

CABLE AND LINE OR STATION TRANSFERS

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1. GENERAL

- 1.01 This section describes procedures involved in the processing of forms on which assignments have been listed in connection with cable transfers and line or station transfers.
- 1.02 In connection with the completion of the work indicated on the transfer forms, the test center forces assist in coordinating activities between the field forces and the central office frames; assist in securing assignment changes, when necessary; assist in completing associated tests in order to insure the satisfactory completion of the work without service difficulties; and, when required, initiate notification of work completed to the forces involved.
- 1.03 The test center forces also obtain, or assist in obtaining, releases to transfer special service lines, coordinate the transfer and testing of these lines, and ascertain that special service protection devices, such as binding post insulators and distributing frame guard devices, are placed or removed, as required.
- 1.04 Since transfer work generally involves the test center, central office frames, and field forces, it is essential that these functions be closely coordinated in order to avoid unnecessary delays.

2. DESCRIPTION OF FORMS

2.01 The following description of forms, which are used in connection with this section, includes a brief explanation of the purpose of each form.

Cable Transfers

2.02 Form E-2573, Cable Transfer, is 8-3/8 inches by 10-7/8 inches in size and is used to list information required by the forces involved to transfer in a splice any or all of a cable and count to another cable or to another count within the same cable. (Fig. 1)

Line or Station Transfers

2.03 Line or station transfer forms, described below, are used to list information required by the forces involved to transfer lines or stations, other than by splicing, in order to clear pairs in advance of cable transfers, regroup stations for party-line fill, provide facilities for service order assignment, and to transfer lines or stations to proper terminals. A description of each form is as follows:

(a) Form E-2574, Line or Station Transfer, is 10-7/8 inches by 8-3/8 inches in size and is used to list information required where several lines or stations are to be transferred. (Fig. 2)

(b) Form E-2574A, Line or Station Transfer - Exchange Wire, is 10-7/8 inches by 8-3/8 inches in size and is used to list information required where several lines or stations, involving exchange wire, are to be transferred. (Fig. 3)

(c) Form E-2575, Line or Station Transfer, is 8-1/2 inches by 5-1/2 inches in size and is used in conjunction with service order assignment to list information required to transfer lines or stations in order to clear facilities. (Fig. 4) Forms E-2574 and E-2574A may also be used in connection with service order assignment, as required.

Note: These forms are not used for station transfers between terminal per line party circuits since service orders, issued by the Commercial Department, are required to effect this change.

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Report of Defective Cable Pairs

2.04 Form E-4108, Report of Defective Cable Pairs, is 8-3/8 inches by 10-7/8 inches in size and is used to list defective pairs, as shown in the cable pair record, in a cable that is being opened for cable work. The defective pairs detected during the transfer and the status of defective pairs upon completion of the transfer shall be entered on the form. (Fig. 5)

3. PREPARATION AND DISTRIBUTION OF FORMS

3.01 Forms necessary to accomplish transfers are prepared from the assignment records. Copies of these forms are prepared for the assignment center, field forces, central office frames, test center, and traffic department, when required.

Note: Specific information regarding the preparation of forms necessary to accomplish cable and line or station transfers, as well as a definition of terms which pertain to work of this nature, is included in BSP Section 680-300-010 and related sections.

3.02 The information listed on the transfer forms includes data necessary to accomplish the associated central office and field work in connection with work orders, i.e., estimate, job, or routine orders; specific requests for lists showing cable pairs, pair occupancy, and equipment information; and for service orders where it is necessary to release facilities.

3.03 Each transfer form is assigned a number to facilitate identification, reference, and filing. The identifying numbers of forms prepared in connection with a particular work order will indicate their association through the use of the same basic number with an identifying suffix.

3.04 The forms shall be filed numerically. In those cases where a certain sequence of completion of related transfer forms is necessary, this information will be entered by the forces who prepare the forms.

4. PROCEDURES PRIOR TO START OF TRANSFER

4.01 Generally, the field forces will notify the test center in advance of the starting date of a transfer. When this notification is received it is desirable to review the transfer forms to determine the approximate amount of work involved, and to:

- (a) Plan the testing and other test center responsibilities in connection with the transfer in a manner which will avoid delay to the field forces.

- (b) Advise the central office frames of the approximate starting date in order that all preliminary central office frame work may be completed.

- (c) Determine that transfers, if any, which are shown in the "complete after" space have been completed. In the event that they have not been completed, notify the forces involved so that the progress of the work order will not be delayed.

- (d) Determine whether any special service lines are involved in the transfer and make tentative plans for securing releases to transfer these lines. If it is determined that the securing of releases to transfer special service lines will result in a delay to the proposed transfer, the field forces shall be notified of the conditions so that the transfer work may be planned accordingly.

5. GENERAL PROCEDURES FOR TRANSFERS

5.01 Upon receipt of notification from the field forces that they are ready to start work on a particular transfer, review the transfer forms and give the following information to the field forces:

- (a) Any corrections which have been made on the forms.
- (b) Information regarding the status of associated or related transfers.
- (c) Information regarding the completion of preliminary work at the central office frames, if necessary.
- (d) Review the transfer forms to determine whether any special service lines are involved in the transfer.

5.02 When special service lines are involved in the transfer, the pairs, on which special service lines are working, are usually encircled with a red pencil to indicate the need for special treatment. In addition, the letters SSM, indicating Special Safeguarding Measures, and the letter P, encircled, indicating Special Service Protection, are noted on the transfer forms, as applicable.

Caution: Under no circumstances shall lines designated as Special Service Lines be opened, grounded, short-circuited, tested, or manipulated in any way without obtaining a release from the control authority.

5.03 If special service lines are involved, it is important that care be exercised to avoid interruption to the service in connection with testing and other work incidental to the transfer.

5.04 In order to avoid the possibility of unauthorized interruption to special service lines, permission shall be obtained to work on the circuits at a time which is agreeable to the subscriber.

5.05 Generally, permission to work on each special service line may be obtained as follows:

- (a) By calling the subscriber who controls the circuit, if located within the test center area.
- (b) By calling the control test center, when the subscriber is located in another test center maintenance area.
- (c) By calling the toll test room, when the circuit connects to interexchange facilities.
- (d) By calling the telephone number or persons indicated by special instructions on the subscriber line card or as designated by local instruction.

Note: The release to transfer "Bell and Lights," CADW, pairs shall be obtained from the Telephone Company CADW network control supervisor. In addition, such a release must be obtained when "Bell and Lights" pairs are in the same sheath as those being transferred. This situation will be indicated on the transfer forms by a notation such as, "See Special Service List Attached."

5.06 Generally, arrangements to work on special service lines shall be made on the day on which the actual transfer work is to be accomplished, however, it is desirable to notify the subscriber and the control authority in advance of the transfer date so that permission to work on the special service line may be more readily obtained.

5.07 In the event that permission to work on a special service line can not be obtained at the time the field forces are ready to start work, arrangements shall be made to transfer the special service lines at a time which is mutually agreeable to the subscriber and the forces involved.

5.08 After permission to work on special service lines has been obtained, advise the field forces and proceed with the transfer as described in the following paragraphs for the type of work involved.

5.09 The forces responsible for completing the transfer will usually be responsible for placing and removing binding post insulators in connection with special service lines. Occasionally, however, depending upon the type of transfer, location of multiple terminals, etc., it will not be practical for the forces completing the transfer to place or remove binding post insulators. In these cases it may be desirable to arrange for this work to be completed by the installation or maintenance forces in conjunction with the transfer work.

5.10 Upon completion of the work on special service lines, including final tests, notify the parties, from whom permission to work on each line was obtained, that the work has been completed and the circuit is again ready for service.

6. CABLE TRANSFERS

6.01 Generally, the field forces will transfer the first five working pairs of the cable transfer, after which they will request the test center to test those pairs.

Caution: Special service lines shall be treated individually in all cases.

6.02 Ascertain that the back taps have been opened on the pairs involved in the "From" cable count. Test each pair to determine that the correct circuit condition exists. It is usually desirable to call a subscriber on each pair during these tests. Ordinarily the field forces will not proceed with the transfer of additional pairs until tests on the first five pairs have been completed.

6.03 If no trouble was detected on the transfer of the first five working pairs, the field forces may immediately proceed with the transfer.

6.04 After the next ten working pairs have been transferred the field forces will again call the test center, giving the pair numbers transferred. If no trouble is apparent at this point, the field forces may proceed with the transfer without waiting for the completion of tests.

6.05 The field forces will call the test center periodically during the transfer and inform the test center of the pairs that have

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been transferred. The frequency of these calls will depend upon the nature of the transfer and the number of troubles resulting from transfer work.

6.06 Upon receipt of notification from the field forces that a group of pairs have been transferred, the test center forces will make necessary tests to determine that no trouble exists as a result of the transfer.

6.07 When the field forces again call to give the pair numbers of the next group of pairs transferred, they shall be advised of the results of the tests on the previous pairs. This procedure shall be repeated for successive groups of pairs until the cable transfer is completed.

Note: In some cases it may be desirable to establish a talking circuit between the test desk and the location of the transfer in order to avoid delay in this exchange of information.

6.08 Cable defects, discovered while testing cable transfers, shall first be referred to the field forces at the cable transfer location to determine whether the trouble resulted from the transfer work. If there is no evidence of trouble in the transfer work, the trouble shall be handled in the normal manner.

6.09 Reversals in cable pairs may be corrected temporarily through the use of reversing shoes placed at the central office frames.

6.10 Upon completion of the transfer work and the associated tests, notify the central office frames and the forces who prepared the transfer forms that the field work has been completed. The completed cable transfer forms shall be forwarded for correction of test center records.

7. DEFECTIVE PAIRS

7.01 The forces who prepare cable transfer forms will also prepare two copies of Form E-4108, Report of Defective Cable Pairs, (Fig. 5). These forms will be attached to the test center copy of the cable transfer forms and will include the following information:

(a) In the columns headed by the caption "From" will be listed each defective pair, with the defect and the cable case number or cable trouble ticket number, if available, as shown on the cable pair record of the pairs which are being transferred.

(b) In the columns headed by the caption "To" will be listed the pairs to which defective pairs are being transferred. In addition, each defective pair, with the defect and the cable case number or cable trouble ticket number, if available, as shown on the cable pair record to which the transfer is being made, will be entered on the form.

Note: If no defective pairs are reflected on the cable pair records of either count, the word "None" will be entered under the caption "From."

7.02 In the event that additional defective pairs are detected during the cable transfer, the pair numbers, type of defect, and cable case number or cable trouble ticket number, if any, shall be entered on the Forms E-4108 by the test center forces.

7.03 During cable transfer work, all defective pairs in both the "From" and "To" counts shall be tested by the test center and field forces to verify, locate, and clear the defect, if practicable. On completion of the transfer, the status of the defective pairs shall be entered in the column headed "Test After Transfer."

7.04 The cable transfer shall not be considered completed until a complete record of the defective pairs involved has been established. Immediately following the completion of the cable transfer, forward one copy of Form E-4108, Report of Defective Cable Pairs, to the assignment center for correction of the assignment records. The remaining copy of Form E-4108 shall be used for correction of test center records.

8. LINE OR STATION TRANSFERS

8.01 Generally, in connection with line or station transfers, the field forces will transfer one line or station at a time.

8.02 Upon the completion of the transfer work on each line, station, or group of stations in the case of party lines, it is desirable that the test center forces test each line to determine that the correct circuit condition exists. Troubles detected on tests shall be dispatched to the field forces for correction.

8.03 Upon completion of each sheet, the test center shall notify the departments involved of the completion and the date of notification shall be entered in the space provided. The completed line or station transfer forms shall be forwarded for correction of test center records.

9. CORRECTIONS

9.01 Ordinarily, the forces who prepared the transfer forms will notify the test center of corrections due to subsequent assignments in connection with service orders, defective pairs, etc. The necessary changes shall

be made on the test center copy of the forms and the field forces shall be notified of the changes.

9.02 In those cases where it is not the practice for the forces who initiate the corrections to notify the central office frames, the test center forces will be responsible for this notification so that frame copies may be corrected.

BSP M27222 TEST COPY **CABLE TRANSFER** E 2573 (6-53)

LOCATION OF WORK MANHOLE CORNER ANN & HUDSON CENTRAL OFFICE SHERWOOD TRANS. NO. 178.1

CROSS CONNECT TERMINAL ADDRESS	FROM	PAIR COUNT
	FROM TO	
	FROM TO	
	FROM TO	
	TO	

WORK ORDER 807-2178 SHEET NO. 1 OF 4 SHEETS
 PRINT --- COMPLETE AFTER ---
 SPlice NO. 1 DATE FIELD WORK TO START 6-22-53
 FOR ASSG'T CALL SH2-8161 PREPARED BY LR
 FOR TEST CALL 117 DATE PREPARED 6-12-53

TRANSFER FROM 15, 102-202 TRANSFER TO 21, 203-303

ITEM NO.	CLASS OF SERVICE	TELEPHONE OR CIRCUIT NO.	PARTY	OTHER PARTIES ON THE LINE BUNCH BLOCK OTHER MDF PICK-UP INF.	PANEL-JACK OR DIAL EQUIV.		FROM		* FROM-TO		* FROM-TO		* FROM-TO		CHG. TZ TO	TEST POST
					CA	PR	CA	PR	CA	PR	CA	PR				
1	FB	SH2-8065		SSM	33	40	(102)					(203)				
2	FB	MU3-0685	1	SSM	43	30	(103)					(204)				
3	2FR	MU3-3076	1	SH2-2889	14	11	104					205				
4							105					206	SHT			
5							106					207				
6	FR	SH2-1234			36	23	107					208				
7	PT	5PT 119		10 x 225	(P)		(108)					(209)				
8	FB	SH2-3400			21	32	109					210				
9							110					211	T-GND			
10	2FR	SH2-2058	1	MU3-1767	20	02	111					212				
11							R-GND					213				
12	4FR	SH2-7158	1	BB 26B 2-3-4	61	39	113					214				
13	FR	MU3-7246			28	35	114					215				
14							SHT					216				
15	TRK	SH2-8000			12	14	116					217				
16	FR	MU3-4563			21	11	117					218				
17	BAT	SH2-8000		48V F26			118					219				
18	GEN	SH2-8000		LB F10 L6			119					220				
19							120					221				
20							121					222				
21	4FR	SH2-1429	1	BB 27B 2-3-4	51	49	122					223				
22	4FR	SH2-3456	1	BB 226 2-3-4	33	49	123					224				
23							124					225				
24							125					226	SHT			
25	OPX	SH2-8000	EXT 1	25X160	LLE	14	126					227				
26	CS	SCS 149		22X105	(P)		(127)					(228)				

Encircled pairs indicate the need for special precautions.

* Line out word not applicable.
 P Protection devices required.
 SSM Special safeguarding measures.
 DX Do not remove cross connection.
 REMARKS:

FRAMEWORK	MDF	IDF	BRF	TF
PRELIMINARY BY				
FINAL BY				

O.K. NUMBER _____ TIME _____
 DATE COMPLETED _____ BY _____
 TEST CENTER REC. POSTED BY _____ DATE _____
 ASSIGNMENT REC. POSTED BY _____ DATE _____

PRINTED IN U.S.A.

Fig. 1 - Illustrates Typical Entries on Form E-2573

F. S. P. M 27 22 1	TEST CENTER	LINE OR STATION TRANSFER										PRINTED IN U.S.A.		E-2574 16-531								
CROSS CONNECT TERMINAL ADDRESS	FROM	F 2 PROSPECT										CENTRAL OFFICE	SHERWOOD	WORK ORDER	807-2178	TRANS NO. 178.04						
	FROM											LOCATION OR DESCRIPTION OF WORK	JONES ST. BETWEEN ANN & IRIS									
	TO											DATE FIELD WORK TO START	7-1-53	COMPLETE AFTER	3	SHEET NO.	1	OF	1	SHEETS		
	FROM											DATE PREPARED	6-24-53	BY	LR	FOR ASSGT CALL	SH2-8161	FOR TEST CALL	117			
	TO											PAIR COUNT	22, 1-101	2212, 1-101								
NO.	CLASS OF SERVICE	TELEPHONE OR CIRCUIT NO.	PTY.	LC RC	ASSOCIATED PARTY STATION TELEPHONE NO.	PTY.	PANEL JACK DIAL EQUIV.	BUNCH BLOCK OTHER MDF PICK UP INF.	CABLE NO. PAIR		CABLE NO. PAIR		CABLE NO. PAIR		BP.	DISTRIBUTING TERMINAL LOCATIONS		SUBSCRIBER'S ADDRESS				
1	FR	SH2-1545							22	93			2212	77	2	F2	JONES	4				
		TZ STA SET							5	5			5	36	1	R3	5	RAAB AU				
2	FR	SH2-7515	1		SH2-5446	2	36	27		95			59	15		F26	5	25				
		TZ STA SET								98			24	14		R25	5	JONES				
2	FR	SH2-3232	1							84			64	14		F30		29				
		TZ STA SET											10	10		R35		JONES				
4	FR	MU3-2741	2										64	14		F30		31				
		TZ STA SET											10	10		R35		JONES				
4	FR	SH2-2302	1							100			69	5		F10		7				
		TZ STA SET											37	8		R9		JONES				
6	FR	SH2-3035	2										69	5		F10		11				
		TZ STA SET											37	8		R9		JONES				
7	FR	MU3-5732	3										69	15		F16		13				
		TZ STA SET											37	16		R17		JONES				
8	FR																					
		TZ STA SET																				
9	FR																					
		TZ STA SET																				
10	FR																					
		TZ STA SET																				
11	FR																					
		TZ STA SET																				
12	FR																					
		TZ STA SET																				

Ⓞ PROTECTION DEVICES REQUIRED Ⓢ S M SPECIAL SAFEGUARDING MEASURES REQUIRED Ⓜ PLACE CROSS CONNECTION Ⓡ RX REMOVE CROSS CONNECTION Ⓚ DX DO NOT REMOVE CROSS CONNECTION	PARTY LINE DATA				NOTE: FORWARD RECORD OF MESSAGE REGISTER READINGS AND OR LINE DATA TO ACCOUNTING DEPARTMENT IN ACCORDANCE WITH LOCAL INSTRUCTIONS	O.K. TESTED NO. BY DATE COMPLETION REPORTED BY DATE RECORDS POSTED BY DATE	REPORT COMPL TO ASSIGN CENTER CENTRAL OFFICE TRAFFIC DEPT.	DATE
	CLASS							DATE
	OUT							DATE
	IN							DATE

Fig. 2 - Illustrates Typical Entries on Form E-2574

B.S.P. M. 27.22.3		TEST CENTER										LINE OR STATION TRANSFER- EXCHANGE WIRE										PRINTED IN U.S.A.		
CROSS CONNECT TERMINAL ADDRESS	FROM											PAIR COUNT											CENTRAL OFFICE <u>SHERWOOD</u> WORK ORDER <u>SO 5963</u> TRANS. NO. <u>220</u>	
	• FROM TO																						LOCATION OR DESCRIPTION OF WORK <u>STATION TRANSFERS FOR SERVICE ORDERS</u>	
	• FROM TO																						DATE FIELD WORK TO START <u>6-15-53</u> COMPLETE AFTER <u>-</u> SHEET NO. <u>1</u> OF <u>1</u> SHEETS	
	• FROM TO																						DATE PREPARED <u>6-13-53</u> BY <u>LR</u> FOR ASSGT CALL <u>SH2-8162</u> FOR TEST CALL <u>117</u>	
	TO																							
NO.	CLASS OF SERVICE	TELEPHONE OR CIRCUIT NO.	PTY.	LC RC	ASSOCIATED PARTY STATION TELEPHONE NO.	PTY.	PANEL JACK DIAL EQUIV.	BUNCH BLOCK OTHER MDF PICK-UP INF.	CABLE NO.	PAIR	CABLE NO.	PAIR	CABLE NO.	PAIR	BP	DISTRIBUTING TERMINAL LOCATIONS	SUBSCRIBER'S ADDRESS							
F ① T	4 FR	SH2-2041 TZ STA. SET	1 1		SH2-5446 NONE	2	10 26	BB 163	35	408					8	BA/6 ROCK RD.								
F ② T	MU 8	SH2-2871 TZ STA. SET	4 4		SH2-3295 SH2-2703	2 1	5 36	BB 302	5	301					10	E/15 MAIN BLVD.								
F ③ T	2 FR	SH2-3071 TZ STA. SET	2 1		SH2-6813 SH2-5406	1 2	75 15		5	1012					6	A/20 JONES RD.								
F ④ T																								
F ⑤ T																								
F ⑥ T																								
NO.	PINS AT TERM	ARM NO.	MAIN LEAD				PINS ARRIVING	ARM NO.	JUNCTION POLE		PINS LEAVING	ARM NO.	SPUR LEAD		SUBSCRIBER'S									
F 1 T	9-10 9-10														PINS OR CKT NO.	ARM NO. POLE NO.								
F 2 T							13-14 15-16		E/30 MAIN BLVD. S S		13-14 13-14													
F 3 T													AB WHITE RD. S S		5-6 7-8	20 20								
F T																								
F T																								
F T																								
(P) PROTECTION DEVICES REQUIRED SSM SPECIAL SAFEGUARDING MEASURES REQUIRED PX PLACE CROSS CONNECTION RX REMOVE CROSS CONNECTION DX DO NOT REMOVE CROSS CONNECTION		PARTY LINE DATA CLASS OUT IN				NOTE: FORWARD RECORD OF MESSAGE REGISTER READINGS AND/OR LINE DATA TO ACCOUNTING DEPARTMENT IN ACCORDANCE WITH LOCAL INSTRUCTIONS.				O.K. TESTED NO. BY DATE COMPLETION REPORTED BY DATE RECORDS POSTED BY DATE				REPORT COMPL. TO ASSIGN CENTER DATE CENTRAL OFFICE DATE TRAFFIC DEPT. DATE										

If no entries are shown in the "Pins At Term" column, no work is required at the terminal.

Fig. 3 - Illustrates Typical Entries on Form E-2574A

B. S. P. M 27.22.3		TEST CENTER										LINE OR STATION TRANSFER				PRINTED IN U.S.A.		E 2575 (6 53)																											
CENTRAL OFFICE		SHERWOOD		PREPARED BY		RL		DATE ISSUED		6-20-53		DATE DUE		6-21-53		RELATED ORDER NO.		I 10558		TRANSFER NO.		10558																							
NO.	CLASS OF SERVICE	TELEPHONE OR CIRCUIT NO.		PTY.	LC RC	ASSOCIATED PARTY STATION TELEPHONE NO.		PTY.	PANEL JACK DIAL EQUIV.		BUNCH BLOCK OTHER MDF PICK-UP INF.		CABLE NO. PAIR		CABLE NO. PAIR		CABLE NO. PAIR		BP																										
①	F	2	MU3-3557		1		MU3-7852	2	27	85			22	92			2212	39	5																										
	T	FR	TZ	STA. SET	2		SH2-4211	1	78	27			5	87			5	43	9																										
CROSS CONN. TERM'S OR OTHER MISC. INF.									F2 PROSPECT			DIST. TERM. LOC.		FR TO		F59 PROSPECT		62		SUBSCRIBER'S ADDRESS		PROSPECT																							
②	F	2	MU3-7852		2		NONE		27	85			22	92			2212	39	10																										
	T	FR	TZ	STA. SET	2		MU3-1142	1	57	21			5	85			5	47	13																										
CROSS CONN. TERM'S OR OTHER MISC. INF.									SAME AS #1			DIST. TERM. LOC.		FR TO		F67 PROSPECT				SUBSCRIBER'S ADDRESS																									
③	F	FR	SH2-8765										22	98			2212	29	2																										
	T		TZ	STA. SET									5	5			5	39	12																										
CROSS CONN. TERM'S OR OTHER MISC. INF.									SAME AS #1			DIST. TERM. LOC.		FR TO		F51 PROSPECT				SUBSCRIBER'S ADDRESS																									
④	F																																												
	T		TZ	STA. SET																																									
CROSS CONN. TERM'S OR OTHER MISC. INF.												DIST. TERM. LOC.		FR TO				SUBSCRIBER'S ADDRESS																											
P PROTECTION DEVICES REQUIRED		SSM SPECIAL SAFEGUARDING MEASURES REQ'D		PK PLACE CROSS CONNECTION		RX REMOVE CROSS CONNECTION		DX DO NOT REMOVE CROSS CONNECTION		PARTY LINE DATA				NOTE: FORWARD RECORD OF MESSAGE REGISTER READINGS AND OR LINE DATA TO ACCOUNTING DEPARTMENT IN ACCORDANCE WITH LOCAL INSTRUCTIONS				O.K. TESTED NO. BY DATE				COMPLETION REPORTED BY DATE				RECORDS POSTED BY DATE				REPORT TO				ASSIGN CENTER DATE				CENTRAL OFFICE DATE				TRAFFIC DEPT DATE			

Fig. 4 - Illustrates Typical Entries on Form E-2575

