting wet.

4.00 CARTONS

4.01 Cartons from which answering sets and accessories are removed at time of initial installation should be saved for reuse in packaging disconnected items as well as reissued sets.

4.02 Arrangements should be made with local Western Electric Company distributing houses for stocking shipping cartons to be used with returned and reissued KS-16378 telephone answering sets and accessories. Additional cartons including packing inserts for these items may be ordered by Western Electric from Electronic Secretary Industries, Incorporated, Waukesha, Wisconsin. Use the following code numbers:

Telephone Answering Set	43-2696
Voice Control	43-2955
Foot Control	43-2954