

## TELEPHONE SETS AND ASSOCIATED STATION APPARATUS SELECTION OF INDOOR LOCATIONS

### 1. GENERAL

1.01 This section serves as a guide in planning the location of telephone sets and associated station apparatus under the following conditions:

- For general indoor use
- At normal temperatures
- In a nonexplosive atmosphere
- At dry locations

1.02 This section is reissued to:

- Include safety factors to be considered when selecting indoor locations for telephone stations.
- Include changes due to current telephone apparatus.

(Changes or additions in the body of tables are indicated by shaded areas.)

1.03 Whenever service is provided in other than the above indoor locations, refer to the appropriate sections in Bell System Practices covering special installations.

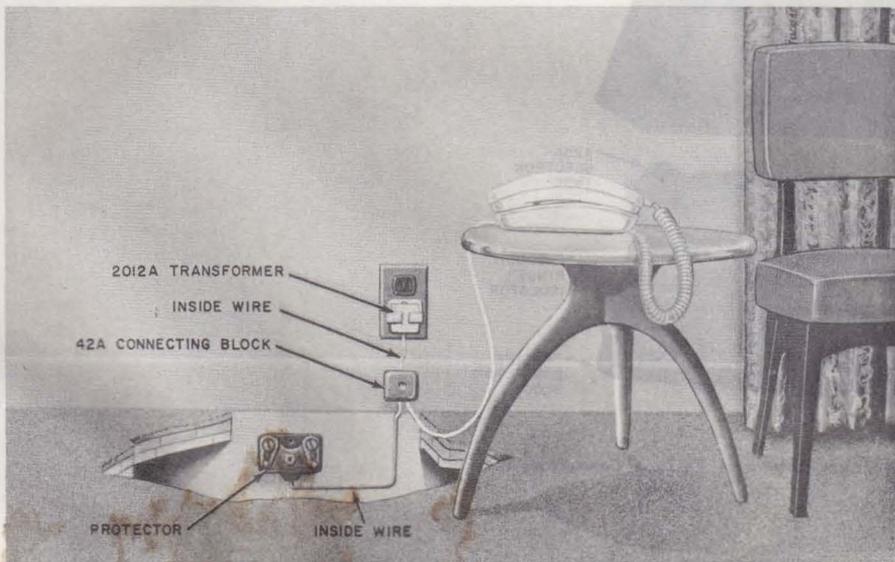


Fig. 1—Typical Installation of AD1 Telephone Base With 220A Hand Telephone Set

**2. PLANNING**

**2.01** The subscribers suggested location for telephone apparatus should be given prime consideration, pointing out to the customer any safety hazard, maintenance, or appearance problem.

**2.02** Locations should be avoided where the room noise is likely to cause customer complaints of "Can't hear" or "Can't be heard." However, if no quieter location is available, review the section on apparatus for use at noisy locations. In addition, apparatus should be accessible for maintenance and free from accidental mechanical damage or receiver-off-hook trouble.

**2.03** To avoid inductive noise, do not place telephone apparatus near fluorescent light units.

**2.04** Telephone apparatus equipped with plastic covers should not be installed in locations where there is a possibility that surrounding temperatures will reach 150 degrees F.

**2.05** Telephone sets equipped with 3-type cord reels can be installed on outside walls or other room locations where the temperature will drop below 40 degrees F if the telephone is equipped with a 3A cord reel. Current production telephone sets using the 3-type cord reel are supplied with the 3B cord reel which would have to be replaced with a 3A cord reel to operate properly when exposed to temperatures below 40 degrees F.

**2.06** In all cases the customer should be informed that water is harmful to telephone equipment, and that exposure of the telephone or handle to excessive moisture will interrupt his service.

**2.07** Consider the use of available conduit or prewired facilities when planning station apparatus locations, and point out to the customer the advantages of concealing wire in conduit.

**2.08** Where the appearance of the completed installation may have a bearing on customer choice of location, inform the customer as to where it may be necessary to have holes drilled, and where wire or cable will be placed and exposed.

**2.09** Discourage locations on finely finished surfaces such as:

- Marble
- Expensive wood paneling
- Ceramic or glass tile

**Note:** The customer should make arrangements to have holes drilled for the above surfaces.

**2.10** If the location selected for the station apparatus should require attaching the station wire or connecting block to marble, expensive wood paneling, ceramic, or glass tile consider using B Station Wire and a 717 terminal which have adhesive backing and do not require holes for attaching.

**2.11** Available niches and shelves may be used. Table A gives necessary dimensions of shelves.

**TABLE A**  
**SHELF DIMENSIONS**

TYPE SET	DEPTH	WIDTH
	INCHES	INCHES
202	6	12
220, 1220, 2220	9	8
300	8	12
500	9-1/2	12
5300	8-1/2	12
540	10	12
560, 1560, 2560	10	12
700, 1700, 2700	5	12

**2.12** When the customer desires a telephone in a dimly lit location, a set with a dial night-light such as the PRINCESS® telephone (700-type) or a set with a illuminating dial such as the TRIMLINE® telephone (220-type) (Fig. 2) should be recommended to the subscriber.

**2.13** In all cases the telephone apparatus shall be placed so that the customer can not use the telephone set while in the bathtub or shower.



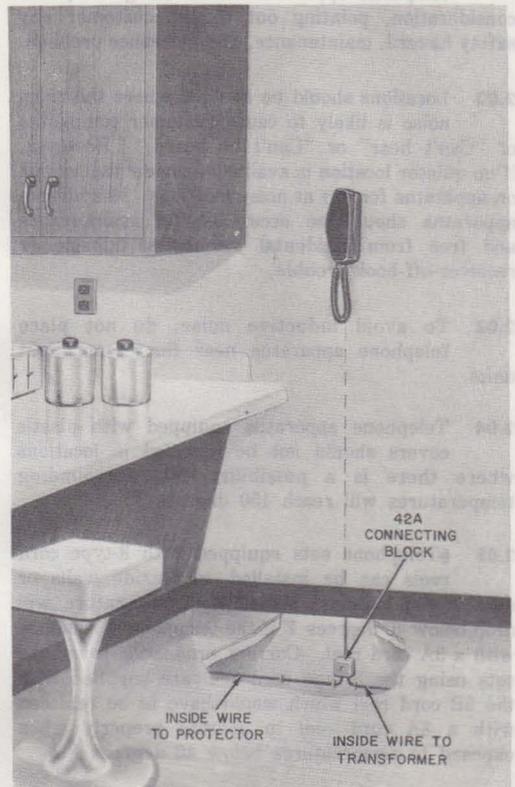
**Fig. 2—Hand Telephone Sets and Telephone Set With Illuminated Dial Feature**

2.14 If the customer, after being acquainted with these facts, insists upon a location which is undesirable from a safety or maintenance viewpoint, refer the matter to your supervisor.

### 3. LOCATING

**3.01 Wall- and Hang-Up Type Hand Telephone Sets:** Place wall mounted telephone sets at a height most suitable for the customer. Generally

the determining factor will be whether the customer will stand or sit while using the equipment.



**Fig. 3—Typical Installation of AC1 Telephone Base With 220A Hand Telephone Set**

### 3.02 Desk-Type Telephone Sets:

- (a) Consider which hand the customer uses to hold the handset before selecting a location on the desk for the telephone set. An improperly placed telephone instrument could create a nuisance by causing the handset cord to pass across papers or other items in front of the subscriber.
- (b) Attach mounting cords at a location that would discourage using a telephone instrument

between another table or desk in the immediate area. This condition could place the cord across a passageway or aisle.

- (c) Before attaching any telephone apparatus to a desk, inspect for special wiring facilities which may be provided by the manufacturer, such as knock-out discs or rubber grommets for the telephone set's mounting cord.

### 3.03 Connecting Block:

- (a) A connecting block placed on a desk should be located high enough to hold the cord off the floor. A convenient mounting area is usually on the upper part of the outer panel (Fig. 5).
- (b) Connecting blocks attached to walls or baseboard should be high enough to remain moisture free during normal floor cleaning and scrubbing.

### 3.04 Subscriber Set:

- (a) Subscriber sets containing a ringer should be located where the ringer can be heard, and the ringer volume easily adjusted.

- (b) Locate subscriber sets inside the pedestal or knee well of desks. It should be near the top and away from the leg area of the subscriber.

- (c) Locate on the underside of a table.

### 3.05 Ringers or Signals:

- (a) External ringers or signals should be placed in locations where they can be easily heard, and if they have an adjustable volume control the customer should have easy access to this control.
- (b) The mounting surface can have an affect on the volume output of a ringer or signal. Some materials may serve as a sounding board and amplify the sound while other materials may tend to deaden the sound.

**3.06 Keys or Switches:** External keys and switches should be located where they are convenient to operate and still meet all safety, maintenance, and appearance restrictions.

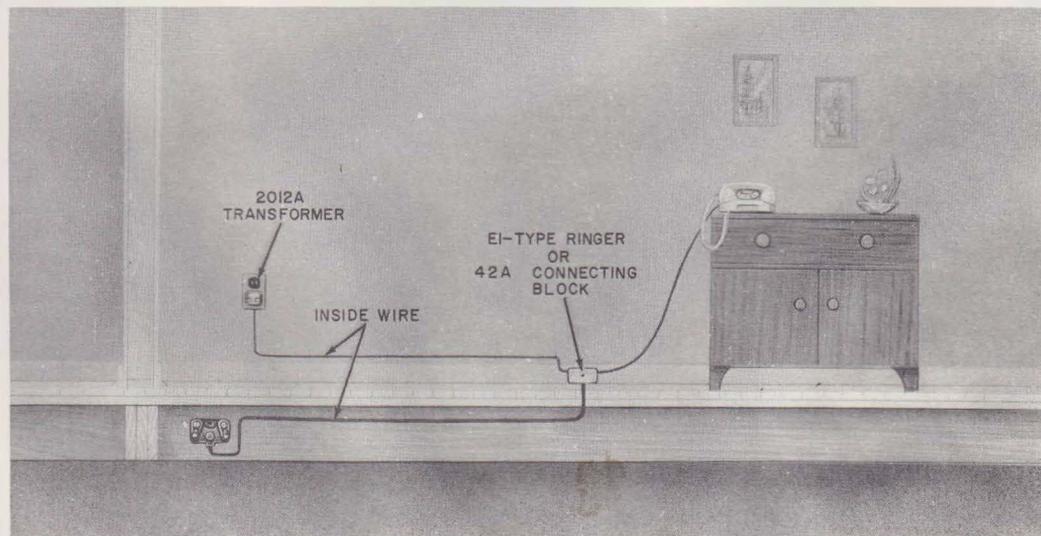
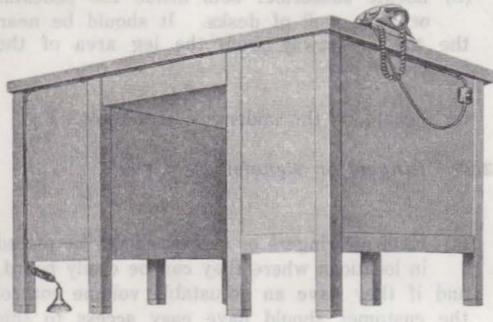


Fig. 4—Typical Installation of 700-Type Telephone Set



**Fig. 5—Typical Station Installation on Desk Having No Wiring Facilities**

### 3.07 Jacks:

- (a) Unless located in an outlet box which is at the same height as electrical boxes, jacks are normally installed at same height as connecting blocks which are on mop board.
- (b) When placing jacks in a residence; a central location for the permanent ringer or telephone instrument should be considered.
- (c) Position all jacks so that they receive the plug in a uniform manner.
- (d) If a jack is installed in a bathroom, it has to be placed where it will prohibit the subscriber from using the telephone set while in the bathtub or shower. ♦