

## PACKAGING AND HANDLING

### DISCONNECTED KS-16923, LIST 1 TELEPHONE ANSWERING SETS

#### 1.00 GENERAL

This section describes procedures to be followed to prevent damage when transporting KS-16923, List 1 telephone answering sets and accessories.

#### 2.00 PACKAGING

2.01 Before packaging KS-16923, List 1 telephone answering set:

- Remove KS-16923, List 10 cartridge. Place in cardboard carton or paper bag. Place in position as per Fig. 1.
- Remove KS-16923, List 7 microphone. Place in cardboard carton or paper bag. Place in position as per Fig. 1.

2.02 Place KS-16923, List 1 telephone answering set in shipping carton per Fig. 1.

#### 3.00 HANDLING

3.01 Carry and store these items in such a way that will prevent them from being bumped or dropped. Transport answering set in upright position.

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

#### 4.00 CARTONS

4.01 Cartons that answering sets and accessories are removed from at time of installation should be saved for reuse in packing disconnected items.

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-16923, List 1 telephone answering sets and accessories. Additional cartons including packing inserts for these items may be ordered by Western Electric Company from Electronic Secretary Industries, Incorporated, Waukesha, Wisconsin. Use the following ordering information:

Packing, materials set for packing  
KS-16923, List 1, telephone answering set

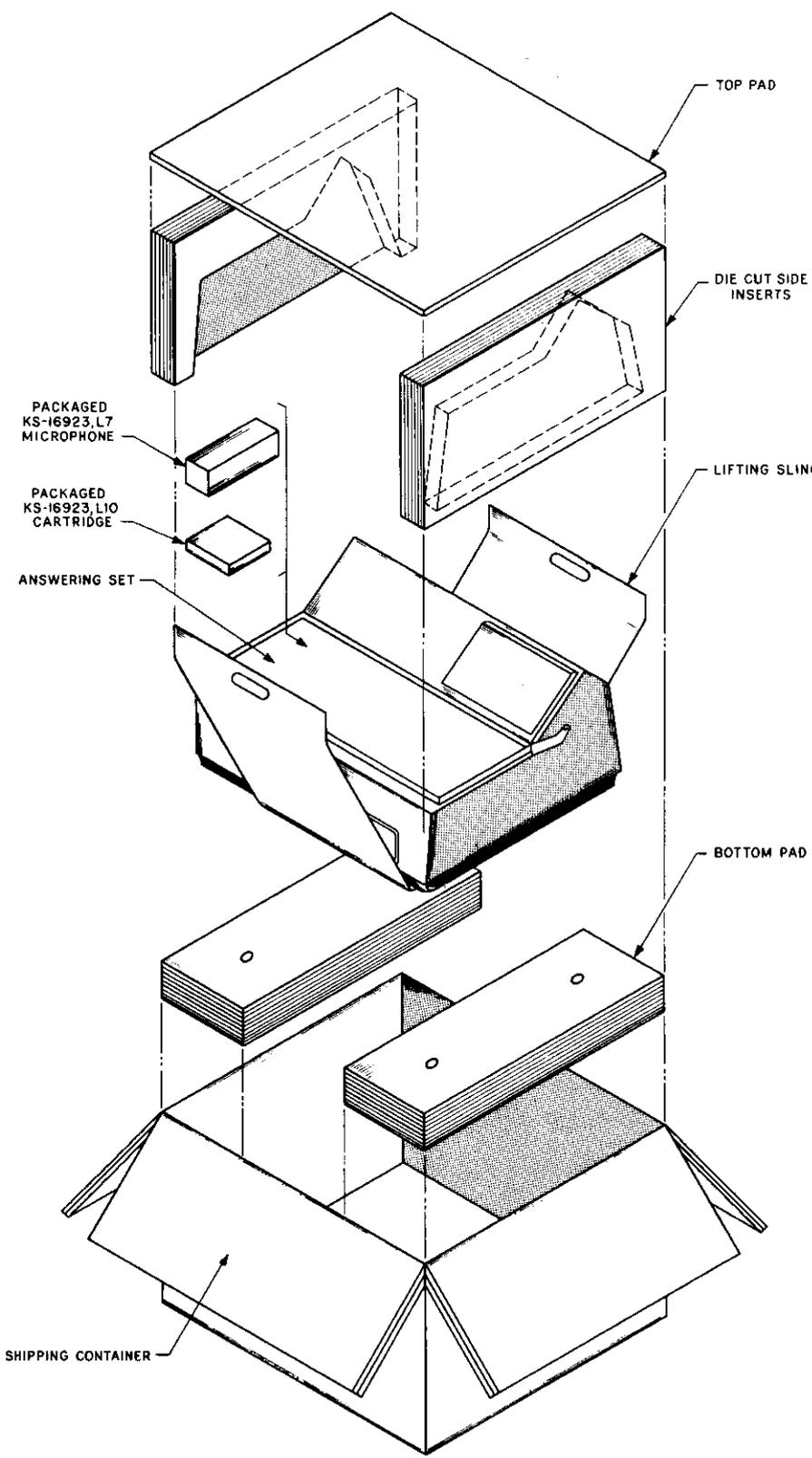


Fig. 1 — Packaging KS-16923, List 1 Telephone Answering Sets