

SUBSCRIBER LINE CARD FILE

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1. GENERAL

1.01 This section covers a general description of the subscriber line card file, the filing equipment used, the arrangement of the card compartments, the arrangement of the cards in the file, the use of reference, guide and line equipment cards, terminating and originating filing, and the maintenance of the subscriber line card file.

1.02 This section is reissued because of a general revision of subscriber line card filing method and the addition of reference, index and line equipment cards. It also combines into one section all of the information previously contained in several sections. Since this issue covers a general revision, arrows ordinarily used to indicate changes have been omitted.

1.03 The "subscriber line card file" as described in this practice consists of (1) the card record of the subscriber's line and equipment, (2) filing equipment including the

repair service desk and card compartment, (3) reference, index and line equipment cards.

2. DEFINITION OF TERMS

2.01 The following is a definition of various terms introduced in this section.

2.02 Originating Filing: A method of filing the subscriber line cards by originating equipment number (line equipment number). (This method of filing will reduce the size of the card file by 20 to 45 per cent, depending on the number of party lines involved.)

2.03 Terminating Filing: A method of filing the subscriber line cards by terminating number (telephone number).

2.04 Special Services Filing: A method of filing special service lines by an identifying number. (The numbering of special service lines is covered in Section 680-525-010.)

2.05 Reference Dead File: This file contains all the cards permanently removed from the subscriber line card file. They should be held in this reference file for a period of at least 60 days.

2.06 Inactive Dead File: This file is to contain all cards removed from the "Reference Dead File" for the duration of a retention period.

2.07 Calendar File: This is a file maintained by the repair service clerk to contain routine cards filed by their scheduled routine date. It consists of two parts, monthly file 1 to 12 and daily file 1 to 31.

2.08 Card Stock: A small stock of replacement cards maintained at the repair service clerk's position for her convenience.

3. DESCRIPTION AND USE OF INDEX, REFERENCE AND LINE EQUIPMENT RECORD CARDS

3.01 Three groups of cards are supplied for the preparation and operation of a subscriber line card file.

3.02 A list of these cards, by title, form number, use, tab position and tab numbering is shown in Table I.

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TABLE NO. I

<u>TITLE</u>	<u>USE</u>	<u>FORM NO. 3-1/2" CARD</u>	<u>FORM NO. 4-3/4" CARD</u>	<u>TAB POSITIONS</u>	<u>NUMBERING ON TAB</u>	<u>FIG.</u>
Reference	Cross-reference information telephone number to originating equipment number.	E-3983	None	1-2-4-5	00 to 99 by Ones A to Z	1 & 18
Reference	Cross-reference information telephone number to originating equipment number.	E-3983-1	None	3 *	None	1
Line Equipment Record	Cross-reference information originating equipment number to telephone number. (Panel Office 00 to 199)	E-3999-1	E-4033-1	None	None	2
Line Equipment Record	Cross-reference information originating equipment number to telephone number. (Panel Office 200 to 399)	E-3999-2	E-4033-2	None	None	2
Line Equipment Record	Cross-reference information originating equipment number to telephone number. (Step-by-Step Line Switch 00 to 99)	E-3997	E-4034	None	None	3
Line Equipment Record	Cross-reference information originating equipment number to telephone number. (Step-by-Step Line Finder 00 to 199)	E-3998	E-4035	None	None	3
Line Equipment Record	Cross-reference information originating equipment number to telephone number. (No. 1 Crossbar 00 to 99)	E-4000	E-4036	None	None	4
Line Equipment Record	Cross-reference information originating equipment number to telephone number. (No. 5 Crossbar 00 to 94)	E-4001	E-4037	None	None	5
Index	Originating filing (except No. 5 Crossbar). Line equipment record file. Dead file. (Originating filing.) Bunch block file. Calendar file.	E-4041	E-4042	Off Center **	00 to 399 by Ones	6 & 21
Index	Originating filing. (Step-by-Step Line Finder and Panel)	E-4054	E-4055	Center	100-200-300	7 & 20
Index	Originating filing. (No. 5 Crossbar) (Line Link Record)	E-4043	E-4044	Center	00 to 39 by Ones	8 & 19
Index	Originating filing (No. 5 Crossbar) (Vertical Group Record)	E-4045	E-4046	1-2-3-4	00 to 11 by Ones	9 & 19
Index	Terminating filing.	E-2898	E-1194	Off Center **	0000 to 9900 by Hundreds	10 & 23
Index	Designating general groups within the file.	E-2897	E-1193	Entire Top	Transparent Window	11 & 22

* Used as pull tab only.

** These index cards are reversible, thus permitting two rows of tabs to appear in the file.

4. DESCRIPTION OF ENTRIES ON INDEX, REFERENCE AND LINE EQUIPMENT RECORD CARDS

4.01 The following is an explanation of the information to be entered on these cards. The space headings are listed in alphabetical order.

4.02 Bay: Enter in this space the number of the bay which the card represents in a line switch type step-by-step central office (Fig. 3).

4.03 Central Office:

(a) (Reference Card) Enter in this space the name and number of the central office unit represented by the card, together with the hundred group designation, such as BO 7-0700, 3-3000, etc. (Fig. 12).

(b) (Line Equipment Record Card) Enter in this space the office name or prefixes which are represented by the common line equipment, such as Jordan, LA5 LA6, etc. (Fig. 3).

4.04 Column: Enter in this space the number of the column which the card represents in a No. 1 crossbar type central office (Fig. 4).

4.05 Group: Enter in this space, the number of the group which the card represents in the panel or line finder type step-by-step central office (Figs. 2 and 3).

4.06 L.L. Frame: Enter in this space, the number of the line link frame which the card represents in a No. 5 crossbar type central office (Fig. 5).

4.07 Originating Equipment Number: Enter in this space the central office assignment of originating equipment, i.e., group and terminal, bay and switch, column and switch vertical, line link frame and vertical group and horizontal group - vertical file, according to the type of office involved (Fig. 12). When P.B.X. service is involved, for which a separate file is necessary or desirable, enter the telephone number to indicate where it is filed (Fig. 12).

4.08 Tel. No. or Bunch Block: The information entered in this space will vary according to the type of cross reference used and the type of service being furnished (Fig. 4).

(a) Individual Service (Including P.B.X.):
Enter the prefix (where required) and the telephone number opposite the line equipment number with which it is associated.

(b) 2-Party Service: Enter the prefix (where required) and the main frame telephone number, or the telephone number of the card carrying the station, line and trouble information (Fig. 4).

(c) 4-Party Service: Enter the bunch block number opposite the line equipment number with which it is associated.

(d) Multi-Party Service: Enter the bunch block number opposite the line equipment number with which it is associated.

4.09 Transparent Window: (Index card Forms E-2897 and E-1193.) These cards are provided for use when a preprinted index card is not provided. The removable labels may be typed or lettered with suitable entries to identify general groups of the file (Figs. 22, 24, and 25).

4.10 Vertical Group: Enter in this space, the number of the vertical group which the card represents in a No. 5 crossbar central office (Fig. 5).

5. PREPARATION OF REFERENCE AND LINE EQUIPMENT RECORD CARDS

5.01 The information on these records is accumulated on a day-to-day basis from service orders and transfers. It is important that the information be transcribed accurately and promptly, since these records are necessary for the test center employees to locate the subscriber line cards.

5.02 All entries on these records shall be entered in pencil in order that changes may be readily made when required. The pencil used shall be black lead of at least 4H drawing or equivalent grade, well sharpened, as entries made with a dull pencil blur easily and become hard to read.

5.03 In order to minimize delays in obtaining data required by the repair service clerk, the line equipment record and reference cards should be maintained as a part of the subscriber line card file and filed adjacent to the related subscriber line cards.

5.04 "In" and "To" Orders: When service is established enter the originating equipment, telephone or bunch block number as applicable in the proper column as covered in Paragraphs 4.07 and 4.08 (Figs. 3, 4, and 12).

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5.05 "Out" and "From" Orders: When service is disconnected draw a line through the originating equipment, telephone, or bunch block number as applicable. Do not erase old entry until reassigned (Figs. 4 and 12).

5.06 For "change" orders and "transfers" involving cross reference filing information, erase the telephone, originating equipment or bunch block number, as applicable and enter the new assignments.

5.07 Line Equipment Record Cards: These forms are furnished without tabs necessitating the use of index cards, spaced to meet local requirements. However, it is recommended that an index card be placed preceding each 10 groups, columns, or bays. In a No. 5 crossbar office preceding each line link frame.

6. FILING EQUIPMENT

6.01 Where standard repair service desks are provided, the cards should be placed in the card file compartment which forms a part of this equipment. When the 3-1/2-inch cards are used, the metal partitions should be spaced to permit eight rows of cards in the card compartment. One card compartment, when so arranged, will hold approximately 14,400 subscriber line and miscellaneous cards. When the 4-3/4-inch cards are used, the metal partitions should be spaced to permit six rows of cards in the card compartment. One card compartment, when so arranged, will hold approximately 10,800 subscriber line and miscellaneous cards (Fig. 17a, 17b, and 17c).

6.02 Direction of the metal partitions can be at right angle or parallel to repair clerk's position as desired (Fig. 14).

6.03 The adjustable bottom of the card compartment should be placed so that the top of the cards will be about 1/2 inch below the top edge of the card compartment.

6.04 In small offices where repair service desks are not provided or where additional space is needed in a large center, standard filing cabinets, arranged for filing cards vertically, should be used. Typical cabinets for this purpose are shown in Fig. 13.

6.05 Figs. 15 and 16 show typical arrangements of card compartments in a test center of small, medium and large size offices.

7. GENERAL ARRANGEMENT OF CARDS WITHIN THE FILE

7.01 The subscriber line card file shall be numerically complete at all times by providing a card of the proper tab position and color

band for each line number in the office, whether working or non-working, in all "terminating or originating" groups in which working lines appear. Each number not in service shall be represented by a subscriber line card of the type most commonly used in the group, usually an individual line card bearing the proper unassigned number. Groups in which no lines are in service shall be represented by a single line card bearing the series of numbers involved, as for example, 6000-6099 or 1-29. At the time the first number is assigned in such a group this card shall be replaced by a complete set of numbered cards. Subscriber line cards for disconnected and changed numbers shall be kept in the subscriber line card file until new cards are received bearing the same number. Cards for all special services shall be transferred to the "Reference Dead File" when disconnected.

7.02 The subscriber line and special service cards should be separated into general groups, and each group should be preceded with an index card (Form E-2897 or E-1193) to indicate what that group contains. The general groups are listed in Paragraphs 7.03 and 7.04.

7.03 Terminating Filing: (Fig. 17a).

(1) Line equipment cards filed in numerical sequence by originating equipment number.

(2) Subscriber line cards including P.B.X. trunk, equipment data, supplemental trunk, on and off premises station cards, filed in numerical sequence by their terminating number, by central office groups.

Note: The P.B.X. file may be filed in a separate group if the amount of P.B.X. station cards would greatly increase the size of the subscriber line card file.

(3) Bunch block file.

(4) Special service cards such as mobile radio, teletypewriter, private lines, etc. Each group should be preceded by an index card (Fig. 24).

(5) Reference dead file.

Note: The cards should be filed numerically in a manner similar to those in the active file. This file should be conveniently located and if possible as a part of the subscriber line card file. This location would expedite the filing of the dead cards on a day-to-day basis. Also numerous references will be made to this file in connection with:

- (a) Checking of previous trouble reports within the previous month period.
 - (b) Checking reports within one month of installation.
 - (c) Analytical purposes by the deskman and supervisor.
 - (d) Analysis of plant repair service, etc.
 - (6) Calendar file (routine cards by dates).
 - (7) Marker cards (trouble).
 - (8) Marker cards (misc.)
 - (9) Card stock.
- (b) Checking reports within one month of installation.
 - (c) Analytical purposes by the deskman and supervisor.
 - (d) Analysis of plant repair service, etc.
 - (5) Calendar file (routine cards by dates).
 - (6) Marker cards (trouble).
 - (7) Marker cards (misc.).
 - (8) Card stock.

7.04 Originating Filing: (Figs. 14, 17b, and 17c).

- (1) Reference cards filed in numerical sequence by their terminating equipment number (Fig. 18).

Note: Filing of Reference Cards: The reference cards should be filed adjacent to the central office group which they represent and should be located in the file conveniently near the employees concerned.

- (2) Subscriber line cards including P.B.X. trunk, equipment data, supplemental trunk, on and off premises station cards filed in numerical sequence by their originating equipment number.

Note: The P.B.X. file may be filed in a separate group if the amount of P.B.X. station cards would greatly increase the size of the subscriber line card file.

- (3) Special service cards such as mobile radio, teletypewriter, private lines, etc. Each group should be preceded by an index card (Figs. 24 and 25).

- (4) Reference dead file.

Note: The cards should be filed numerically in a manner similar to those in the active file. This file should be conveniently located and if possible as a part of the subscriber line card file. This location would expedite the filing of the dead cards on a day-to-day basis. Also numerous references will be made to this file in connection with:

- (a) Checking of previous trouble reports within the previous month period.

7.05 In addition to the subscriber line card file and the reference dead card file an inactive dead card file should be maintained in which all cards removed from the reference dead file should be placed. This file may consist of the standard card compartment provided for use with the repair service desk or other suitable filing arrangements (Fig. 13). It should be kept in a place convenient for an occasional reference. The cards should be filed numerically in a manner similar to those in the active file.

8. ORIGINATING FILING

8.01 These paragraphs describe procedures to be followed in those test center locations where it would be advantageous to file the subscriber line cards by their originating equipment numbers (Figs. 19, 20, and 21).

8.02 Individual Line Circuit: Enter the originating equipment number, for example, (17-01) (01-00-00) in the "File No." space. File the card numerically by this number (Figs. 19 and 20).

8.03 2-Party Line Circuit: Enter the originating equipment number in the "File No." space. File the card numerically by this number (Fig. 20).

8.04 4-Party Line Circuit: Enter the originating equipment number in the "File No." space. File the card numerically by this number (Fig. 20).

8.05 Multi-Party Line Circuit: Enter the originating equipment number in the "File No." space. File the card numerically by this number (Fig. 20).

8.06 Equipment Data and Supplemental Trunk Record: Enter the originating equipment number of the listed telephone number together

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with the listed telephone number in the "File No." space. When used to record P.B.X. data, file in numerical sequence by line equipment number immediately in front of the associated P.B.X. station cards (Fig. 21).

Note: This file can be a part of the regular subscriber line card file, or maintained in numerical sequence by telephone number as a separate file for P.B.X. records only.

8.07 P.B.X. Station on Premises: Enter the originating equipment number of the listed telephone number together with the listed telephone number in the "File No." space and enter the stations, from and to, represented by the card in the "Stations From_____To_____" space. File in numerical sequence by station number as shown in Fig. 21.

8.08 P.B.X. Station Off Premises: Enter the originating equipment number of the listed telephone number together with the listed telephone number in the "File No." space and enter the station number in the "Sta." space. File in numerical sequence by station number as shown in Fig. 21.

9. TERMINATING FILING

9.01 These paragraphs describe procedures to be followed in those test center locations where it would be advantageous to file the subscriber line cards by their terminating number (Figs. 22 and 23).

9.02 Individual Line Circuit: Enter the telephone number, for example, (MA 3-1310) in the "File No." space. File the cards numerically by this number (Fig. 22).

9.03 2-Party Line Circuit: On the initial party installed, enter the telephone number in the "File No." space. File the cards numerically by this number. When the second party is installed on this line the information referring to it should be transcribed to this same line card. An additional card "2-party line circuit" should be prepared, entering the telephone number in the "File No." space, and the associated telephone number in the "M F No." space, and the route or block number in the "Route or Block" space. This cross reference card is filed numerically by its telephone number.

9.04 4-Party Line Circuit: Enter the bunch block number in the "File No." space. File numerically by this number in the 4-party bunch block file. An additional card "individual line circuit" should be prepared for each working

party, entering the telephone number in the "File No." space and the bunch block number in the "BB No." space. File these cross reference records numerically by telephone number.

9.05 Multi-Party Line Circuit: Enter the bunch block number in the "File No." space. File numerically by this number in the "multi-party bunch block" file. An additional card "individual line circuit" should be prepared for each working party, entering the telephone number in the "File No." space, the bunch block number in the "BB No." space, and the route or block number in the "Route or Block" space. File these cross reference records numerically by telephone number.

9.06 Equipment Data and Supplemental Trunk Record: Enter the listed telephone number in the "File No." space. When used to record P.B.X. data, file in numerical sequence by telephone number, immediately in front of the associated P.B.X. station cards (Fig. 23).

Note: This file can be a part of the regular subscriber line card file, or maintained as a separate file for P.B.X. records only.

9.07 P.B.X. Station on Premises: Enter the listed telephone number in the "File No." space together with the station from and to, represented by the card in the "Stations From _____To_____" space. File in numerical sequence by station number as shown in Fig. 23.

9.08 P.B.X. Station Off Premises: Enter the listed telephone number in the "File No." space, and the station number in the "Sta." space. File in numerical sequence as shown in Fig. 23.

10. SPECIAL SERVICES FILING

10.01 Mobile Telephone Service: Enter the assigned mobile telephone number, for example, (WJ 6-4562) in the "File No." space. File the cards as a separate group in numerical sequence by mobile telephone number.

10.02 Teletypewriter Exchange Service: Enter the assigned TWX number, for example, (CIN-188) in the "File No." space. File in a separate file in numerical sequence of the TWX number.

10.03 All Other Special Services: Enter the assigned identification number (as outlined in Numbering and Identifying Special Services Section 680-525-010) in the "File No." space. File in separate groups by titles in numerical sequence of the assigned identification numbers. File groups by types such as

CS, PL, PN, RT, TT, etc., in alphabetical sequence, in the "Special Services" file (Figs. 24 and 25).

11. MAINTENANCE OF FILE

11.01 The repair service clerk shall be responsible for the maintenance of the card file, and for keeping the cards properly filed. Access to the file should be under her control.

11.02 A neat and orderly file is essential to good repair service work. Cards which have become torn or on which the records are becoming blurred or illegible, should be replaced by transferring the required record information to a new card. Index cards should be maintained so as to be clearly legible at all times.

11.03 The card file should be kept free from miscellaneous books and papers. The tops of the cards should be kept even so that the marker cards and index cards will project above the subscriber line cards. Sufficient space should be left in each row so that the cards may be readily identified and easily withdrawn. Usually this will require about two inches of space in the row over and above the thickness of the cards when compressed. When rows of cards become too compact, additional space should be obtained by removing a complete group or unit from the back of the row affected and placing it in the front of the adjacent row.

11.04 Line cards shall be kept in file except when necessary to remove:

- (a) For the purpose of making changes, additions or removal of the existing records.
- (b) Because of a trouble report or in connection with routine tests and inspections.
- (c) To permit a check of the records.
- (d) For analysis or study purposes.

11.05 The card file shall be inspected at intervals as required, for misfiled cards, missing cards for which no marker is in file and cards in poor condition.

11.06 Periodically all cards should be taken out of the file and the accumulation of dust and other foreign material removed.

12. METHOD OF ORDERING

12.01 Line Equipment Record Cards are furnished in both the 3-1/2 and 4-3/4-inch size, 25 cards per package. When convenient the forms should be ordered in multiples of the package unit.

(Quantity) Form E-(No.)

12.02 Reference Cards are furnished in the 3-1/2-inch size only and are furnished in sets as specified on the requisition, for example:

*10 Forms E-3983
 Tabs printed 20 to 29
 10 Forms E-3983-1

*Central office group 2000 to 2900.

12.03 Index Cards are furnished in both the 3-1/2 and 4-3/4-inch size and are furnished in sets as specified on the requisition.

(Quantity) Form E-(No.) Tabs printed ___ to ___.

12.04 Index Cards Forms E-2897 and E-1193 (Transparent Window) 25 cards per package. When convenient the forms should be ordered in multiples of the package unit.

(Quantity) Form E-(No.)

12.05 Filing equipment should be ordered by name, manufacturer, and number as shown in Fig. 13.

(Quantity) File, Vertical, Acme No. (No.)

03

PRINTED IN U. S. A.

CENTRAL OFFICE

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00		25	
01		26	
02		27	
03		28	
04		29	
05		30	
06		31	
07		32	
08		33	
09		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	

B. S. P. F31.001

REFERENCE

FORM E-3983 (6-53)

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CENTRAL OFFICE

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50		75	
51		76	
52		77	
53		78	
54		79	
55		80	
56		81	
57		82	
58		83	
59		84	
60		85	
61		86	
62		87	
63		88	
64		89	
65		90	
66		91	
67		92	
68		93	
69		94	
70		95	
71		96	
72		97	
73		98	
74		99	

B. S. P. F31.001

REFERENCE

FORM E-3983-1 (6-53)

FIG. 1

First 50 numbers 00 to 49

Second 50 numbers 50 to 99

FACSIMILE OF REFERENCE CARD

LINE EQUIPMENT RECORD

GROUP 307 00-99

CENTRAL OFFICE _____

TERM	TEL NO OR BUNCH BLOCK						
00		25		50		75	
01		26		51		76	
02		27		52		77	
03		28		53		78	
04		29		54		79	
05		30		55		80	
06		31		56		81	
07		32		57		82	
08		33		58		83	
09		34		59		84	
10		35		60		85	
11		36		61		86	
12		37		62		87	
13		38		63		88	
14		39		64		89	
15		40		65		90	
16		41		66		91	
17		42		67		92	
18		43		68		93	
19		44		69		94	
20		45		70		95	
21		46		71		96	
22		47		72		97	
23		48		73		98	
24		49		74		99	

B.S.P. FORM 201 PANEL Form 6-2009-1 (6-03)

FRONT

LINE EQUIPMENT RECORD

GROUP 307 100-199

CENTRAL OFFICE _____

TERM	TEL NO OR BUNCH BLOCK						
100		125		150		175	
101		126		151		176	
102		127		152		177	
103		128		153		178	
104		129		154		179	
105		130		155		180	
106		131		156		181	
107		132		157		182	
108		133		158		183	
109		134		159		184	
110		135		160		185	
111		136		161		186	
112		137		162		187	
113		138		163		188	
114		139		164		189	
115		140		165		190	
116		141		166		191	
117		142		167		192	
118		143		168		193	
119		144		169		194	
120		145		170		195	
121		146		171		196	
122		147		172		197	
123		148		173		198	
124		149		174		199	

BACK

LINE EQUIPMENT RECORD

GROUP 307 200-299

CENTRAL OFFICE _____

TERM	TEL NO OR BUNCH BLOCK						
200		225		250		275	
201		226		251		276	
202		227		252		277	
203		228		253		278	
204		229		254		279	
205		230		255		280	
206		231		256		281	
207		232		257		282	
208		233		258		283	
209		234		259		284	
210		235		260		285	
211		236		261		286	
212		237		262		287	
213		238		263		288	
214		239		264		289	
215		240		265		290	
216		241		266		291	
217		242		267		292	
218		243		268		293	
219		244		269		294	
220		245		270		295	
221		246		271		296	
222		247		272		297	
223		248		273		298	
224		249		274		299	

B.S.P. FORM 201 PANEL Form 6-2009-16-03

FRONT

LINE EQUIPMENT RECORD

GROUP 307 300-399

CENTRAL OFFICE _____

TERM	TEL NO OR BUNCH BLOCK						
300		325		350		375	
301		326		351		376	
302		327		352		377	
303		328		353		378	
304		329		354		379	
305		330		355		380	
306		331		356		381	
307		332		357		382	
308		333		358		383	
309		334		359		384	
310		335		360		385	
311		336		361		386	
312		337		362		387	
313		338		363		388	
314		339		364		389	
315		340		365		390	
316		341		366		391	
317		342		367		392	
318		343		368		393	
319		344		369		394	
320		345		370		395	
321		346		371		396	
322		347		372		397	
323		348		373		398	
324		349		374		399	

BACK

FIG. 2

FACSIMILE OF LINE EQUIPMENT RECORD CARD FOR PANEL CENTRAL OFFICE.

SECTION 660-150-010

LINE EQUIPMENT RECORD

GROUP 27 00-99

CENTRAL OFFICE _____

L.F. T.	TEL. NO. OR BUNCH BLOCK	L.F. T.	TEL. NO. OR BUNCH BLOCK	L.F. T.	TEL. NO. OR BUNCH BLOCK	L.F. T.	TEL. NO. OR BUNCH BLOCK
00		25		50		75	
01		26		51		76	
02		27		52		77	
03		28		53		78	
04		29		54		79	
05		30		55		80	
06		31		56		81	
07		32		57		82	
08		33		58		83	
09		34		59		84	
10		35		60		85	
11		36		61		86	
12		37		62		87	
13		38		63		88	
14		39		64		89	
15		40		65		90	
16		41		66		91	
17		42		67		92	
18		43		68		93	
19		44		69		94	
20		45		70		95	
21		46		71		96	
22		47		72		97	
23		48		73		98	
24		49		74		99	

U.S.P. FORM 601 LINE EQUIPMENT FORM 8-2007 (6-65)

FRONT

LINE EQUIPMENT RECORD

GROUP 27 100-199

CENTRAL OFFICE _____

L.F. T.	TEL. NO. OR BUNCH BLOCK	L.F. T.	TEL. NO. OR BUNCH BLOCK	L.F. T.	TEL. NO. OR BUNCH BLOCK	L.F. T.	TEL. NO. OR BUNCH BLOCK
100		125		150		175	
101		126		151		176	
102		127		152		177	
103		128		153		178	
104		129		154		179	
105		130		155		180	
106		131		156		181	
107		132		157		182	
108		133		158		183	
109		134		159		184	
110		135		160		185	
111		136		161		186	
112		137		162		187	
113		138		163		188	
114		139		164		189	
115		140		165		190	
116		141		166		191	
117		142		167		192	
118		143		168		193	
119		144		169		194	
120		145		170		195	
121		146		171		196	
122		147		172		197	
123		148		173		198	
124		149		174		199	

U.S.P. FORM 601 LINE EQUIPMENT FORM 8-2007 (6-65)

BACK

LINE EQUIPMENT RECORD

DAY 22

CENTRAL OFFICE LA 5 LA 6

L. S.	TEL. NO. OR BUNCH BLOCK	L. S.	TEL. NO. OR BUNCH BLOCK	L. S.	TEL. NO. OR BUNCH BLOCK	L. S.	TEL. NO. OR BUNCH BLOCK
00		25		50		75	<u>LA 5</u>
01		26		51		76	<u>LA 6</u>
02		27		52		77	
03		28		53		78	
04		29		54		79	
05		30		55		80	
06		31		56		81	
07		32		57		82	
08		33		58		83	
09		34		59		84	
10		35		60		85	
11		36		61		86	
12		37		62		87	
13		38		63		88	
14		39		64		89	
15		40		65		90	
16		41		66		91	
17		42		67		92	
18		43		68		93	
19		44		69		94	
20		45		70		95	
21		46		71		96	
22		47		72		97	
23		48		73		98	
24		49		74		99	

U.S.P. FORM 601 LINE EQUIPMENT FORM 8-2007 (6-65)

In paired units or common frames list all offices represented.

In paired offices show office prefix.

FIG. 3

FACSIMILE OF LINE EQUIPMENT RECORD CARD FOR LINE SWITCH AND LINE FINDER STEP-BY-STEP CENTRAL OFFICE.

COLUMN 27

CENTRAL OFFICE LU 2

SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK	SW. VER.	TEL. NO. OR BUNCH BLOCK
00		25		50		75	
01		26		51		76	
02		27		52		77	2901
03		28		53		78	
04		29		54		79	
05		30		55		80	
06		31		56		81	5096
07		32		57		82	
08		33		58		83	3701
09		34		59		84	
10		35		60		85	BB102
11		36		61		86	
12		37		62		87	
13		38		63		88	
14		39		64		89	
15		40		65		90	
16		41		66		91	
17		42		67		92	
18		43		68		93	
19		44		69		94	2901
20		45		70		95	
21		46		71		96	
22		47		72		97	
23		48		73		98	
24		49		74		99	

In single unit office the office prefix can be omitted on the body of the card.

On two party service enter telephone number of the card carrying the station line and trouble information.

On four and multi-party service enter the bunch block number.

Indicating service has been disconnected.

FIG. 4

FACSIMILE OF LINE EQUIPMENT RECORD CARD FOR A NO. 1 CROSSBAR OFFICE

PRINTED IN U.S.A. LINE EQUIPMENT RECORD

L L FRAME 18 CENTRAL OFFICE

VERTICAL GROUP 07 JORDON

H.G.- V.F.	TEL. NO. OR BUNCH BLOCK	H.G.- V.F.	TEL. NO. OR BUNCH BLOCK
00		50	
01		51	
02		52	
03		53	
04		54	
10		60	
11		61	
12		62	
13		63	
14		64	
20		70	
21		71	
22		72	
23		73	
24		74	
30		80	
31		81	
32		82	
33		83	
34		84	
40		90	
41		91	
42		92	
43		93	
44		94	

R.E.P. F31.001 NO 5 CROSSBAR FORM E-4001 (6-53)

3-1/2" CARD

PRINTED IN U.S.A. LINE EQUIPMENT RECORD

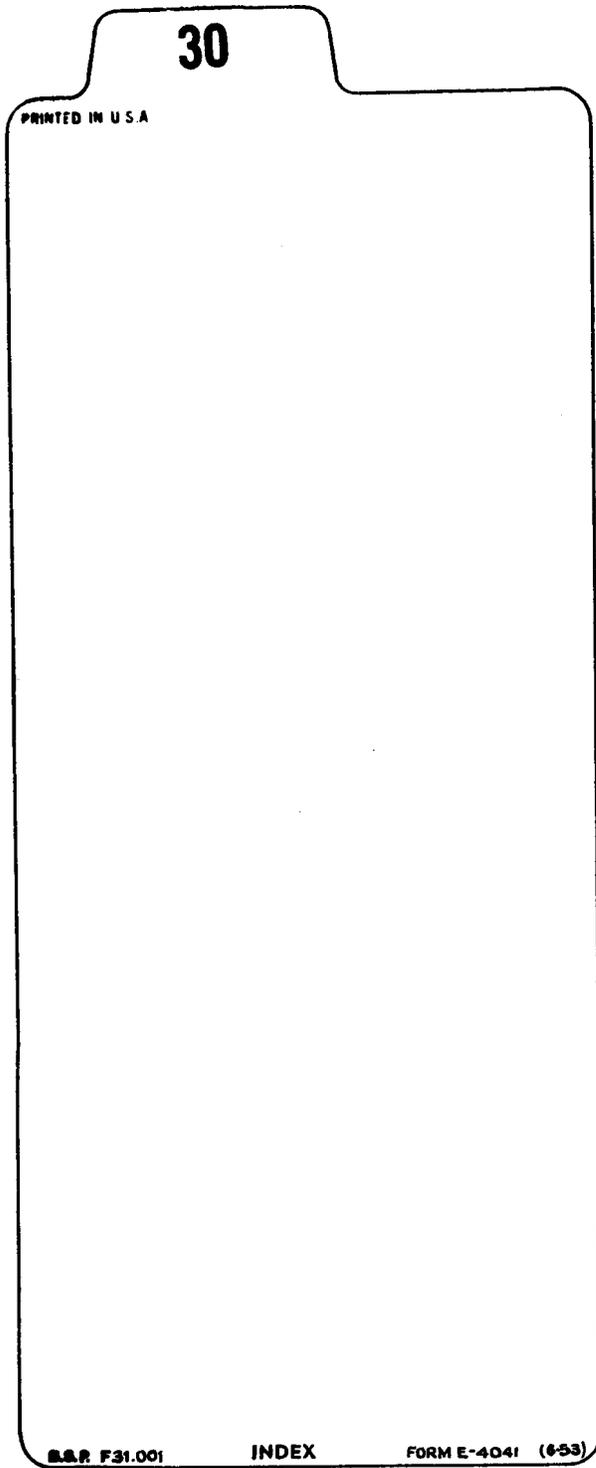
L L FRAME 01 CENTRAL OFFICE OLIVE

VERTICAL GROUP <u>00</u>				VERTICAL GROUP <u>01</u>			
H.G.- V.F.	TEL. NO. OR BUNCH BLOCK	H.G.- V.F.	TEL. NO. OR BUNCH BLOCK	H.G.- V.F.	TEL. NO. OR BUNCH BLOCK	H.G.- V.F.	TEL. NO. OR BUNCH BLOCK
00		50		00		50	
01		51		01		51	
02		52		02		52	
03		53		03		53	
04		54		04		54	
10		60		10		60	
11		61		11		61	
12		62		12		62	
13		63		13		63	
14		64		14		64	
20		70		20		70	
21		71		21		71	
22		72		22		72	
23		73		23		73	
24		74		24		74	
30		80		30		80	
31		81		31		81	
32		82		32		82	
33		83		33		83	
34		84		34		84	
40		90		40		90	
41		91		41		91	
42		92		42		92	
43		93		43		93	
44		94		44		94	

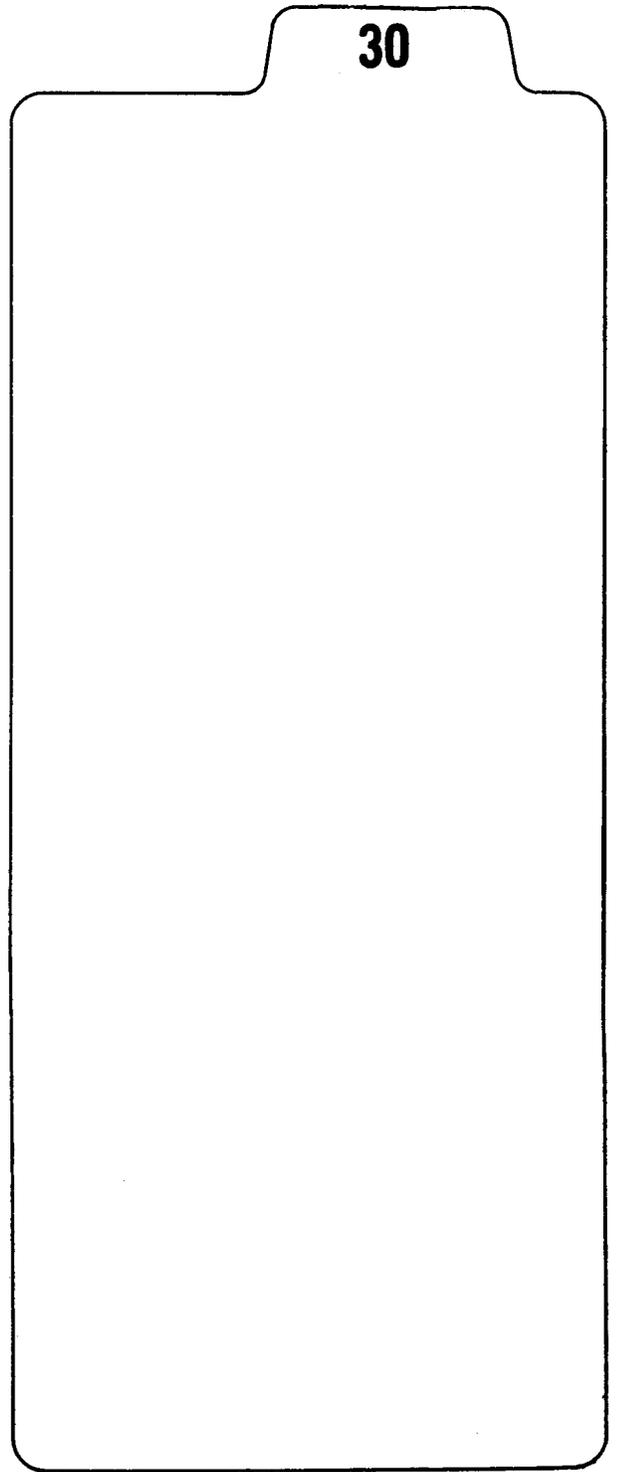
R.E.P. F31.001 NO 5 CROSSBAR FORM E-4007 (6-53)

4-3/4" CARD

FIG. 5
FACSIMILE OF LINE EQUIPMENT RECORD CARD FOR
NO. 5 CROSSBAR OFFICE.



FRONT



BACK

FIG. 6
FACSIMILE OF INDEX CARD
ORIGINATING FILING

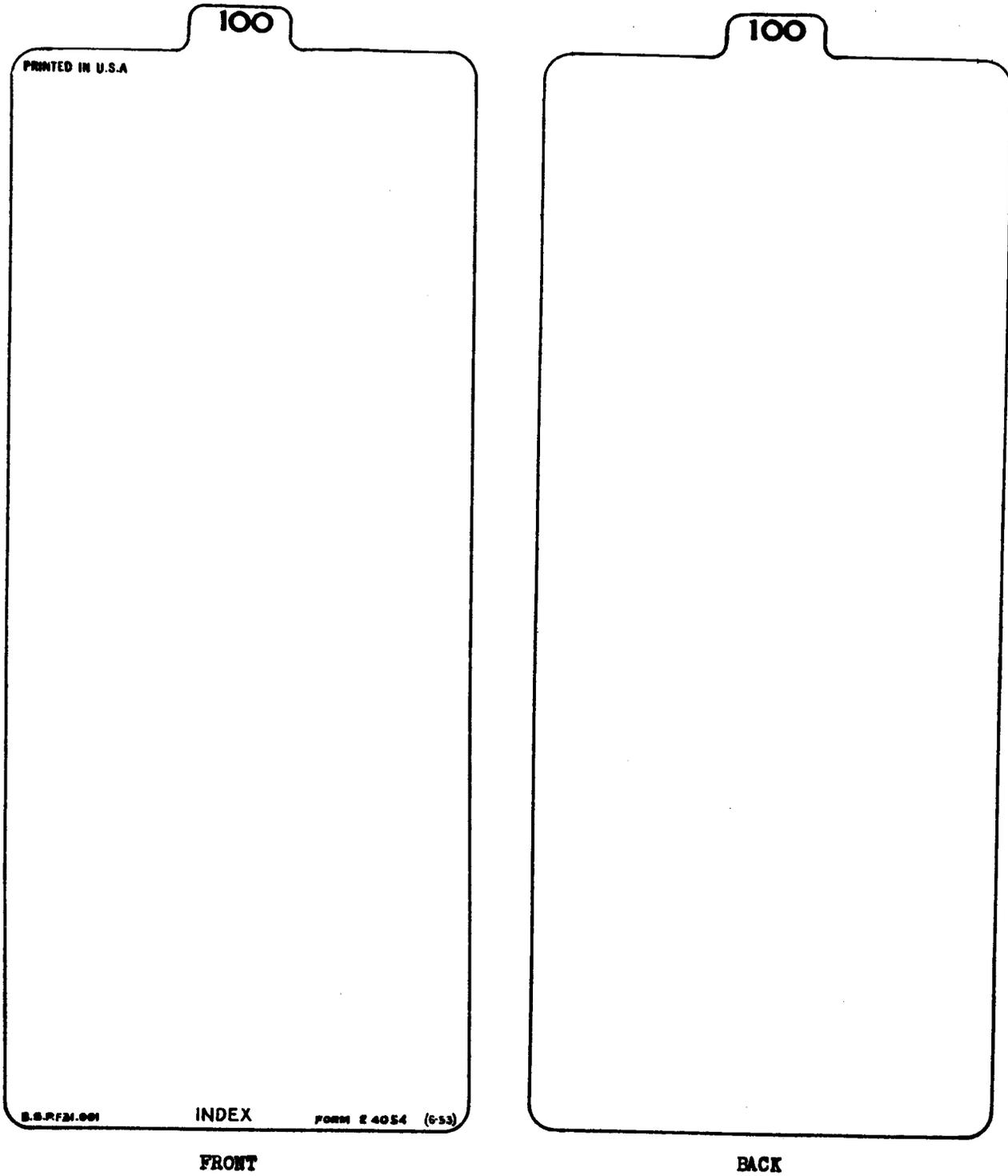
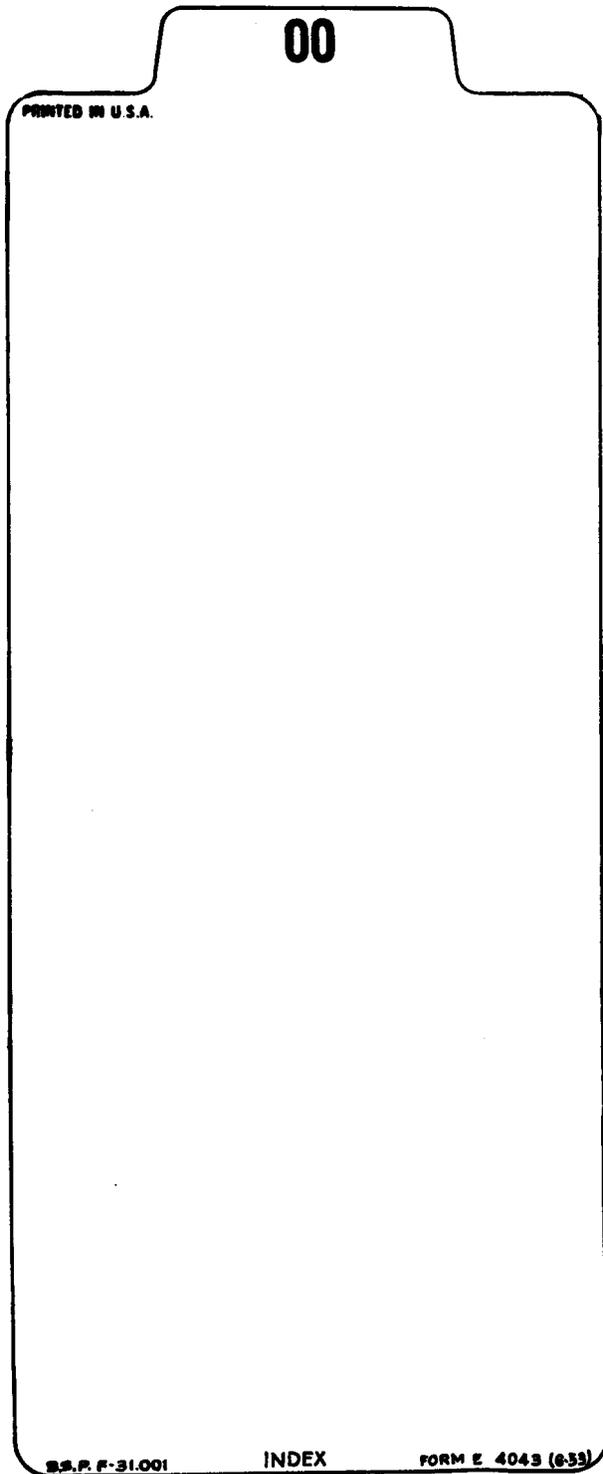
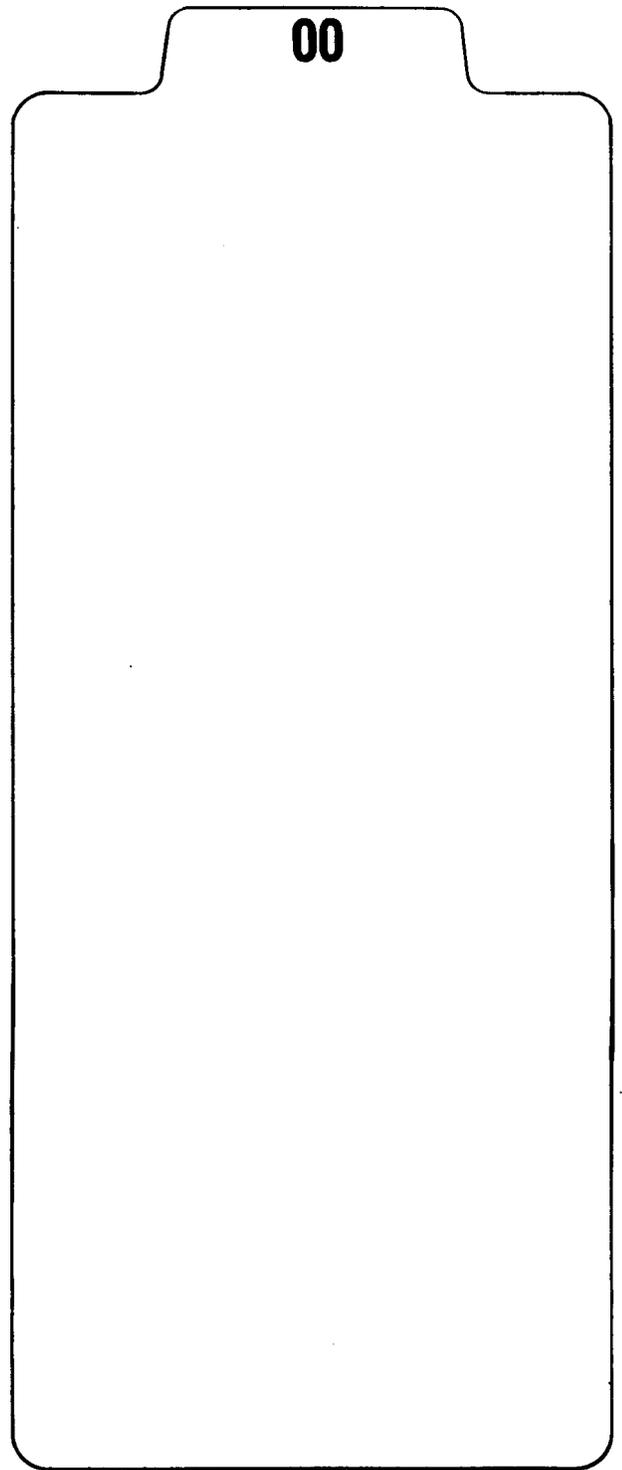


FIG. 7
FACSIMILE OF INDEX CARD ORIGINATING FILING
PANEL AND STEP-BY-STEP LINE FINDER



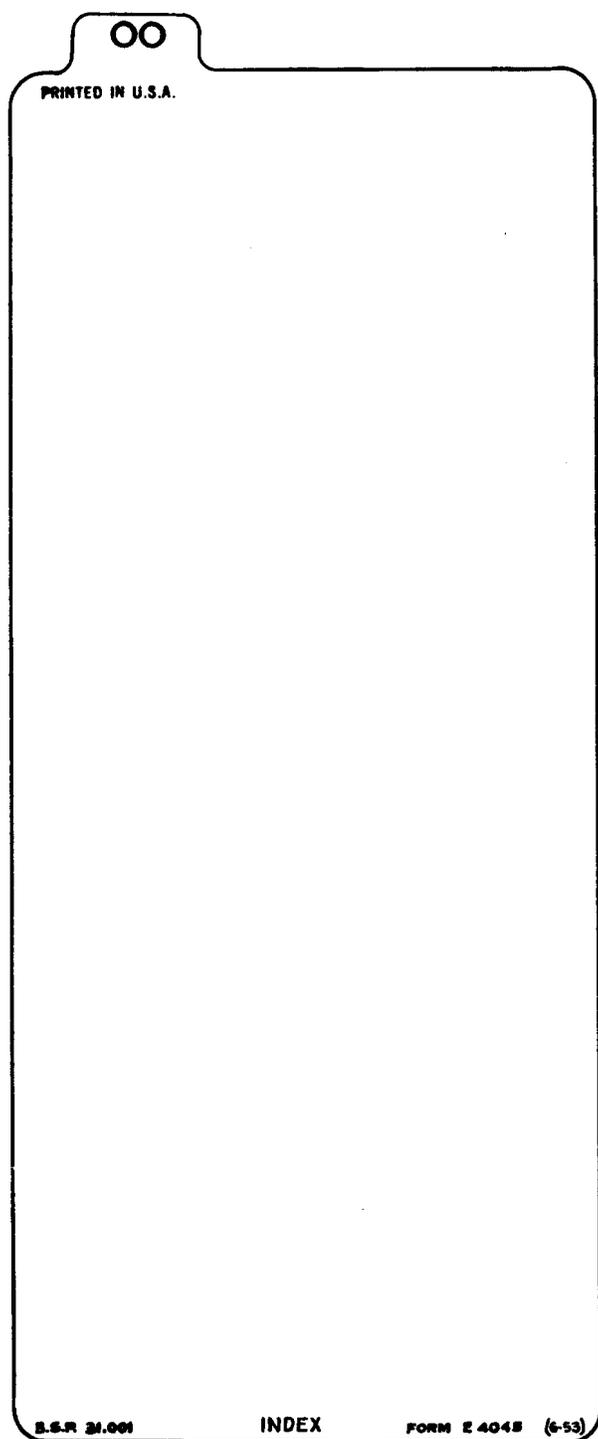
FRONT



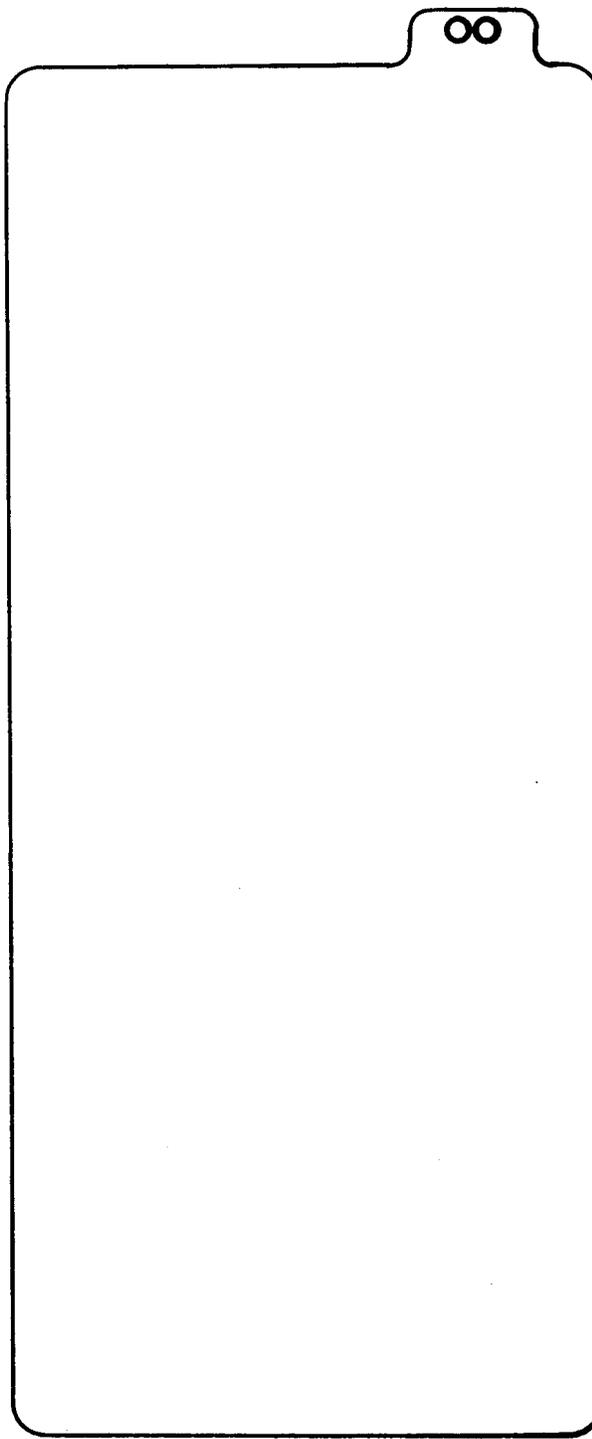
BACK

FIG. 8

FACSIMILE OF INDEX CARD ORIGINATING FILING
NO. 5 CROSSBAR - LINE LINK

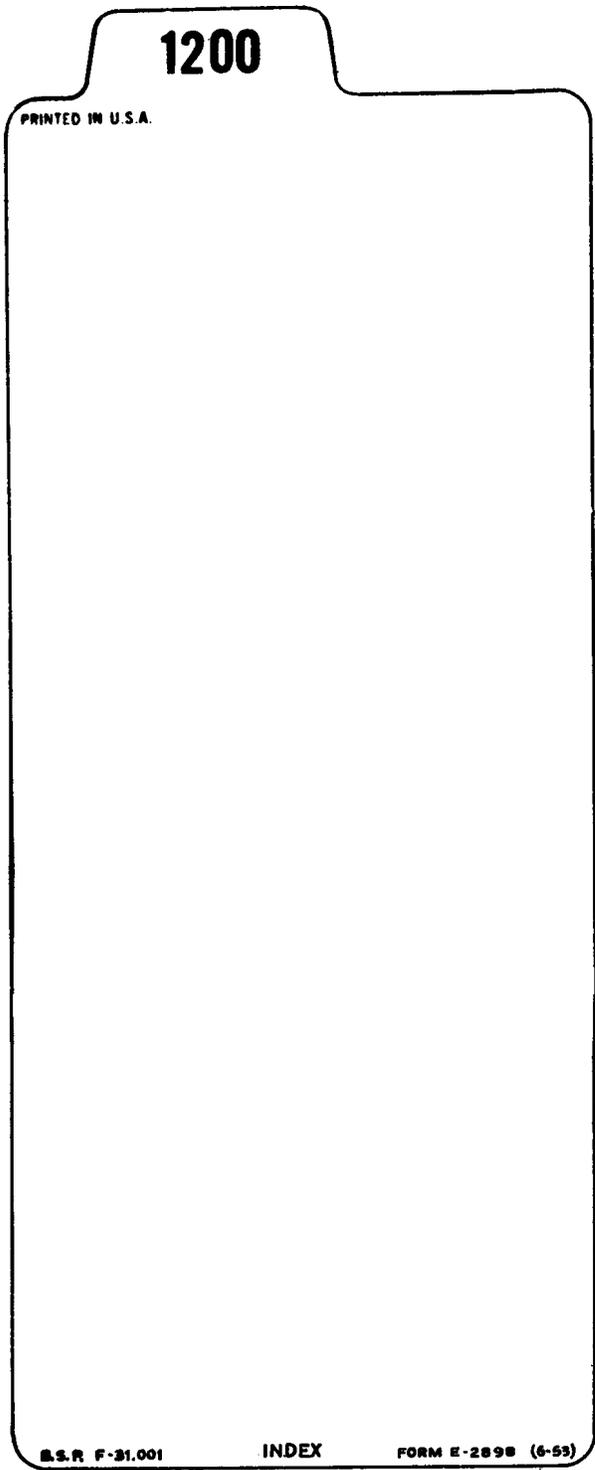


FRONT

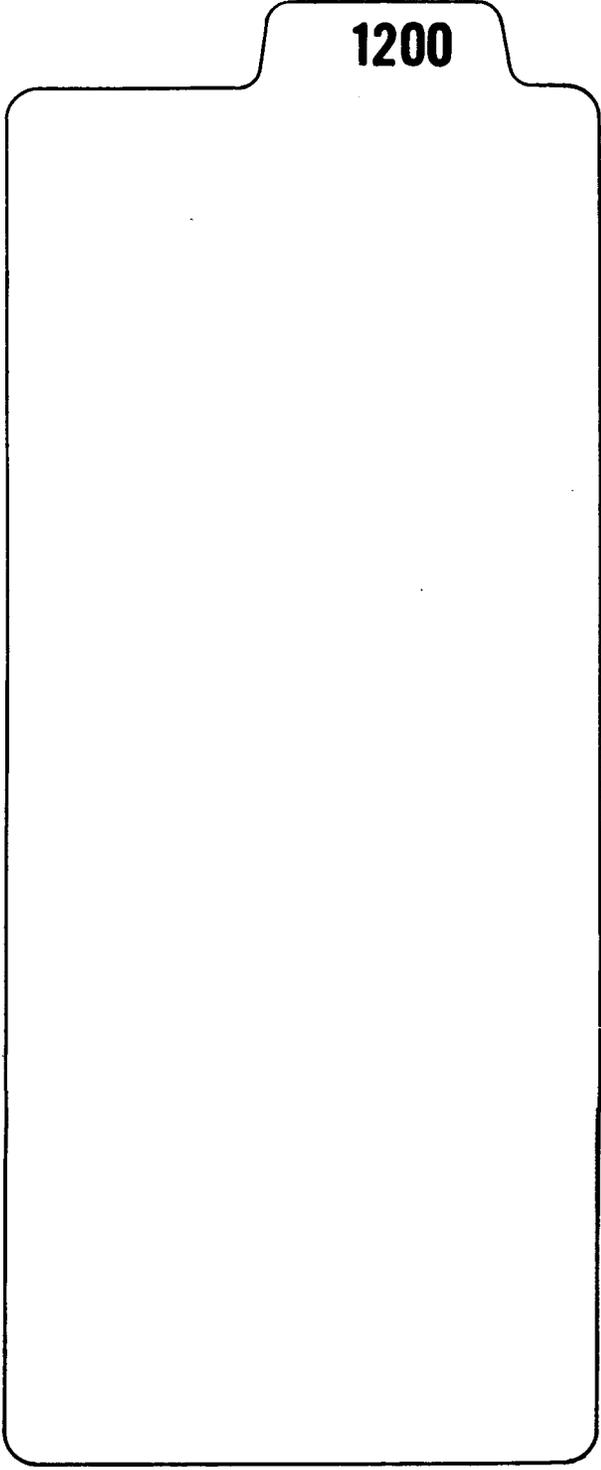


BACK

FIG. 9
FACSIMILE OF INDEX CARD ORIGINATING FILING
NO. 5 CROSSBAR VERTICAL GROUP



FRONT



BACK

FIG. 10
FACSIMILE OF INDEX CARD TERMINATING FILING

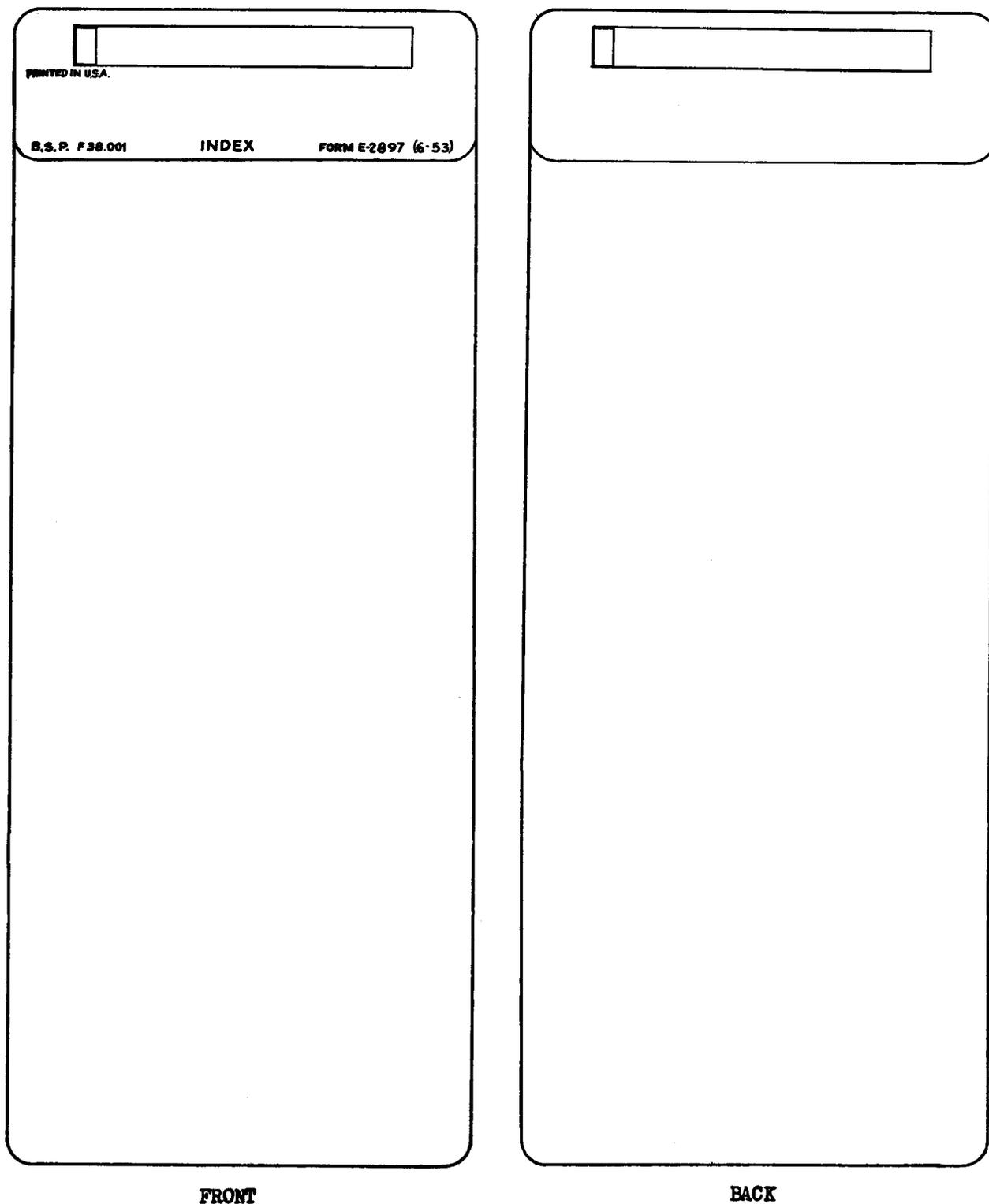


FIG. 11

FACSIMILE OF INDEX CARD FOR DESIGNATING GROUPS WITHIN THE FIL

07

PRINTED IN U. S. A.

CENTRAL OFFICE *BO 7-0700*

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00		25	
01	<i>BO 7-0701</i>	26	<i>24-87</i>
02	<i>PBX</i>	27	<i>27-187</i>
03		28	
04		29	<i>371-72</i>
05		30	
06		31	<i>27-92</i>
07		32	
08		33	<i>07-02-93</i>
09		34	
10		35	<i>27-57</i>
11		36	
12		37	<i>59-87</i>
13	<i>27-52</i>	38	
14	<i>KEY</i>	39	
15		40	<i>12-72</i>
16		41	<i>PBX</i>
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	

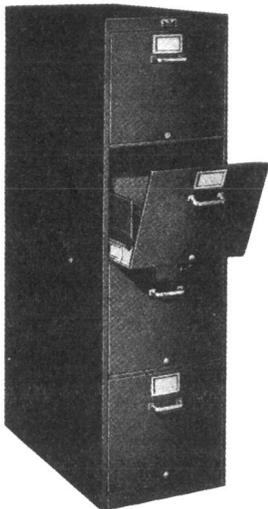
B.S.P. F31.001 REFERENCE FORM E-3983 (6-53)

The telephone number BO7-0701 the bracket and notation "P.B.X." would indicate that this is a P.B.X. consecutive group (BO7-0701 to BO7-0710) and that the line cards are filed in a separate file by telephone number.

- Bay and switch (Step-by-Step line switch)
- Group and terminal (Step-by-Step line finder)
- Group and terminal (Panel)
- Column and switch vertical (No. 1 crossbar)
- 07 line link)
- 02 vertical group)
- 9 horizontal group) (No. 5 crossbar)
- 3 vertical file)
- Indicating service has been disconnected.
- One way line incoming filed under the originating equipment number of the listed telephone number.
- The line equipment number 27-52 the bracket and notation "Key" would indicate that this is a key equipment consecutive group (BO7-0713 to BO7-0718) and that the line cards are filed under the listed telephone number.
- The line equipment number 12-72 the bracket and notation "P.B.X." would indicate that this is a P.B.X. consecutive group BO7-0740 to BO7-0749 and that all the line cards are filed in the regular equipment file, under the originating equipment number of the listed telephone number.

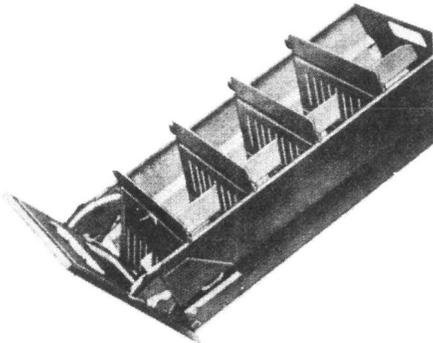
FIG. 12
TYPICAL ENTRIES ON REFERENCE CARD

Used as additional filing space in a large center.



Four-drawer letter file (G. F. Co.) equipped with drawer compartments. (3-1/2" Card) No. 5404L-4-500 L3DF. (4-3/4" Card) No. 5404L-4-500 L2DF.

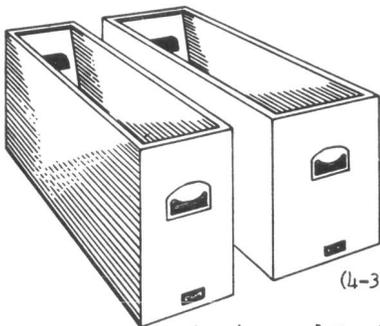
In small centers not equipped with standard repair service desks a two drawer cabinet adjacent to a regular desk can be used as file space for the subscriber line cards.



Drawer Compartment



Two-drawer letter file (G. F. Co.) equipped with drawer compartments. (3-1/2" Card) No. 5202L-2-500 L3DF. (4-3/4" Card) No. 5202L-2-500 L2DF.

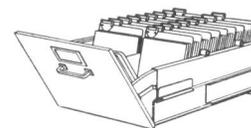


(3-1/2" card) No. 835

(4-3/4" card) No. 8475

Three compartments are formed by placing one No. 500 L3DF (G. F. Co.) conversion unit. Each drawer will hold approximately 6000 3-1/2-inch cards.

Two compartments are formed by placing one No. 500 L2DF (G. F. Co.) conversion unit. Each drawer will hold approximately 4000 4-3/4-inch cards.



Vertical card file (Acme) for use in a small service center, Section 680-000-100.

Unit required to convert one drawer (General Fireproofing Co.) letter file.

Fig. 13

FILING EQUIPMENT FOR SUBSCRIBER LINE CARDS

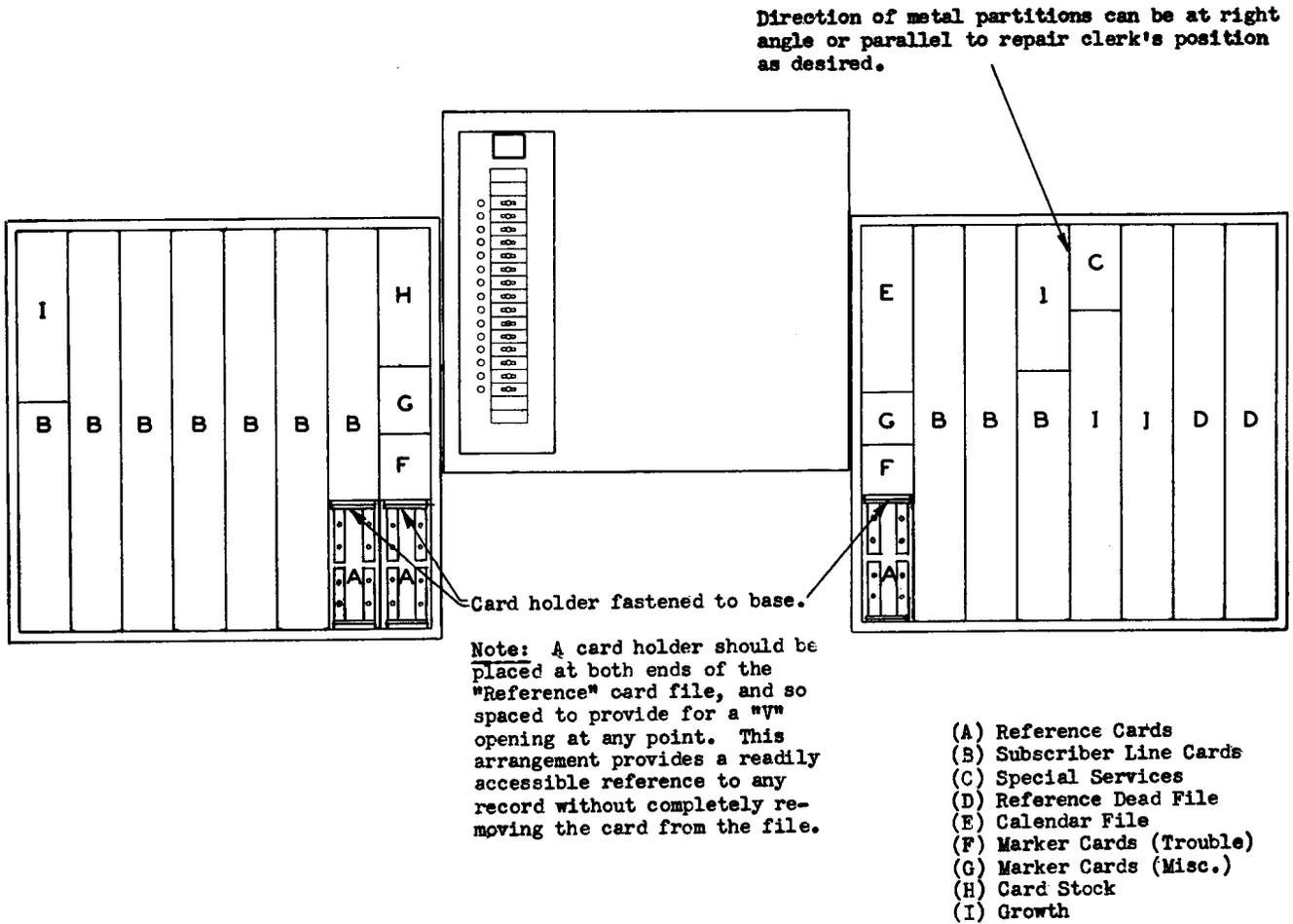


FIG. 14

TYPICAL LAYOUT OF A SMALL CENTER, THREE CENTRAL OFFICE UNITS, 25,000 to 30,000 STATIONS, 3-1/2 CARD, ORIGINATING FILING.

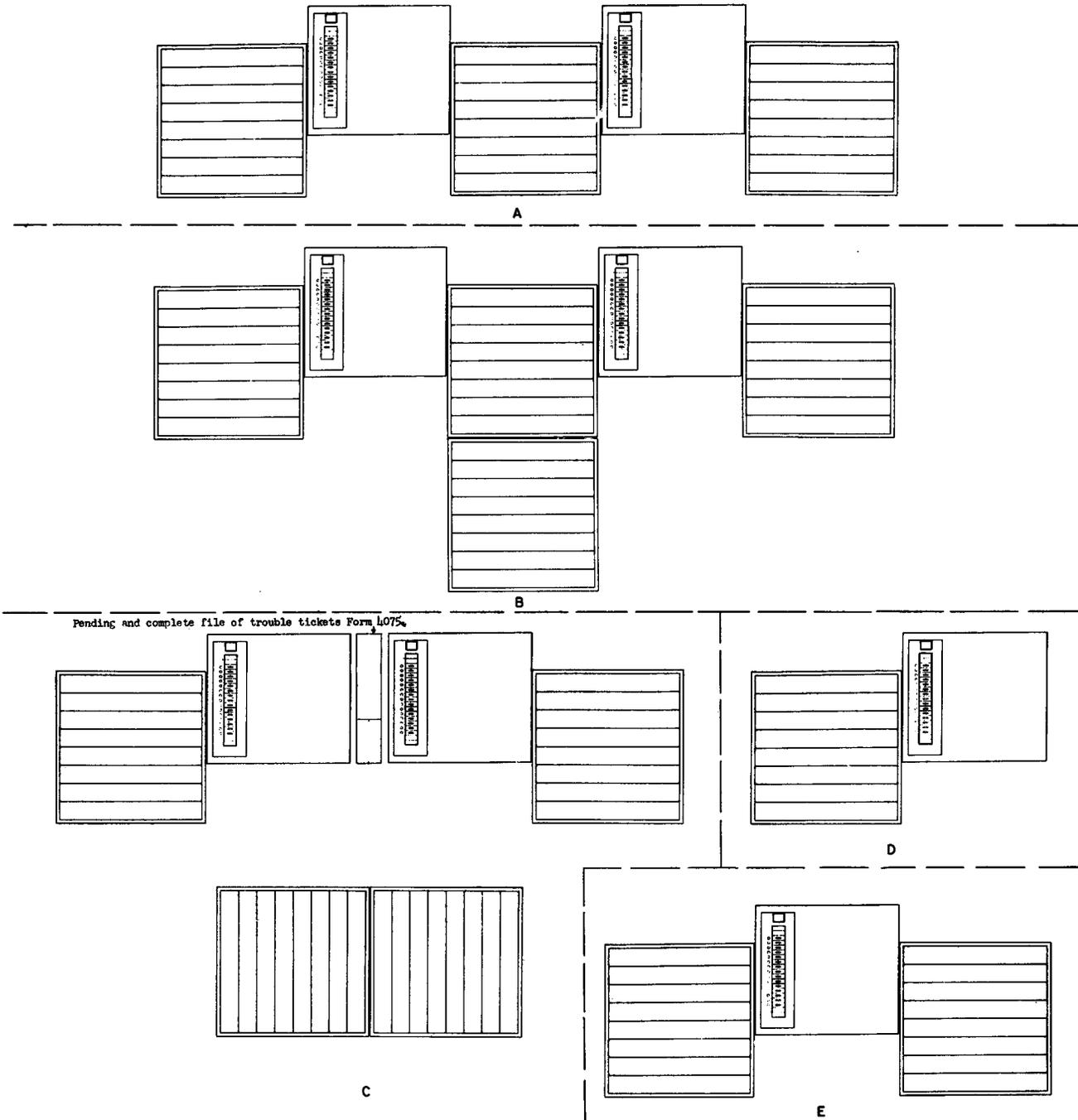
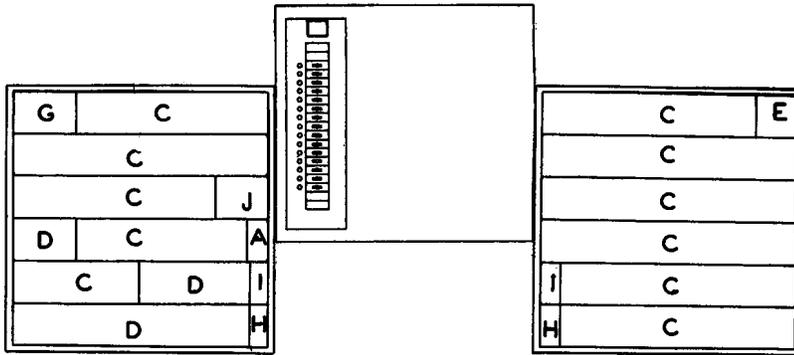
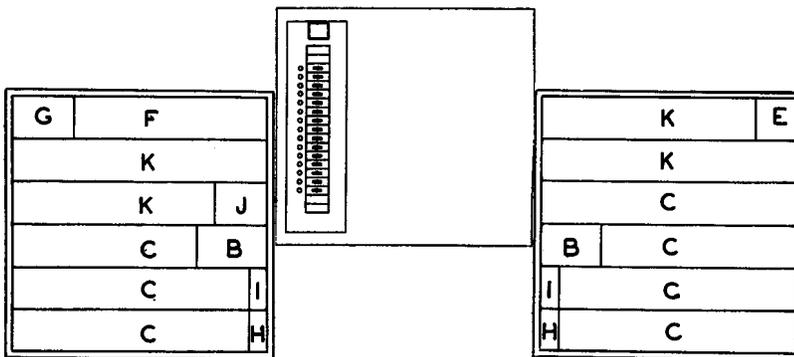


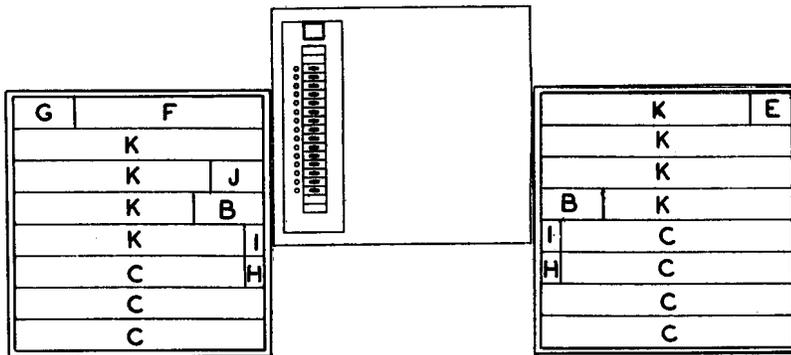
FIG. 15 - TYPICAL ARRANGEMENTS OF CARD COMPARTMENTS SMALL AND MEDIUM SIZE CENTERS



(a) Typical layout of cards 19,000 to 20,000 stations 4-3/4-inch cards, terminating filing. Reference dead file maintained in separate cabinet.



(b) Typical layout of cards 19,000 to 20,000 stations 4-3/4-inch cards originating filing.



(c) Typical layout of cards 19,000 to 20,000 stations 3-1/2-inch cards originating filing.

- | | |
|---------------------------------|----------------------------|
| (A) Line Equipment Record Cards | (G) Calendar File |
| (B) Reference Cards | (H) Marker Cards (Trouble) |
| (C) Subscriber Line Cards | (I) Marker Cards (Misc.) |
| (D) Bunch Block Cards | (J) Card Stock |
| (E) Special Services | (K) Growth |
| (F) Reference Dead File | |

FIG. 17

TERMINATING VERSUS ORIGINATING FILING.
3-1/2-INCH CARD VERSUS 4-3/4-INCH CARD.

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7 C50 to 99**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50		75	C

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7 C00 to 49**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00			

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7 B50 to 99**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50	B	75	

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7 B00 to 49**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00			

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7 A50 to 99**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50		75	
		76	

A

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7 A00 to 49**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00			

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7-9950**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50	27-9	75	99

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7-9900**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00	22-9		73-5

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7-9850**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50	2-75	75	98 6-27

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7-9800**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00	1-2	25	17-54
01	37-6	00	40-15

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7-0150**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
50	4 01	75	31-15
01		70	07-0

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7-0100**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00	87-39		27-15
01	07-0		11-0

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7-0050**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00	77-82	75	34-19
	60-07	70	05-12

PRINTED IN U.S.A.

CENTRAL OFFICE **TE 7-0000**

TEL. NO.	ORIGINATING EQUIPMENT NUMBER	TEL. NO.	ORIGINATING EQUIPMENT NUMBER
00	57-5	25	27-52
01	70-0	00	54-00

24 87-15 49 34-18

U.S.A. FILED REFERENCE Form 6-592 (4-52)

Cross reference of "Extra Numbers" in crossbar dial offices.

FIG. 18

TYPICAL SEQUENCE ARRANGEMENT FOR FILING REFERENCE CARDS

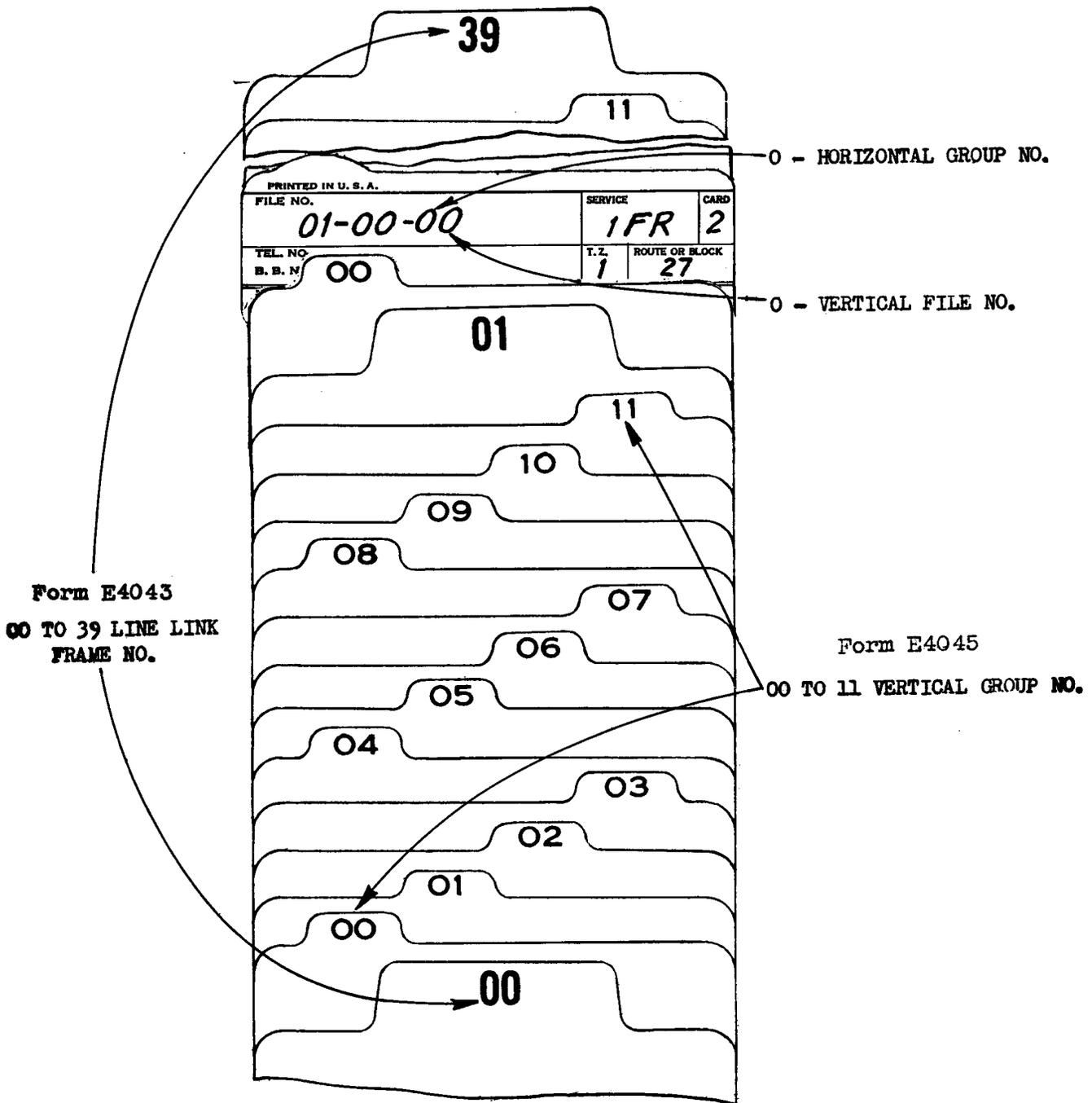


FIG. 19

INDEX CARD ARRANGEMENT ORIGINATING
 FILING NO. 5 CROSSBAR

PRINTED IN U. S. A.			
FILE NO.	18-01	SERVICE	CARD
		1 FR	1
TEL. NO.		T. Z.	ROUTE OR BLOCK
PRINTED IN U. S. A.			
FILE NO.	18-00	SERVICE	CARD
		18 FR	2
TEL. NO.			OR BLOCK
B. B. NO.			
PRINTED IN U. S. A.			
FILE NO.	17-102	SERVICE	CARD
		RU	1
		PANEL OR JACK OR L. L. EQPT.	
PRINTED IN U. S. A.			
FILE NO.	17-101	SERVICE	CARD
		2 FR	1
PRINTED IN U. S. A.			
FILE NO.	17-100	SERVICE	CARD
		2 FR	1
TEL. NO.	100	T. Z.	ROUTE OR BLOCK
B. B. NO.			
PRINTED IN U. S. A.			
NAME			
PRINTED IN U. S. A.			
FILE NO.	17-02	SERVICE	CARD
		4 FR	3
PRINTED IN U. S. A.			
FILE NO.	17-01	SERVICE	CARD
		2 FR	1
		CH. FR. PANEL OR DIAL EQUIV. JACK OR DIAL EQUIV. L. L. EQPT. OR REPEATER	
PRINTED IN U. S. A.			
FILE NO.	17-00	SERVICE	CARD
		2 FR	1
W. F. NO.	17	JACK OR DIAL EQUIV.	L. L. EQPT. OR REPEATER
PRINTED IN U. S. A.			

FIG. 20

SEQUENCE OF FILING SUBSCRIBER
LINE CARDS ORIGINATING

PRINTED IN U. S. A.

FILE NO. **MA3-1310** SERVICE **1FR** CARD **1**

TEL. NO. B. S. N. PRINTED IN U. S. A. FILE NO. **MA3-1301-1309** ROUTE OR BLOCK **27** CARD **1**

NAME **MA3-1300** ADDRESS **1300** CARD **1**

LCH. M. F. NO. LCH. FR. PAIR/DIAL P. **1300**

AUX. RE. TYPE PTT. CAPAC. CABLE. MISC.

PRINTED IN U. S. A.

FILE NO. **MA3-1206** SERVICE CARD

TEL. NO. B. S. N. T. L. ROUTE OR BLOCK **17**

NAME **207**

ADDRESS FILE NO. **MA3-1202-3-4-5** ROUTE OR BLOCK **18** CARD **1**

LCH. NAME PRINTED IN U. S. A. FILE NO. **MA3-1201** SERVICE **1FR** CARD **1**

ADDRESS **MA3** M. F. NO. **1200** SERVICE **2FR** CARD **1**

TYPE PTT. CAPAC. CABLE. MISC. LOCATION

PRINTED IN U. S. A.

MAIN 3

B. S. P. F38.001 INDEX FORM E-2897 (8-53)

Annotations:

- ORDER TURRET SHOWN ON EQUIPMENT DATA CARD WITH TROUBLE RECORD CARD ATTACHED.
- 1A KEY EQUIPMENT SHOWN ON EQUIPMENT DATA CARD WITH TROUBLE RECORD CARD ATTACHED.

FIG. 22

SEQUENCE OF FILING SUBSCRIBER LINE CARDS TERMINATING.

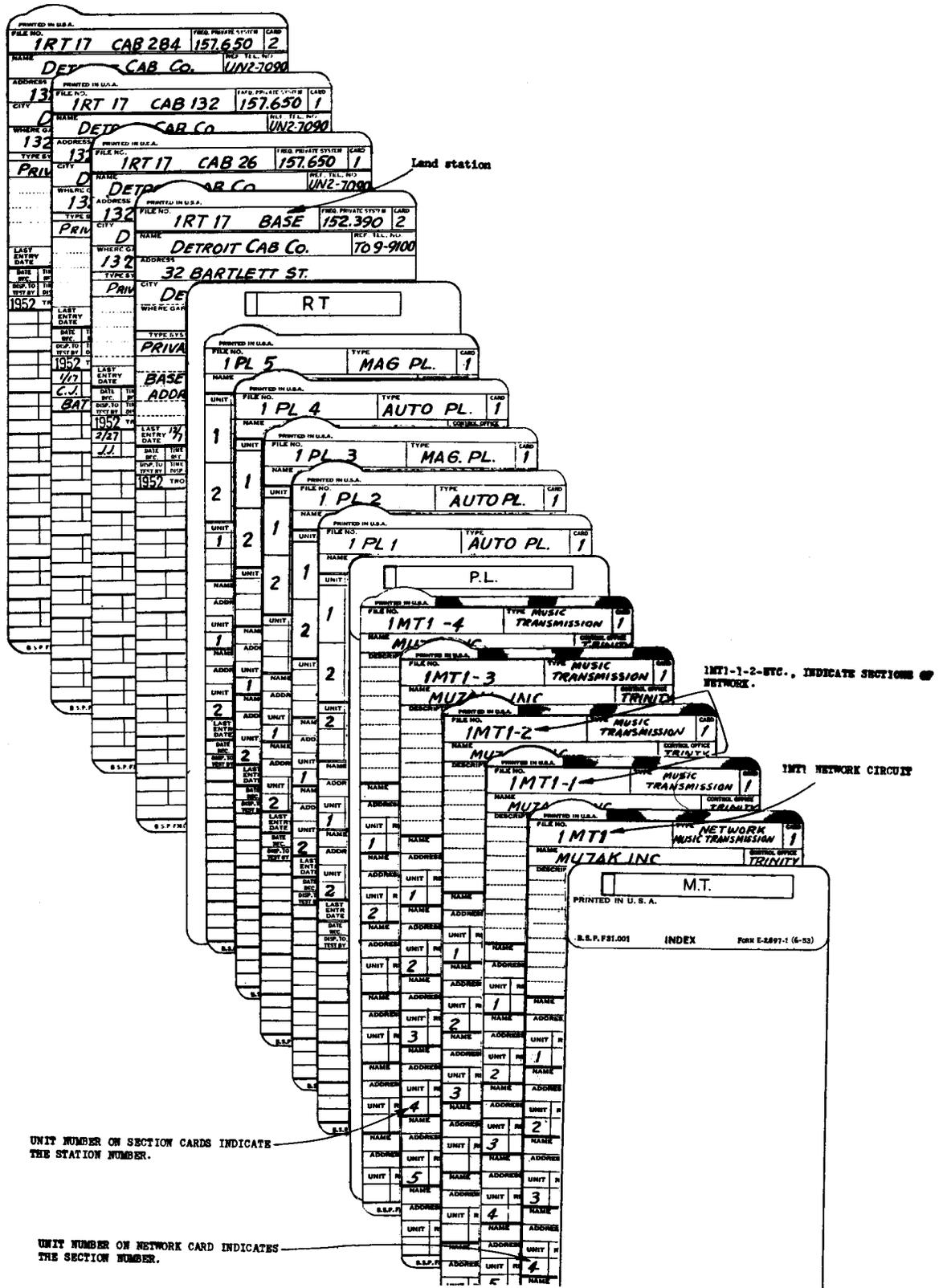


FIG. 24

SEQUENCE OF FILING SPECIAL SERVICES

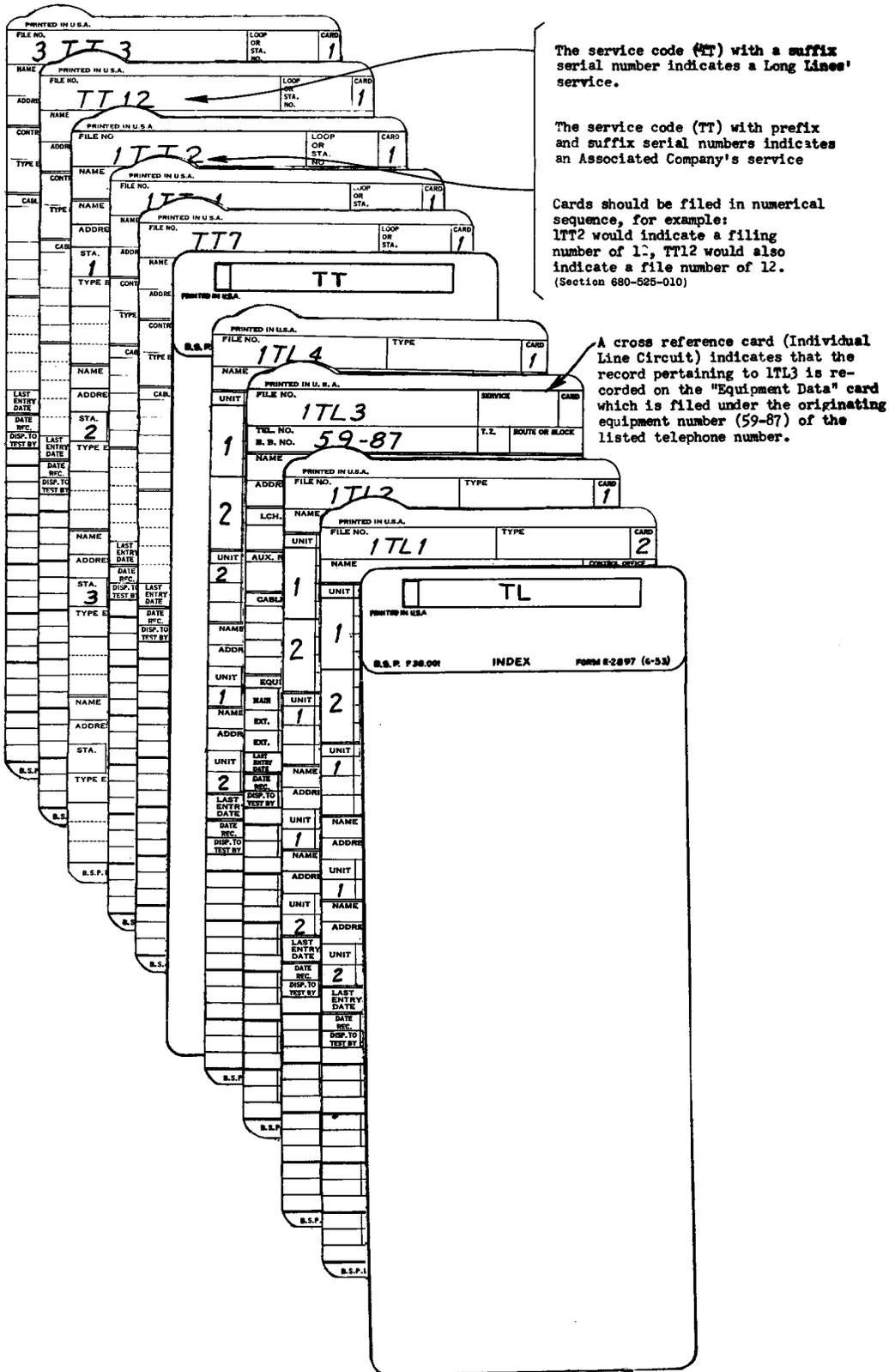


FIG. 25
SEQUENCE OF FILING SPECIAL SERVICES