

REDY-REF  
DIRECTORY SHELVES AND TABLES  
DESCRIPTION, INSTALLATION, AND MAINTENANCE

1. GENERAL

1.01 This section provides descriptive, installation and maintenance information on directory shelves and tables for use at public telephone locations.

1.02 The type of directory shelf or table to be installed and the location of the shelf or table on the premises shall be specified by the Marketing Department.

1.03 Directory shelf or table shall be located as near the coin collectors as practicable.

1.04 Avoid locations where users of directories will be subject to injury or inconvenience, as for example, near trap doors or stairs leading to lower floors; locations near moving or movable objects, such as doors, piled merchandise, moving machinery; oily or dirty objects, heaters, gas radiators, etc.

2. LIST OF MATERIALS

2.01 Names of standard supplies required in connection with these practices are given below:

**Anchors:**

1-1/2 In. No. 14 Screw Anchors

**Binders:**

(Size) Redy-Ref Binders. Order by size: 2 In., 2½ In., 3 In. Used for replacement.

The following binder parts are also available as replacement parts:

T-263-10 Binder Covers

T-263-17 Binder Rods

T-263-15 Sliding Pins for .... In. Binders

Specify size of binders (2 In., 2½ In., or 3 In.). Furnished in sets of two.

**Bolts:**

3/16 In. x 4 In. B. H. Toggle Bolts

**Lamps:**

F15T8/W Lamp. Replacement white fluorescent lamp for Four Binder Directory Table Light.

F20T12/W Lamp. Replacement white fluorescent lamp for Seven Binder Directory Table Light.

**Light:**

Four Binder Directory Table Light. 19 In. fluorescent light fixture.

Seven Binder Directory Table Light. 25 In. fluorescent light fixture.

**Screws:**

1-1/4 In. No. 14 R.H. Blued Wood Screws

2-1/2 In. No. 14 R.H. Blued Wood Screws

**Shelves:**

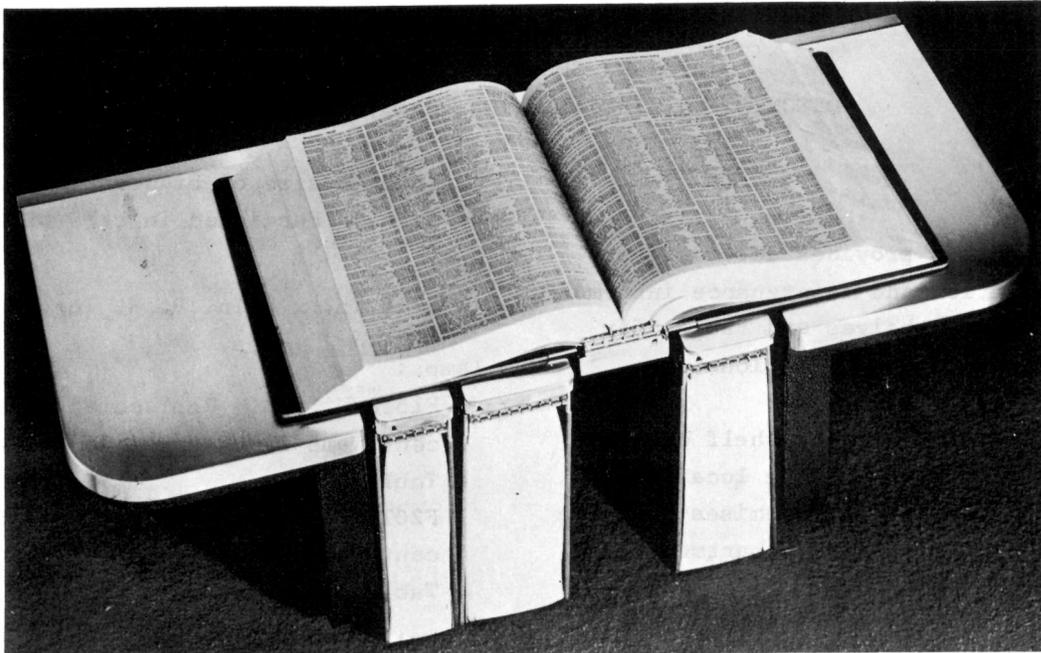
Two Binder Directory Shelf. Equipped with two 2½ inch or two 3 inch binders. (6 inches maximum)

Three Binder Directory Shelf. Equipped with three binders in various combinations of 2, 2½, and 3 inch binders. (8 inch maximum)

Four Binder Directory Shelf. Equipped with four binders in combinations of 2, 2½, and 3 inch binders. (10 inch maximum)

Five Binder Directory Shelf. Equipped with five binders: three 2 inch, and two 3 inch binders.

Seven Binder Directory Shelf. Equipped with seven binders: five 2½ inch, and two 3 inch binders.



**REDYREF** mounts patented metal back binders on a horizontal centrally located pivot rod. Individually, they can be revolved through a semi-circle about the pivot rod, allowing one to lie open across the backs of the others.

Fig. 1

#### Tables:

Four Binder Directory Table. Equipped with one 3 inch, two 2½ inch and one 2 inch binder. When light is required it must be ordered separately.

Seven Binder Directory Table. Equipped with two 3 inch and five 2½ inch binders. When light is required it must be ordered separately.

### 3. DESCRIPTION

#### Shelves

3.01 The shelves consist of a strap, and angle iron frame work, finished in black, on which is mounted a stainless steel counter. The center of the counter is provided with a well in which the binders are suspended. The backs of the binders are also stainless steel and when the binders are closed and suspended in the well, a level stainless steel counter is presented.

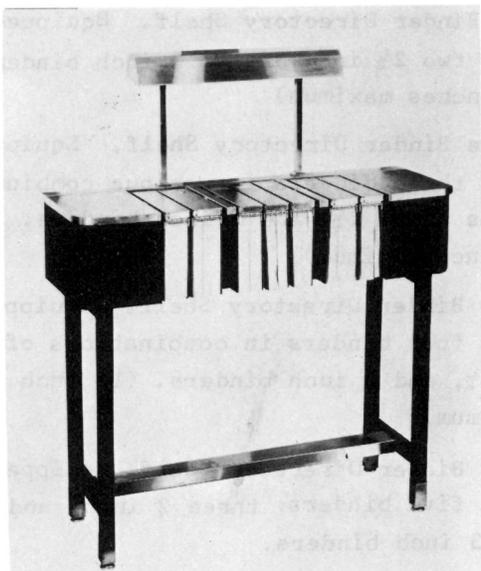


Fig. 2

The shelves are available in two, three, four, five and seven binder capacities. A four binder shelf is shown in Fig. 1.

#### Tables

3.02 The table tops are similar in design to the shelves described in paragraph

3.01. The light shown in Fig. 2 is not provided with a table unless ordered separately. When no light is ordered, the table top is equipped with two stainless steel apparatus blanks.

Note: When a light is to be installed, the Marketing Department will arrange with Agent to provide a three-wire single convenience electric light outlet located approximately 30 inches above the floor line.

#### Redy-Ref Binders

3.03 The binders are supplied with the shelves and tables. The binder has 1/8 inch tempered masonite covers hinged to the stainless steel back. One end of the stainless steel back of the binder is extended to form a projecting tab to facilitate rotating the binder out of the binder well. Individual binders are available as replacement items as well as the binder parts listed under Binders in Part 2.

3.04 Directories are held in the binder by T-263-17 Binder Rods. The ends of these rods are fitted into vertical slots located at the top and bottom of the stainless steel back. The rods are retained in position by sliding pins, one at the top and one at the bottom of the binder. The top pin acts as a pivot rod, and when the bottom pin is pulled to the right, it permits the lower end of the rod to be lifted out of the binder to install or replace a directory.

3.05 Each binder supplied with shelves and tables is equipped with rods as

follows:

<u>BINDER SIZE (IN.)</u>	<u>NO. OF RODS</u>	<u>POSITION OF RODS</u>
2	3	1, 3 & 5
2-1/2	4	1,3,5 &7
3	4	2,4,6 &8

#### 4. INSTALLATION OF SHELVES

##### On Booth End Panels and Directory Niches

4.01 Install shelves so that top of shelf is 42 In. above the floor.

4.02 Mark the center of the supporting surface at a point 39 In. from the floor. Draw a light horizontal pencil line across the panel through this center mark.

4.03 On the horizontal line, place two 1-1/4 In. No. 14 R.H. Blued Wood Screws. For the four binder shelf these screws should be 14-1/2 In. apart; one 7-1/4 In. to the left and one 7-1/4 In. to the right of the center mark. For the seven binder shelf these screws should be 28-1/8 In. apart; one 14-1/16 In. to the left and one 14-1/16 In. to the right of the center mark. Permit these screws to extend 1/2 In. from the face of the panel.

Note: Shelf is furnished with wooden blocks attached to the mounting irons of the shelf. The purpose of these blocks is to shim out the shelf when it is installed on a booth end panel constructed with recessed panels. When shelf is to be mounted on a flush type panel these blocks are not required and accordingly shall be removed from the mounting irons of the shelf.

4.04 Hang the shelf on these screws by the keyhole slots in the mounting irons. Now fasten the rack permanently using four additional 1-1/4 In. No. 14 R.H. Blued Wood Screws for the four binder shelf and eight for the seven binder shelf. Tighten the two

screws in the keyhole slots and wipe off any part of the horizontal guide line which is visible.

Wall Mounting

4.05 Shelves shall be installed so that the top of the shelf is 42 In. above the floor. Backboards are required for all installations except on wood or metal sheath on wood wall surfaces. Backboards, when required, shall be obtained locally. Backboards for four binder shelves shall be 7/8 In. x 30-1/8 In. x 10 In. in size; backboards for seven binder shelves shall be 7/8 In. x 45 In. x 10 In. All surfaces of the backboards visible to view after the shelf is installed should be finished in black or in another color suitable for the surroundings.

4.06 Use six fasteners in attaching the four binder shelf backboard and ten for the seven binder shelf backboard. Select type of fasteners as specified in the following table:

<u>Type Of Wall Surface</u>	<u>Type Of Fastener</u>
Masonry, Plastered	2-1/2 In. No. 14 R. H. Blued Wood Screws in 1-1/2 In. No. 14 Screw Anchors
*Hollow Tile, Plastered	3/16 In. x 4 In. B.H. Toggle Bolts
Wood and Wire Lath, Plastered	**2-1/2 In. No. 14 R.H. Blued Wood Screws

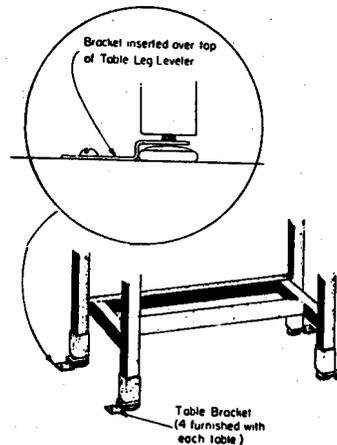
\*Do not place shelves on plaster block walls.  
 \*\*Screws shall be placed in studs.

4.07 The top of the backboard shall be 42 In. above the floor. Remove the wooden blocks from the mounting irons and mount the shelf on the installed backboard as outlined in paragraphs 4.02-4.04 incl. Shelves shall be installed on wood or metal sheath on wood wall surfaces in the same manner as on booth end panels.

5. INSTALLATION OF TABLES

5.01 Four stainless steel floor brackets are furnished with each table. These shall be used to fasten the table to the floor. The brackets shall be installed as shown in Fig. 4 using the following fasteners:

- Wood Floor: 1 In. No. 14 R.H. Galv. Wood Screws
- Masonry Floor: 1-1/2 In. No. 14 R. H. Galv. Wood Screws, in 10-14 x 1 In. Wood Screw Anchors



Note: When permission cannot be obtained to fasten table to floor, the case should be referred to your Supervisor for instructions.

Fig. 3

5.02 Table shall set level and firm. Where necessary, adjust table leg lengths by rotating leg levelers at base of table legs.

5.03 When a table light is to be installed, insert the light cord cap into the three-way single convenience electric light outlet provided by the Agent. Store excess cord in directory table top. Check shade of light to insure that it is properly grounded through grounding conductor in light cord.

6. PLACING DIRECTORIES IN BINDERS

6.01 Use one Binder Rod for directories less than 2 In. in thickness. Use two

Binder Rods for directories 2 In. or more in thickness. When one rod is required, place rod in approximate center of directory. When two rods are required, subdivide the directory pages into three approximate equal groups and place the first rod at end of first group of pages and second rod at end of second group.

6.02 Each rod shall be in the same numbered vertical slot at both the top and bottom of the stainless steel binder back. Location of rods shall be selected to accommodate directory or directories being placed in a binder. Unused rods shall be recovered.

6.03 Always have top (pivot) end of rod locked in binders and bottom (open) end of rod unlocked when placing a directory in binder. Rotate rod to clear space in binder for directory. Place directory in binder and open the directory as outlined in paragraph 6.01 to receive rod. Place the rod in the directory and press it down in order to slide the bottom retaining pin back into position to lock rod in place.

6.04 When more than one directory or rod is installed in a binder, place right hand directory or rod in position first and hold rod in place with retaining pin before installing second directory or rod.

## 7. REPLACEMENT OF INDIVIDUAL BINDERS

Note: Binders may be kept in the raised position during the following operations by placing a piece of station wire or strong twine under the end of the binder nearest the person placing directories and over the two end counters and attaching the ends of the wire or twine to the iron framework underneath the shelf or table.

7.01 To replace a binder, all of the binders will have to be removed from the dir-

ectory well in the shelf or table.

7.02 Remove the rear screw of the left-hand bracket and loosen the other screw 1/2 turn so that the bracket may rotate. With the binders in the raised position raise the complete binder unit so that the shaft hole of the left-hand bracket is above the counter. Push the shaft through the binders from one end so that it can be released from one bracket and then slip the shaft out of the other bracket. Remove binder, being replaced, from shaft.

7.03 Reassemble binders on shaft. With binders in raised position, place shaft in loose left-hand bracket, raising it above the counter. Shift the shaft into the fixed right-hand bracket and lower the loose bracket into the well with the binders still in the raised position. Place screw in the loose bracket and tighten all screws. The binders can then be lowered into the well and the directories installed as outlined in Part 6.

## 8. INSPECTIONS

8.01 Check completed installation as follows:

- (a) Shelves shall be securely attached to supporting surface. Tables shall be level and set firmly (no rock).
- (b) Binder covers shall lay flat on the counter when opened.
- (c) Bumper shall take up shock when binder is returned to normal position.
- (d) Proper operation of table light, when provided. Check shade of table light to insure that it is properly grounded. Slack in lamp cord is properly stored in table and that light cord is not frayed or damaged.

## 9. MAINTENANCE

9.01 In connection with maintenance visits to public telephones associated with directory facilities outlined in this Section, check items in Part 8.00.