

STATION NUMBER CARDS AND HOLDERS

1. GENERAL

1.01 This section describes station number cards and tells how to order and install them.

1.02 This section is reissued to:

- Clarify ordering information
- Delete Forms E-1164-G, E-1165-G, and E-4047-G
- Add number card for TRIMLINE® telephone sets
- Add information on installation of number card in one piece plastic fingerwheels and in TOUCH-TONE® telephone sets and TRIMLINE telephone sets

2. STATION NUMBER CARDS

2.01 Forms E-4203-G (Fig. 1) and E-4203-GEZ are 2-line gray number cards with three guide lines for numbering machines. Form E-4203-G is a permanent number card to be mounted in the card holder or fingerwheel. Form E-4203-GEZ has an adhesive back and is a temporary card to be pasted on the window.

Note: EZ is used as a suffix to order any standard number card with an adhesive back.

2.02 Forms E-4204-G (Fig. 2) and E-4204-GEZ are 3-line, gray number cards with three guide lines for numbering machines. Form E-4204-G is a permanent number card to be mounted in the card holder or fingerwheel. Form E-4204-GEZ has an adhesive back and is a temporary card to be pasted on the window.

2.03 Form E-5002A (Fig. 3) and E-5002B are used on TOUCH-TONE telephone sets and TRIMLINE telephone sets. E-5002B is the same as E-5002A except it includes **EXT.**

Special Number Cards

2.04 Special number cards include cards for private line numbers and air police (Fig. 4 and 5). Order these cards by form number only.

2.05 Forms E-4204-G may be ordered with special instructions as shown in Fig. 6. There is a limited amount of space for instructions.

3. ORDERING STATION NUMBER CARDS

3.01 Order station number cards by form number, followed by a sample of the desired printing.

3.02 When ordering, the quantity is determined by the individual number card and not the number of forms.

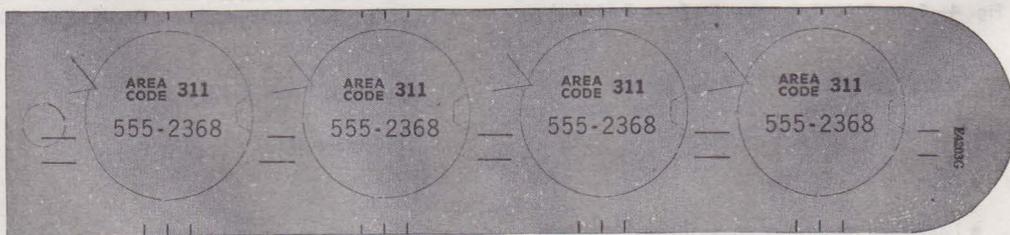


Fig. 1—Form E-4203-G (Quantity of Four)

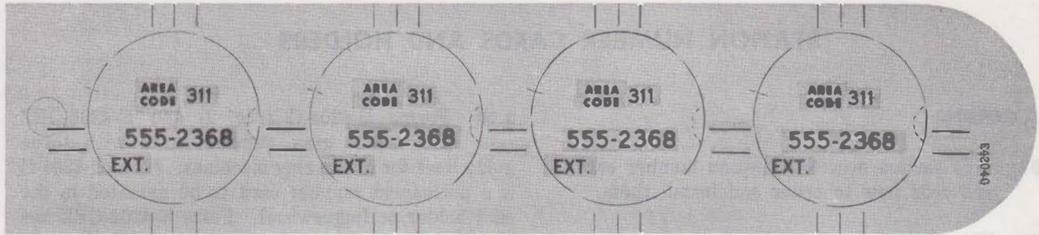


Fig. 2—Form E-4204-G (Quantity of Four)



Fig. 3—Form E-5002A (Quantity of Four)

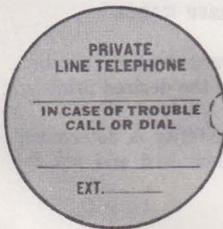


Fig. 4—Form E-4099-G



Fig. 5—Form E-4141-G

3.03 When ordering EZ forms, specify which finish is desired. These forms may be ordered in the following finishes:

- Plain
- Laminated (preprinted consecutively numbered forms only)

3.04 The adhesive on the EZ forms is permanent and leaves a sticky residue when removed.

3.05 A sample order is as follows:

- (a) (Quantity) Form E-4203-G
Area Code 311
555-
- (b) (Quantity) Form E-4203-G
Area Code 311
555-1000 through 2000 (of each)

Note: Number cards are numbered consecutively beginning with first number ordered (555-1000, 555-1001, etc).

- (c) (Quantity) Form E-4204-G
Area Code 311
555-
Ext.
- (d) (Quantity) Form E-4204-GEZ
Area Code 311
555-
Answer Ring(s)

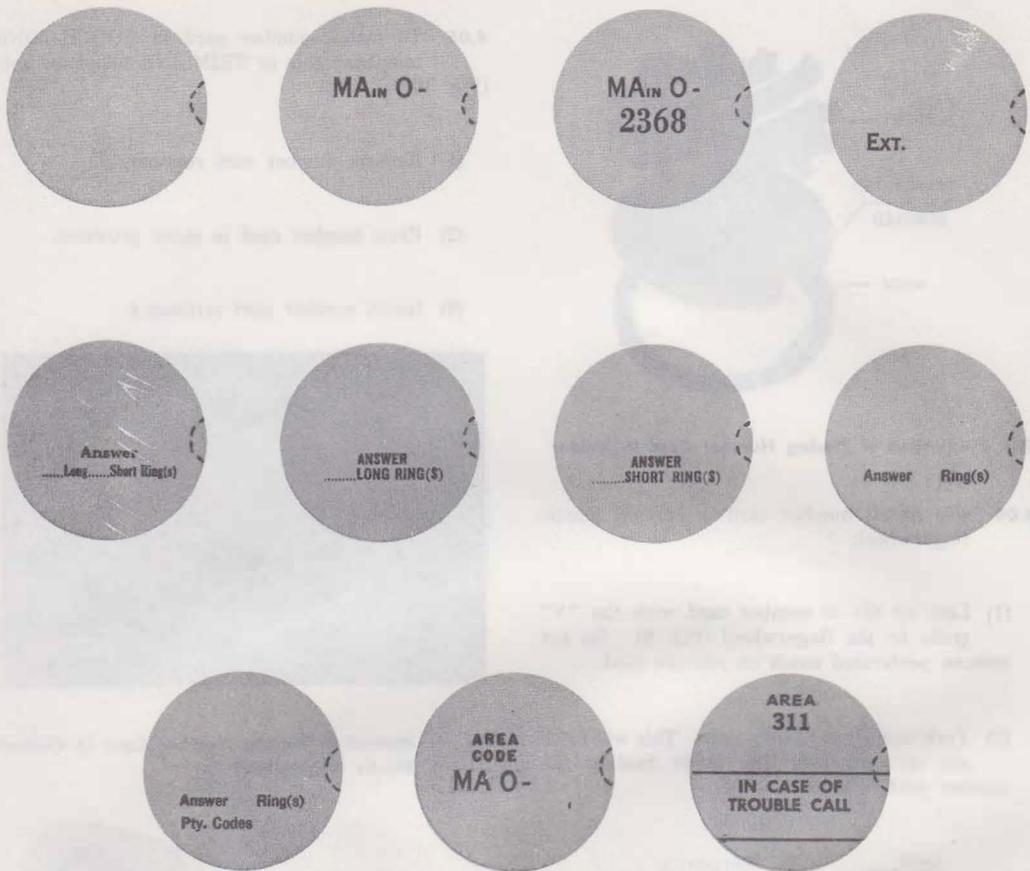


Fig. 6—Form E-4204-G Examples of Special Instruction Cards

4. STATION NUMBER CARD INSTALLATION

4.01 Station number cards are held in place by a card holder on metal fingerwheels or in space provided on plastic fingerwheels.

4.02 To install number card in metal fingerwheel (Fig. 7):

- (1) Place window in holder.
- (2) Remove perforated notch from number card.
- (3) Place number card in holder engaging notch with guide.
- (4) Press card support into place.

4.03 To install number card in MD plastic fingerwheel:

- (1) Place window in fingerwheel.
- (2) Line up slit in number card with the "V" guide on the fingerwheel (Fig. 8). Do not remove perforated notch on number card.
- (3) Push number card into place. This will force slit on card over the guide holding the number card in place.
- (4) Press card support into place.

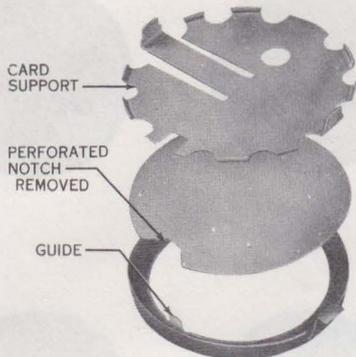


Fig. 7—Method of Placing Number Card in Holder

4.04 ♦To install number card in current plastic fingerwheel:

- (1) Line up slit in number card with the "V" guide on the fingerwheel (Fig. 9). Do not remove perforated notch on number card.
- (2) Push number card into place. This will force slit on card over the guide holding the number card in place.

4.05 . To install number card in TOUCH-TONE telephone sets or TRIMLINE telephone sets (Fig. 10):

- (1) Remove number card retainer.
- (2) Place number card in space provided.
- (3) Insert number card retainer.♦

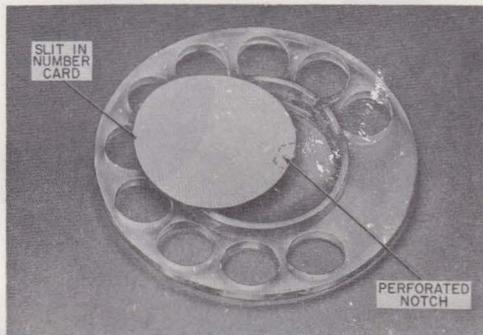


Fig. 9—Method of Placing Number Card in Current Plastic Fingerwheel

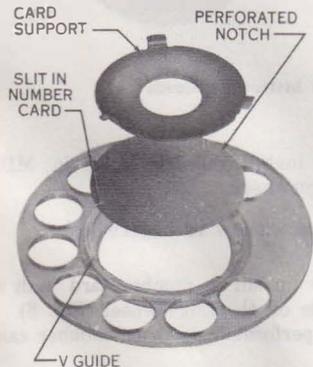


Fig. 8—Method of Placing Number Card in MD Plastic Fingerwheel

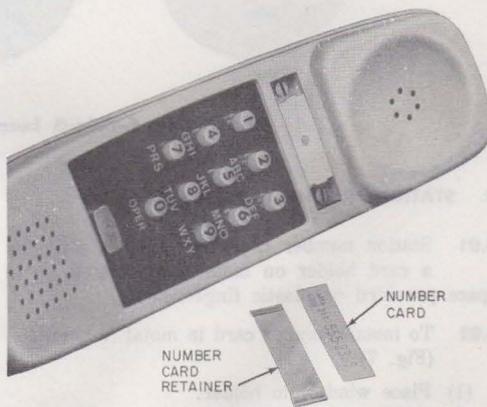


Fig. 10—Method of Placing Number Card in TRIMLINE Telephone Set