

PLANT ROUTINES  
COIN TELEPHONE ACTIVITY

1. GENERAL

1.001 This Addendum supplements Section 506-110-916SW.

1.002 This Addendum is issued to provide additional information concerning procedures followed in coin telephone installation. Also included in the addendum is a change in Form SW-6763, "Overflow Coins Envelope".

10. HANDLING OF LOOSE COINS AND FULL COIN RECEPTACLES

The following changes apply to Part 10 of the main section:

10.03(e) item 1 Change this subparagraph to read:

Those excess "overflow coins" which cannot be deposited in the compartment shall be placed in the "Overflow Coins" envelope - Form SW-6763. See Figure 1. Before placing the "overflow coins" in the "Overflow Coins"

envelope, the field employee shall enter in the spaces provided on the envelope the total monetary amounts in nickels, dimes, quarters, or slugs, tokens, etc., equivalents. He shall also enter the telephone number of the involved coin station, his district, name, title and date the envelope was prepared. The excess coins shall then be placed in the envelope and sealed using the gummed adhesive flap.

10.03(e) item 7, Change this subparagraph to read:

When the field workman is assigned to collect the coin receptacle and he encounters "Overflow Coins" which cannot be deposited in the cash compartment, he shall prepare a Form SW-6763 as described in item 1, place the "Overflow Coins" in the envelope, enter the receptacle number in the receptacle number space provided on the envelope, and associate the sealed envelope in the same carrying case with the removed coin receptacle.

Figure 1

SW-6763  
(11-70)

**OVERFLOW COINS  
FROM**

TEL. NO. \_\_\_\_\_

DISTRICT \_\_\_\_\_

REC. NO. \_\_\_\_\_

ENVELOPE CONTENTS:	COINS	SLUGS
NICKELS . . . . .	_____	_____
DIMES . . . . .	_____	_____
QUARTERS . . . . .	_____	_____

\_\_\_\_\_  
(ENVELOPE PREPARED BY—NAME & TITLE)

\_\_\_\_\_  
(DATE)

11. DUE DATES

11.03 Add the following paragraph to the existing paragraph:

One copy will be used in ordering the necessary equipment while the other copy will be associated with the IW copy of the service order when the actual installation work is performed. (Local procedures should be established in case of centralized ordering storeroom, etc.). The Plant Foreman will provide the customer a standard A.C. Power receptacle when appropriate. When the booth

is placed, Marketing should be notified by telephone. The Marketing Representative will coordinate the provision of A.C. power with the customer. When the A.C. power is installed, the Marketing Representative will issue a due date service order. The due date assigned will be determined in accordance with the Installation Interval Schedule. However, if the equipment is in place at the time the A.C. power was installed, issue the service order due with a three (3) day interval.