

82-TYPE TELETYPEWRITER SWITCHING SYSTEM
ELECTRONIC STATION DIRECTOR UNIT
PROCEDURES FOR REPAIR BY WESTERN ELECTRIC COMPANY

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1. GENERAL

1.01 This issue supersedes Issue A and is re-issued to include the use of Form P-1976. Revisions are indicated by marginal arrows.

1.02 These instructions prescribe procedures for the return and shipment for repair of 82-Type Teletypewriter Switching System Electronic Station Director Units.

2. BASIC PROCEDURES

2.01 Maintenance spare electronic station director units are located at maintenance centers (or comparable locations) responsible for the maintenance of one or more 82-type teletypewriter switching system outlying stations for the immediate replacement of installed units which develop trouble. The number held at these centers is dependent upon local requirements.

2.02 When an electronic station director unit in maintenance spare stock or in service is found to be defective, it is to be returned for re-

pair to a Western Electric Company Distributing House Shop. The Western Electric Shops at New York, Washington, D. C., and San Francisco have been equipped to repair these units and a rotating or pool stock of director units has been established at the New York and Washington, D. C. Distributing Houses to facilitate and speed up the return shipment of Long Lines units.

2.03 This rotating or pool stock of director units is the property of Long Lines, charged to Account 231 (118C), Special Area "Director Unit-Pool Stock at Western Electric Company" (Area 77500 for New York and Area 24400 for Washington), and is maintained to provide immediate replacement for defective units returned for repair. The quantity in the initial stock of units and the Western Electric Company Distributing House to which the various Long Lines Divisions are to send their units for repair are as follows.

W. E. CO. DISTRIBUTING HOUSE	QUANTITY OF J70124F ELECTRONIC STATION DIRECTOR UNITS	LONG LINES DIVISIONS SERVED
New York	15	New York, Springfield, Wayne, Cleveland, Chicago, St. Louis, and Denver
Washington, D. C.	15	Washington, Atlanta, and Birmingham

2.04 If the maintenance or pool stock of director units at a Maintenance Center or Distributing House is increased by direct purchase, the cost should be capitalized. The units in the Distributing House rotating or pool stock are not to be used for installations starting new services.

2.05 The movement of director units to and from the Western Electric Company Distributing Houses, or between the point of installation and a Maintenance Center for the purpose of

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repair and replacement do not require accounting transactions as replacing items are received for each item shipped. See Part 3 for manner of handling with Distributing Houses.

2.06 In the event that a director unit is received by the Western Electric Company in an unrepairable condition, the Western Electric Company will forward a request for disposition. The Western Electric Company should be instructed by the Division Plant Office in which the Distributing House involved is located, namely, New York or Washington, to junk the unit and report the item on their monthly list of Station Apparatus Major Items Junked. The Division Accounting Manager will make the appropriate retirement. If necessary, a requisition should then be placed for a new director unit.

2.07 The Central Offices should show on their Continuing Property Record (Form P-773) the quantities in their territory of electronic station director units held at each Maintenance Center. At New York and Washington, the units in the rotating or pool stock at the Distributing House should also be included on their Continuing Property Record.

3. METHOD OF OBTAINING REPLACEMENT UNITS FROM WESTERN ELECTRIC COMPANY ROTATING STOCK

3.01 When an electronic station director unit in Maintenance Center stock or in service is found to be defective, it should be returned for repair to the Western Electric Company Distributing House serving the center involved, see 2.03. Form P-1942A titled "82-Type Teletypewriter Switching System — Electronic Station Director Unit — Return and Shipment Authorization" should be prepared (normally by maintenance center personnel) in sextuplicate to cover the transaction. This form is a combined Return Material Notice and Requisition and consists of the following:

CODE	DESCRIPTION	COLOR
A	Original	Canary
B	Duplicate	White
C	Triplicate	Blue
D	Quadruplicate	Pink
E	Quintuplicate	White
F	Sextuplicate	Green

Assignment of Requisition Numbers

3.02 A small block of five-digit requisition numbers should be assigned by the New York and Washington Divisions to each Maintenance Center handling director units in the territory served by the Distributing House located in their division, see 2.03. (These blocks of numbers could be published in Division Supplements to this section.)

Preparation of Form P-1942A (See Fig. 1.)

3.03 The "L. L. No." on this form is to be a typical identifying eight-digit requisition number, e.g. 10-8-00000. The first two digits are to indicate the Distributing House to which the unit is being returned; 10 for New York and 75 for Washington, D. C. The third digit is 8 indicating Long Lines origin and the final five digits identify the specific order and originator and are to be assigned from the block of numbers allocated to the group placing the order, see 3.02.

3.04 The complete address to which the replacement director unit is to be shipped should be shown in the space provided. The quantity of director units returned and the Code Number (J-Spec.) of each should be inserted in the grids provided under these headings.

3.05 The date shipment is made and the method of transportation are to be shown in the spaces provided under the heading of "Telephone Company Return". The grids, date received, checked in, and checked by are for the use of the Western Electric Company.

3.06 The serial number of each director unit returned and a detailed description of the nature of the trouble with each unit are to be shown in the spaces provided under the heading of "Nature of Trouble". (Enumerate tests that cannot be met and/or functions that do not operate or to which the unit does not respond.)

3.07 Under "Accounting Classification" the originator of the return should enter the District Area to which the expense is applicable. The account to be charged for Long Lines owned units

AMERICAN TELEPHONE AND TELEGRAPH COMPANY
LONG LINES DEPARTMENT

FORM P-1942A

W. E. CO'S USE ONLY	
ASSEMBLER	PACKER

L. L. NO.	
W. E. NO.	

**82-TYPE TELETYPEWRITER
SWITCHING SYSTEM
ELECTRONIC STATION DIRECTOR UNIT
RETURN AND SHIPMENT
AUTHORIZATION**

RETURNED FROM AND TO BE SHIPPED TO

LONG LINES PROPERTY
NOT CARRIED IN CLASS C STOCK

AMERICAN TELEPHONE AND TELEGRAPH CO.

DO NOT EVALUATE
MATERIAL INVOLVED IN
THIS TRANSACTION

**DISTRIBUTION OF
COPIES**

- "A" CANARY
- "B" WHITE
- "C" BLUE
- "D" PINK
- "E" WHITE
- "F" GREEN

THE A, B, C AND D COPIES SHOULD BE FORWARDED TO W. E. CO. WHERE THE A, B AND C WILL BE RETAINED. THE "D" COPY WILL BE ENCLOSED WITH THE SHIPMENT AS A PACKING SLIP.

THE ORIGINATOR SHOULD INCLUDE THE "E" COPY WITH THE EQUIPMENT AS A PACKING SLIP WHEN RETURN IS MADE.

THE "F" COPY SHOULD BE HELD BY THE ORIGINATOR UNTIL A REPLACEMENT IS RECEIVED.

NOTE
WHEN DIRECTOR UNIT IS OWNED BY OTHER THAN LONG LINES:

- *ADD JOB NO.
- **ADD -708

INSTRUCTIONS

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W.E.CO.-
T.D.S.I.5553

QUANTITY	CODE NUMBER	ARTICLE
		ELECTRONIC STATION DIRECTOR UNIT

TELEPHONE CO. RETURN				
DATE SHIPPED	SHIPPED VIA	DATE RECEIVED	CHECKED IN	CHECKED IN BY

NATURE OF TROUBLE	
SERIAL NUMBER	

WESTERN ELECTRIC CO. SHIPMENT		
SERIAL NUMBER	DATE SHIPPED	SHIPPED VIA

ACCOUNTING CLASSIFICATION		
DISTRICT AREA	* JOB NUMBER	ACCOUNT
		** .268R { TRANSPORTATION REMUNERATION AND REPAIRS

BILLABLE CHARGES		
TRANSPORTATION, INBOUND _____		
REMUNERATION _____		
TRANSPORTATION, OUTBOUND _____		
TOTAL _____		

APPROVED

NAME _____
TITLE _____

Fig. 1 - Form P-1942A

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is already shown. When the unit being returned for repair is owned by a company other than Long Lines, such as is the case in Texas and Chicago, the applicable Job Number (see 5.02) shall be shown and the prefix "708" shall be added to the account number. The items under "Billable Charges" are for the use of the Western Electric Company.

3.08 The Form P-1942A should be signed by the supervisor in charge of the maintenance center or by another employee authorized to act for him, and he should at the same time be certain that the serving telegraph testroom has been advised of the action taken.

Routing of Copies of Form P-1942A

3.09 The A, B, C, and D copies of Form P-1942A should be forwarded by expedited means (Air Mail, Messenger, etc.) to the Distributing House (New York or Washington, D. C., see 2.03) to which the director unit is being returned. The "E" copy should be enclosed as a packing slip with the director unit being returned. The "F" copy should be retained by the originator for his file until the replacing director unit is received.

Action by Western Electric Company

3.10 The Western Electric Company upon receipt of copies A, B, C, and D of Form P-1942A will arrange to immediately ship a repaired director unit as a replacement for the unit being returned. The "D" copy of Form P-1942A will be enclosed with this replacing shipment as a packing slip. When the replacing shipment has been made, the A, B, and C copies of this form will be passed along to the Western Electric Company billing group for further handling.

Checking Returned Director Unit

3.11 When the replacing unit is received by the Maintenance Center, it should be immediately checked to make certain that it has not been damaged in shipment.

3.12 The "D" copy (packing slip) of Form P-1942A should be filed with the "F" copy to make a complete record of the transaction. Should this data be desired for both Main-

tenance Center and Central Office files, the data entered on the "D" copy by the Western Electric Company may be transcribed to the "F" copy to make duplicate records available.

3.13 In the event that a replacing director unit is not received by the Maintenance Center making the return within a reasonable period of time, the Division Plant Office at New York or Washington should be informed of the circumstances. Upon receipt of such information, the Division Plant Office should determine the status of the shipment immediately. Should this, or any other circumstances, warrant entering a claim on the Western Electric Company, the facts should be brought to the attention of the Division Accounting Manager at New York or Washington, who will enter the claim.

Emergency or Rush Replacement Order Handling

3.14 When an electronic station director unit in service is found to be defective and for service reasons it is necessary to obtain a rush shipment from the Western Electric Company Distributing House prior to the normal forwarding and receipt of copies A, B, C, and D of Form P-1942A, such arrangement may be made by telephone with the Service Manager of the appropriate Western Electric Company Distributing House in accordance with 3.15, 3.16, and 3.17.

3.15 Rush director unit orders are handled in basically the same manner as specified in 3.01 to 3.13. The difference in the manner of handling is, that instead of forwarding the A, B, C, and D copies of Form P-1942A as specified in 3.09 the information contained on these Forms plus the fact that a RUSH shipment of a director unit is required should be telephoned to the Service Manager of the New York or Washington, D. C. Western Electric Company Distributing House, as appropriate. The Service Manager immediately will prepare locally Forms P-1942A, copies A, B, C, and D and arrange for a RUSH shipment of a director unit enclosing the D copy of the form as a packing slip. Since the Western Electric Company will use for billing the A, B, and C copies of the form which they have prepared, the A, B, C, and D copies of the form at the order originating point should be destroyed. (The local Long Lines Division Plant Office is responsible for sup-

wired with test codes and not the codes applicable to a particular station. Both a cover and a plug should always be shipped with a director unit when it is transferred to another maintenance center or returned to the Western Electric Company for repair.

4.03 Fig. 3 illustrates the manner in which all director units will be packed when shipped from the Western Electric Company Repair Shops. This same packing material should be retained and be reused when units are again shipped from one location to another or returned to the Western Electric Company for repair.

4.04 If necessary, packing material as illustrated in Fig. 3 can be obtained from the local Western Electric Company Distributing Houses by ordering — (Quantity) "Packing Material for J70124F Electronic Station Director Unit per Packing Instruction No. 22250."

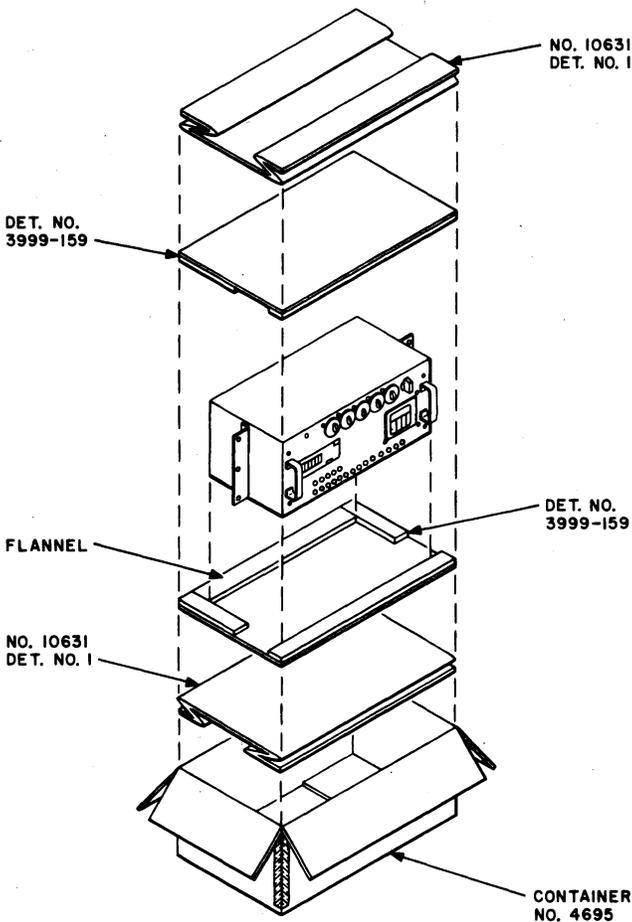


Fig. 3 — Packing Instructions for J70124F Electronic Director

5. REQUISITION AND JOB COVERING DIRECTOR UNIT REPAIRS

5.01 The New York and Washington Division Plant people should assign a blanket requisition to cover the repair of all director units sent to their respective Western Electric Company Distributing House Repair Shops.

5.02 Repair, transportation, and remuneration costs associated with director units owned by another company should be billed to that company. In such cases, the local Division Plant people should assign a Keep Cost Job Number to record such costs under Custom Work, Account 708.

6. WESTERN ELECTRIC COMPANY BILLING

6.01 Billing from the Western Electric Company will be in two parts, as follows:

(a) The billing for remuneration and transportation (in and out) will be to the Accounts and Areas as covered by each individual Form P-1942A. The B and C copies of Form P-1942A will be forwarded as the original and duplicate bills, respectively. (Initially, remuneration will be based on an average price of \$2,280.00 for the J70124F, List 1, Electronic Station Director Unit.)

(b) The billing for repair of director units will be as covered by the blanket requisition. This bill will indicate by cross reference the Long Lines number of each Form P-1942A involved and the accounting classification shown thereon.

7. DISTRIBUTION OF EXPENSE

7.01 Costs billed for remuneration, transportation and repair of Long Lines owned director units will be charged to the District from which the defective unit was initially shipped as indicated by the accounting classification on Form P-1942A.

7.02 Costs billed for remuneration, transportation, and repair of director units owned by another company will be accumulated under a Keep Cost Job (see 5.02) and be billed to that company.