

**CONSTRUCTION PLANS — LINE OR STATION TRANSFERS**

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1. GENERAL

1.01 This section outlines procedures involved in the preparation, distribution, and completion of Line or Station Transfers made necessary by the addition, removal, or re-arrangement of outside plant.

1.02 The forms described in this section are used to provide information for the forces concerned 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 in accordance with wiring limits.

2. FORMS

2.01 Forms described for use with this section serve a dual purpose in that they may be used to transfer an entire line from one pair to another, or they may be used to transfer a station from one party-line circuit to another party-line circuit.

Note: Forms E-2574 and E-2574A may also be used in conjunction with service order assignment as required.

3. RECEIPT OF REQUEST FOR TRANSFERS

3.01 Upon receipt of "Request for Transfers" from the field forces, remove the work order from the work order file, enter the required information on the work order progress record of the work order involved as described in Section 680-300-011, **Outside Plant Re-arrangements - Work Orders**.

3.02 The transfers requested shall be verified with the work order to determine that they can be written as requested.

3.03 In the event that new plant is being placed in service, the assignment records, necessary to reflect the outside plant conditions for assignment purposes, shall be prepared.

4. PREPARATION OF LINE OR STATION TRANSFERS

4.01 In the preparation of line or station transfers it is essential that sufficient information be entered on the forms so that all forces concerned may be able to complete their portion of the transfer, however, any information regarding the line or station which is not required shall be omitted. Facsimiles of Forms E-2574, E-2574A and E-2575 showing typical entries in connection with this section are as follows:

E-2574	Fig. 4
E-2574A	Figs. 5A, 5B, and 5C
E-2575	Fig. 6

Examples are not shown for all conditions, however, the same general principles will apply.

4.02 The information indicated by the space headings on the forms shall be entered as required. Those spaces for which no entries are applicable shall be noted by a check (✓) mark.

4.03 Cross-connecting terminal addresses, when required, shall be entered in the space provided in the order in which the cables they serve appear on the transfer. The "From" or "To" shall be crossed out as necessary. The pair count of the cross-connecting terminals may be entered as an aid to the field forces.

Numbering Line or Station Transfers

4.04 Work Orders: The line or station transfer number shall consist of the last three digits of the work order number suffixed with a zero and the splice number for which it is prepared, e.g., a line or station transfer prepared for work order 807-2178, splice number 1, would be numbered 178.01 thus indicating that it is prepared in connection with splice 1. Further identification may be made by the use of suffix letters when necessary.

4.05 Service Orders: Line or station transfers prepared in connection with service order assignment may be numbered with the service order number, additional transfers may be identified by the use of a decimal point and suffix numbers. In some cases it may be desirable to maintain a list of numbers, or pre-number the line or station transfer forms, beginning each year with the number 1, for line or station transfers prepared in connection with service order assignment.

Line Transfers

4.06 The column headings of the Forms E-2574, E-2574A, and E-2575 are indicative of the information, regarding each line, which is required. In the event that a party line is being transferred, the telephone numbers on a particular pair may be bracketed to show their association as shown in Fig. 4.

4.07 The class of service and telephone or circuit number and associated information shall be entered on the line designated "F" indicating "From."

4.08 The information, regarding the pair to which a line is being transferred, shall be entered on the transfer immediately under the line which is transferring and opposite the "T" indicating "To."

Station Transfers

4.09 Forms E-2574, E-2574A, and E-2575 are the plant forms designed to regroup or rearrange party-line stations. They may be used in connection with Form E-2573, Cable Transfer, or Service Orders for regrouping party-line stations.

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

4.10 All information necessary for the completion of each station transfer shall be included on the form. Associated forms, i.e., cable transfers or service orders, shall reflect the circuit arrangement existing following the completion of the station transfer.

4.11 Station transfers which require instrument changes or the rewiring of the instrument circuit shall be avoided if possible. However, if it is necessary, the station equipment information shall be shown, as required, for field and record purposes.

Regrouping and Rearranging Lines and Stations

4.12 When notified that new plant is in place and ready for service, the address of each station in the cable count affected shall be checked with the new wiring limits. Line or Station Transfers shall be prepared, as required, to route the subscriber service wires to the proper terminals. Fig. 7 illustrates the use of Form E-2574 to regroup and rearrange lines and stations.

4.13 Primary consideration shall be given to party-line fill and, to the extent possible, the elimination of any wired out of limits cases. Records of the existing plant shall not be deleted until the field work is completed.

#### Power Supply

4.14 The "To" cable pairs of all power supply feeders shall be studied to ascertain that the resistance conforms with the prescribed requirements.

4.15 If the addition or reduction of cable pairs for power supply feeders are necessary, Form E-2574 or E-2574A shall be prepared to reflect the desired change as shown in Fig. 8. The forms shall then be distributed to the forces responsible for effecting the change.

#### Designed Services

4.16 The "To" cable pairs of these services, which are involved in transfers, shall be included in studies to determine whether or not a change in facility or equipment requirements is indicated.

4.17 In the event that changes of facilities and equipment requirements are necessary, prepare line or station transfer forms reflecting the desired changes and the reason for the change. Copies of the line or station transfer forms shall be distributed to the forces responsible for accomplishing the change.

#### Posting Cable Pair Records

4.18 The information regarding each line or station which is transferring shall be entered on the "To" cable pair to which it is being transferred. Notations indicating the transfer number shall be posted in the remarks space of each pair on which lines or stations are transferring, the entries shall be placed on both the "From" and "To" pairs, as required, to reflect the pending change.

### 5. INSTRUMENT CHANGES

5.01 In the event that it is necessary to change or rewire instruments, or to add or remove long line equipment, in connection with outside plant rearrangements, the transmission zone, type, and number of instruments as well as the long line equipment involved, shall be entered on the line or station transfer form. These forms shall clearly indicate to the forces concerned the nature of the work which is required and the reason why it is necessary.

5.02 The assignment center and the forces effecting the change shall arrange to have the field work completed prior to or in conjunction with the work order involved.

### 6. SPECIAL SERVICE LINES

6.01 Because of the importance of special service lines, it is necessary that they be indicated on the line or station transfer form in such a manner that all forces concerned will afford maximum protection against service interruption.

6.02 The type of service protection applicable to the line, i.e., "Special Safeguarding Measures" or "Special Service Protection," shall be entered in the space headed "Associated Party Station Telephone No." or "Panel Jack Dial Equiv." space, whichever is available.

*Note:* It is desirable to use a red pencil to encircle the pairs involved in the transfer on which special service lines are working. This shall be done on all copies in order to further emphasize the need for special precautions.

6.03 The telephone number entered in the space "For Test Call \_\_\_" will ordinarily be the number the field forces will call to obtain clearance to transfer a special service line, additional information, if necessary, shall be noted on the transfer.

#### Special Safeguarding Measures

6.04 When special safeguarding measures are required on a certain line, the employee preparing the transfer shall determine that the Plant Engineer has arranged for the necessary treatment of the pair to which the line will transfer, deviations shall be referred to the Plant Engineer for correction.

#### Special Service Protection

6.05 Where special service protection is required on a certain line the employee preparing the transfer shall proceed as outlined in Section 680-520-010, Special Service Protection, Binding Post Insulators and Distributing Frame Guard Devices.

### 7. ELIMINATION OF CROSS-CONNECT TERMINALS

7.01 The cross connections, between the feeder and distribution cable pairs, in the cross-connect terminal to be eliminated, shall be rearranged so that the first and succeeding pairs of the distribution cable will correspond

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to the first and succeeding pairs of the feeder cable to which they will be spliced as direct pairs to the central office.

7.02 If sufficient vacant cable pairs are available in the feeder cable, the rearrangement of cross connections may be prepared as follows:

(a) List all working pairs in the distribution cable, with the feeder cable pair to which they are presently cross-connected, in the "From" portion of Form E-2574, Line or Station Transfer, in cable pair sequence of the distribution cable. Enter the same information, with the exception of the feeder cable pair numbers, on the "To" portion of the form.

(b) Rearrange the feeder cable pairs so that they will correspond to the distribution cable pairs to which they will be spliced when the cross-connect terminal is eliminated.

7.03 In the event that sufficient vacant pairs are not available to prepare the rearrangements as outlined in Paragraph 7.02, it will be necessary to prepare the forms by listing the first distribution cable pair for which the corresponding feeder cable pair is available.

7.04 The sequence of listing subsequent distribution cable pairs will be determined by the feeder cable pairs which are made vacant by the preceding entries. Fig. 9 illustrates the use of Form E-2574 prepared to rearrange cross connections.

7.05 The cable pair records shall be clearly marked to indicate that the transfers are pending or in progress. Temporary entries, reflecting the pending changes, shall be made in the cable records, however, the original entries shall not be deleted until the transfers are completed.

7.06 Immediately following the preparation of Form E-2574, prepare test lists, showing the pairs as they will appear after completion of the transfer, as outlined in Section 680-300-012. The field forces will work from the test lists in the actual removal of the cross-connect terminal.

### 8. DISTRIBUTION

8.01 If the line or station transfers involve the placing of back taps at the central office frames, the central office copy shall be forwarded to the central office. The remaining copies shall be held by the forces

who prepared the line or station transfer forms until notification is received that back taps have been placed, or they may be distributed immediately, as desired.

8.02 The distribution of the remaining copies of the transfer forms will normally be as follows:

- (a) Assignment Center - retained by the assignment center.
- (b) Test Center - to the test center responsible for testing.
- (c) Field - to the forces responsible for completion of the transfers.
- (d) Traffic - to the traffic assignment office (only those transfers involving station transfers shall be forwarded to the Traffic Department).

Note: If extra copies are required, they need only show the information necessary to the forces for whom they are intended.

8.03 In the event that back taps are not required, the forms will be distributed immediately following preparation.

### 9. CORRECTIONS

9.01 The assignment copy of the line or station transfer forms is the master copy and all corrections to the forms due to defective pairs, service order assignment, etc., shall be authorized by the assignment center or the forces who prepared the forms, as the case may be. These forces will then be responsible for notifying other holders of the cable transfer forms of the correction.

### 10. SERVICE ORDER ASSIGNMENTS

10.01 Form E-2575, Line or Station Transfer, is provided primarily for use in service order assignment when it is necessary to clear facilities for a service order, however, Forms E-2574 and E-2574A may also be used.

10.02 The assignment record work, in connection with line or station transfers written for service orders, shall be completed at the time the transfer is prepared and the service order assigned.

10.03 When line or station transfer forms are prepared, in connection with service order assignment, they may be attached to the service order for distribution to the forces concerned.

11. COMPLETION OF LINE OR STATION TRANSFERS

11.01 Immediately following completion of line or station transfers, not associated with service orders, the forces responsible for testing will notify the assignment center of the OK number, date, and the name of the employee reporting the completion. The information shall be entered in the proper spaces of the assignment center copy of the line or station transfer forms.

11.02 Any corrections which have been made on the line or station transfer forms shall be compared with the entries on the cable records and discrepancies, if any, shall be corrected.

11.03 The cable pair record shall be checked for accuracy of entries and any reference to the line or station transfer, which was made on the pairs of the "To" count, shall be erased.

11.04 The entries on the pairs of the "From" count which have been transferred, including any reference to the transfer, shall be erased.

11.05 Other assignment records affected by the line or station transfers shall be corrected to reflect their condition upon completion of the transfers.

Filing Line or Station Transfers

11.06 Examine each line or station transfer to determine that all records involved have been corrected.

11.07 File the completed line or station transfer forms numerically by transfer number for the desired retention period.

12. ORDERING INFORMATION

12.01 The Forms E-2574, E-2574A, and E-2575, Line or Station Transfers, are packaged in boxes containing 100 assemblies.

12.02 When convenient, the forms should be ordered in multiples of the package unit.

(Quantity) Forms E-\_\_\_\_\_.

ASSIGN. CENTER										LINE OR STATION TRANSFER										PRINTED IN U.S.A.		E-2874 16-59	
CROSS CONNECT TERMINAL ADDRESS	FROM										PAIR COUNT	CENTRAL OFFICE ②		WORK ORDER ③		TRANS. NO. ④							
	TO											LOCATION OR DESCRIPTION OF WORK ⑤											
	①											DATE FIELD WORK TO START ⑥		COMPLETE AFTER ⑦		SHEET NO. ⑧ OF SHEETS							
	TO											DATE PREPARED ⑨		BY		FOR ASSG'T CALL ⑩		FOR TEST CALL ⑪					
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.	CABLE PAIR	CABLE NO.	CABLE PAIR	CABLE NO.	CABLE PAIR	BP	DISTRIBUTING TERMINAL LOCATIONS	SUBSCRIBER'S ADDRESS						
①	⑫	⑬ TZ STA SET ⑭ ⑮	⑯	⑰	⑱	⑲	⑳	㉑			㉒				㉓	㉔	㉕						

**EXPLANATION OF ENTRIES**

**Note**  
No.

<p>① Enter the addresses of the cross-connect terminals involved, with the pair count, if required. The "FROM" or "TO" shall be crossed out in reference to the "From" or "To" cables.</p> <p>② Enter the serving central office.</p> <p>③ Enter the work order number.</p> <p>④ Enter the transfer number.</p> <p>⑤ Enter the location or description of the work.</p> <p>⑥ Enter the date, if known, for field work to start.</p> <p>⑦ Enter a reference to any work which must be completed in advance.</p> <p>⑧ Enter the sheet number and number of sheets involved.</p> <p>⑨ Enter the date prepared and the initials of the employee preparing the form.</p> <p>⑩ Enter the telephone number to be called for assignment changes and corrections.</p> <p>⑪ Enter the telephone number to be called for testing information.</p> <p>⑫ Enter the notation shown in the "SERV" column of the cable pair record to indicate class of service.</p>	<p>⑬ Enter the telephone number or identifying number of the service being transferred.</p> <p>⑭ Enter the transmission zone and type of station set in those cases where the transfer makes it necessary to change the apparatus. In most cases no entries will be required in these spaces.</p> <p>⑯ Enter the number or other code which designates the circuit position of the telephone number being transferred. (Used only for party line service.)</p> <p>⑰ Enter the code which indicates "Line Choice," "Ringing Combination," or "Ringing Code" as required.</p> <p>⑱ The entries in this column will be as follows: (a) <u>Individual Line</u> - No entry. (b) <u>Party Lines</u>: 1. Station Transfers - Enter the telephone number of another party on the line. 2. Line Transfers - No entry in this column. (c) <u>Special Services or Miscellaneous Circuits</u> - Enter appropriate information to indicate the central office equipment and cable and pair to which the pair being transferred is cross-connected.</p>	<p>⑲ Enter the number or other code which designates the circuit position of the associated party station telephone number. (Used for party line service.)</p> <p>⑳ Enter the panel and jack or dial equivalent of the line, if applicable, on those transfers which involve feeder cables and where station transfers are involved.</p> <p><b>Note:</b> In those test centers using originating filing of subscriber line cards, it is desirable to list the panel and jack or dial equivalent in all cases in order to facilitate posting records.</p> <p>㉑ Enter the bunching block number when four or multi-party line service is involved.</p> <p>㉒ Enter in these columns the cable number and pairs being transferred and the cable number and pairs to which they are transferring.</p> <p>㉓ Enter the binding post number (1st pr.) of the distributing terminal.</p> <p>㉔ Enter the address of the distributing terminal.</p> <p>㉕ Enter the subscribers address, as required.</p> <p>The space headings at the bottom of the form are in general self-explanatory. The information to be entered under the caption "Party Line Data" will be in accordance with local instructions.</p>
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Ⓞ PROTECTION DEVICES REQUIRED SPECIAL SAFEGUARDING MEASURES REQUIRED PLACE CROSS CONNECTION REMOVE CROSS CONNECTION DO NOT REMOVE CROSS CONNECTION	<b>PARTY LINE DATA</b> CLASS    OUT    IN	NOTE: FORWARD RECORD OF MESSAGE REGISTER READINGS AND OR LINE DATA TO ACCOUNTING DEPARTMENT IN ACCORDANCE WITH LOCAL INSTRUCTIONS	O.K. NO.                   DATE COMPLETION               DATE REPORTED BY               DATE RECORDS                   DATE POSTED BY                 DATE	REPORT COMPL. TO
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Fig. 1 - Facsimile of Form E-2874 and Description of Entries.

ASSIGN. CENTER				LINE OR STATION TRANSFER- EXCHANGE WIRE				PRINTED IN U.S.A.		E-2574A (6.53)					
CROSS CONNECT TERMINAL ADDRESS	FROM				PAIR COUNT	CENTRAL OFFICE _____		WORK ORDER _____	TRANS. NO. _____						
	• FROM					LOCATION OR DESCRIPTION OF WORK _____									
	• FROM					DATE FIELD WORK TO START _____		COMPLETE AFTER _____	SHEET NO. _____ OF _____ SHEETS						
	• FROM					DATE _____		FOR _____	FOR TEST CALL _____						
	TO														
NO.	CLASS OF SERVICE	TELEPHONE OR CIRCUIT NO.	PTY.	LC RC	EXPLANATION OF ENTRIES (Wire section of form)				DISTRIBUTING TERMINAL LOCATIONS		SUBSCRIBER'S ADDRESS				
F ① T		TZ STA. SET			<p><b>Note No.</b></p> <p>① Enter the number of the item, from the upper portion of the form, to which the exchange wire entry pertains.</p> <p>② Enter the pin numbers on which the exchange wire circuit leaves the terminal.</p> <p>③ Enter the arm numbers on which the pins are located, when required.</p> <p>④ Enter the main lead number and the street, road, highway, etc., on which the lead is located.</p> <p>⑤ Enter the pin numbers on which the wire circuit arrives at the junction pole.</p> <p>⑥ Enter the arm number on which the pin numbers are located at the junction pole, when required.</p> <p>⑦ Enter the pole number and location of the junction pole.</p> <p>⑧ Enter the pin numbers on which the wire circuit leaves the junction pole.</p> <p>⑨ Enter the arm number of the pins on which the wire circuit leaves the junction pole, when required.</p> <p>⑩ Enter the spur lead number and the street, road, highway, etc., on which the lead is located.</p> <p>⑪ Enter the pins or circuit number at the pole which serves the subscriber.</p> <p>⑫ Enter the arm number which serves the subscriber, when required.</p> <p>⑬ Enter the pole number which serves the subscriber.</p>										
F ② T		TZ STA. SET													
F ③ T		TZ STA. SET													
F ④ T		TZ STA. SET													
F ⑤ T		TZ STA. SET													
F ⑥ T		TZ STA. SET													
NO.	PINS AT TERM	ARM NO.	MAIN LEAD		PINS ARRIVING	ARM NO.	JUNCTION POLE	PINS LEAVING	ARM NO.	SPUR LEAD		SUBSCRIBER'S			
												PINS OR CKT. NO.	ARM NO.	POLE NO.	
①	②	③	④		⑤	⑥	⑦	⑧	⑨	⑩		⑪	⑫	⑬	
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Ⓢ PROTECTION DEVICES REQUIRED ⓈⓂ SPECIAL SAFEGUARDING MEASURES REQUIRED ⓈⓀ PLACE CROSS CONNECTION ⓈⓃ REMOVE CROSS CONNECTION ⓈⓄ 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. NO. _____ DATE _____		REPORT COMPL. TO _____			
		CLASS								COMPLETION REPORTED BY _____ DATE _____					
		OUT								RECORDS POSTED BY _____ DATE _____					
IN															

Fig. 2 - Facsimile of Form E-2574A and Description of Entries.

ASSIGN CENTER										LINE OR STATION TRANSFER										PRINTED IN U.S.A.		E 2575 (6-53)																	
CENTRAL OFFICE		PREPARED BY				DATE ISSUED		DATE DUE		RELATED ORDER NO.				TRANSFER NO.																									
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		CABLE		CABLE		BP																							
		TZ	STA. SET							NO.	PAIR	NO.	PAIR	NO.	PAIR																								
①	F																																						
	T																																						
CROSS CONN. TERMS OR OTHER MISC. INF.							DIST. TERM. LOC.		FR. TO		SUBSCRIBER'S ADDRESS																												
②	F																																						
	T																																						
CROSS CONN. TERMS OR OTHER MISC. INF.							DIST. TERM. LOC.		FR. TO		SUBSCRIBER'S ADDRESS																												
③	F																																						
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CROSS CONN. TERMS OR OTHER MISC. INF.							DIST. TERM. LOC.		FR. TO		SUBSCRIBER'S ADDRESS																												
④	F																																						
	T																																						
CROSS CONN. TERMS OR OTHER MISC. INF.							DIST. TERM. LOC.		FR. TO		SUBSCRIBER'S ADDRESS																												
Ⓞ PROTECTION DEVICES REQUIRED SSM SPECIAL SAFEGUARDING MEASURES REQ'D. PX PLACE CROSS CONNECTION RX REMOVE CROSS CONNECTION DX DO NOT REMOVE CROSS CONNECTION						<b>PARTY LINE DATA</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>CLASS</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>OUT</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>IN</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>				CLASS						OUT						IN						NOTE: FORWARD RECORD OF MESSAGE REGISTER READINGS AND/OR LINE DATA TO ACCOUNTING DEPARTMENT IN ACCORDANCE WITH LOCAL INSTRUCTIONS				O.K. NO. _____ DATE _____		COMPLETION REPORTED BY _____ DATE _____		RECORDS POSTED BY _____ DATE _____		REPORT COMPL. TO _____	
CLASS																																							
OUT																																							
IN																																							

Note: Space headings are self explanatory and are similar to those described in Fig. 1.

Fig. 3 - Facsimile of Form E-2575



ASSIGN. CENTER				LINE OR STATION TRANSFER- EXCHANGE WIRE										PRINTED IN U.S.A.		E-2574A (8.53)																	
CROSS CONNECT TERMINAL ADDRESS	FROM																		CENTRAL OFFICE	SHERWOOD		WORK ORDER	50 5963		TRANS. NO.	220							
	• FROM																		LOCATION OR DESCRIPTION OF WORK						STATION TRANSFERS FOR SERVICE ORDERS								
	• TO																		DATE FIELD WORK TO START	6-15-53		COMPLETE AFTER	✓		SHEET NO.	1		OF 1 SHEETS					
	• FROM																		DATE PREPARED	6-13-53		BY	LR		FOR ASSGT CALL	512-8162		FOR TEST CALL	117				
	• 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											
		TZ	STA. SET																														
①	F	4	512-2041	1		512-5446	2	10 26	88 163	35	408								8	BA/6 ROCK RD													
	T	FR				NONE		14 50	88 174		410								10														
②	F	MU	512-2871	4		512-3295	2	5 36	88 302		301								10	E/15 MAIN BLVD													
	T	8				512-2703	1	3 40	88 113		304								13														
③	F	2	512-3071	2		512-6813	1	75 15			1012								6	A/20 JONES RD													
	T	FR				512-5446	2	12 43			1014								8														
④	F																																
	T																																
⑤	F																																
	T																																
⑥	F																																
	T																																
NO.	PINS AT TERM	ARM NO.	MAIN LEAD				PINS ARRIVING	ARM NO.	JUNCTION POLE				PINS LEAVING	ARM NO.	SPUR LEAD		SUBSCRIBER'S																
																			PINS OR CKT NO.	ARM NO.	POLE NO.												
1	F	9-10																															
	T	9-10																															
	F		Illustrates a party station transfer. Field work is completed at the terminal.																														
	T																																
2	F					13-14		E/30 MAIN BLVD		13-14																							
	T					15-16				13-14																							
	F		Illustrates a party station transfer. Field work is completed at junction pole.																														
	T																																
3	F														AB WHITE RD		5-6					20											
	T																7-8																
	F		Illustrates a party station transfer. Field work is at subscribers service pole.																														
	T																																
Ⓢ PROTECTION DEVICES REQUIRED Ⓢ SPECIAL SAFEGUARDING MEASURES REQUIRED Ⓢ PLACE CROSS CONNECTION Ⓢ REMOVE CROSS CONNECTION Ⓢ 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. NO.		DATE		REPORT COMPL. TO																			
		CLASS																															
		OUT																															
		IN																															

Fig. 5A - Illustrates Use of Wire Section of Form E-2574A

ASSIGN. CENTER				LINE OR STATION TRANSFER- EXCHANGE WIRE										PRINTED IN U.S.A.		E-2574A (6-53)								
CROSS CONNECT TERMINAL ADDRESS	FROM	R 1010 MORRIS RD										CENTRAL OFFICE		SHERWOOD		WORK ORDER	50 4860		TRANS. NO.	219				
	FROM TO											LOCATION OR DESCRIPTION OF WORK		STATION TRANSFER FOR SERVICE ORDER										
	FROM TO											DATE FIELD WORK TO START		6-15-53		COMPLETE AFTER	✓		SHEET NO.	1 OF 1 SHEETS				
	FROM TO											DATE PREPARED		6-13-53		BY	LR		FOR ASSGT CALL	SH2-8162		FOR TEST CALL	117	
	TO											PAIR COUNT												
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	MU	SH2-7662	3		SH2-4553	1	15 38	BB 329	35	410			3504	16	6	H/20 MORRIS RD								
T	8	TZ STA SET	3		NONE		24 14	BB 362		416				18	8									
F ②		TZ STA SET																						
T																								
F ③		TZ STA SET																						
T																								
F ④		TZ STA SET																						
T																								
F ⑤		TZ STA SET																						
T																								
F ⑥		TZ STA SET																						
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															PINS OR CKT NO.	ARM NO.	POLE NO.							
T	3-4		H MORRIS RD				3-4		H/26 MORRIS DENNIS RD		5-6		H/26-7 BROAD RD		7-8		16							
F																								
T							5-6		H/26/7 DENNIS BROAD RD		9-10				9-10									
F																								
T																								
F																								
T																								
F																								
T																								
F																								
T																								

Illustrates the use of Form E 2574A to build a new circuit when more than one junction pole is involved. In the event that wire stringing is necessary refer to Section 680-220-016, Exchange Wire Records - Placing, Removing, and Rearranging Wire.

Ⓢ PROTECTION DEVICES REQUIRED ⓈⓈ SPECIAL SAFEGUARDING MEASURES REQUIRED ⓈX PLACE CROSS CONNECTION ⓈX REMOVE CROSS CONNECTION ⓈX 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. NO.	DATE	REPORT COMPL. TO
	CLASS					COMPLETION REPORTED BY	DATE	
	OUT	-				RECORDS POSTED BY	DATE	
	IN							

Fig. 5B - Typical Entry of Wire Information in Connection With Service Order.

ASSIGN. CENTER										LINE OR STATION TRANSFER - EXCHANGE WIRE										PRINTED IN U.S.A.		E-2574A (6-63)		
CROSS CONNECT TERMINAL ADDRESS		FROM	R 1801 CROSS								PAIR COUNT		CENTRAL OFFICE		SHERWOOD		WORK ORDER		807-3584		TRANS. NO.		584.02	
		• FROM											LOCATION OR DESCRIPTION OF WORK		REROUTE TO NEW TERMINALS									
		• FROM											DATE FIELD WORK TO START		6-15-53		COMPLETE AFTER		584.2		SHEET NO.		1 OF 1 SHEETS	
		• FROM											DATE PREPARED		6-7-53		BY		LR		FOR ASSGT CALL		SH2-8161	
• 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	FR	SH2-8517							32	281			3201	51	1	B/20 SENECA RD								
		TZ STA. SET																						
F	FR	SH2-5187								286				53	3	B/24								
		TZ STA. SET																						
F	FR	SH2-4783	1		NONE					278				57	7	B/20								
		TZ STA. SET	1											15	11	BA/9 LEMPE								
F	FR	SH2-7843	1		SH2-8743	2	33 64			302				59	9	B/20 SENECA								
		TZ STA. SET	2		SH2-4783	1	18 57			278				15	6	BA/14 LEMPE								
F	FR	SH2-1478	2		SH2-3348	1	29 33 BB 406			301				60	10	B/20 SENECA								
		TZ STA. SET	2		SH2-5273	1	27 53 BB 327			295				12	3	BA/14 LEMPE								
F	FR	SH2-4754	4		SH2-3348	1	29 33 BB 406			301				60	10	B/20 SENECA								
		TZ STA. SET	4		SH2-5273	1	27 53 BB 327			295				12	6	BA/14 LEMPE								
NO.	PINS AT TERM	ARM NO.	MAIN LEAD				PINS ARRIVING	ARM NO.	JUNCTION POLE				PINS LEAVING	ARM NO.	SPUR LEAD		SUBSCRIBER'S							
1	F																3-4	B22						
2	F																7-8	B28						
3	F																7-8	BA10						
4	F																1-2	BA13						
5	F																9-10	BA20						
6	F																9-10	BA22						
P PROTECTION DEVICES REQUIRED SSM SPECIAL SAFEGUARDING MEASURES REQUIRED PR 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. NO. _____ DATE _____		COMPLETION REPORTED BY _____ DATE _____		RECORDS POSTED BY _____ DATE _____		REPORT COMPL. TO _____								

Fig. 5C - Typical Entries on Form E-2574A When Used to Transfer Lines and Stations to New Terminals.

ASSIGN CENTER				LINE OR STATION TRANSFER										PRINTED IN U.S.A.		E 2975 (6-53)					
CENTRAL OFFICE <b>SHERWOOD</b>		PREPARED BY <b>RL</b>		DATE ISSUED <b>6-20-53</b>		DATE DUE <b>6-21</b>		RELATED ORDER NO. <b>I-10558</b>				TRANSFER NO. <b>10558</b>									
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				
		TZ	STA. SET																		
①	F	2	MU3-3557	1		MU3-7852	2	27	85		22	92			2212	39	5				
	T	FR		2		SH2-4211	1	78	27		5	87			5	43	9				
CROSS CONN. TERM'S OR OTHER MISC. INF. <b>F 2 PROSPECT</b>				DIST. TERM. LOC. <b>F 59 PROSPECT</b>				FR. TO <b>62</b>				SUBSCRIBER'S ADDRESS <b>PROSPECT</b>									
②	F	2	MU3-7852	2		NONE		27	85		22	92			2212	39	10				
	T	FR		2		MU3-1142	1	57	21		5	85			5	47	13				
CROSS CONN. TERM'S OR OTHER MISC. INF. <b>SAME AS #1</b>				DIST. TERM. LOC. <b>F 67 PROSPECT</b>				FR. TO <b>5</b>				SUBSCRIBER'S ADDRESS									
③	F		SH2-8765								22	98			2212	29	2				
	T	FR									5	5			5	39	12				
CROSS CONN. TERM'S OR OTHER MISC. INF. <b>SAME AS #1</b>				DIST. TERM. LOC. <b>F 51 PROSPECT</b>				FR. TO <b>5</b>				SUBSCRIBER'S ADDRESS									
④	F																				
	T																				
CROSS CONN. TERM'S OR OTHER MISC. INF.				DIST. TERM. LOC.				FR. TO				SUBSCRIBER'S ADDRESS									
① PROTECTION DEVICES REQUIRED SSM SPECIAL SAFEGUARDING MEASURES REQ'D. PX PLACE CROSS CONNECTION RX REMOVE CROSS CONNECTION DX DO NOT REMOVE CROSS CONNECTION		PARTY LINE DATA <table border="1" style="width:100%; border-collapse: collapse;"> <tr><th>CLASS</th><td></td><td></td><td></td></tr> <tr><th>OUT</th><td></td><td></td><td></td></tr> <tr><th>IN</th><td></td><td></td><td></td></tr> </table>		CLASS				OUT				IN				NOTE: FORWARD RECORD OF MESSAGE REGISTER READINGS AND/OR LINE DATA TO ACCOUNTING DEPARTMENT IN ACCORDANCE WITH LOCAL INSTRUCTIONS		O.K. NO. _____ DATE _____ COMPLETION REPORTED BY _____ DATE _____ RECORDS POSTED BY _____ DATE _____		REPORT COMPL. TO _____	
CLASS																					
OUT																					
IN																					

Fig. 6 - Illustrates Line or Station Transfers Prepared in Connection with a Service Order.

ASSIGN. CENTER										LINE OR STATION TRANSFER										PRINTED IN U.S.A.		E-2574 16-531	
FROM <b>F 3 PROSPECT</b>										CENTRAL OFFICE <b>SHERWOOD</b> WORK ORDER <b>807-2178</b> TRANS NO <b>178.04</b>													
FROM TO										LOCATION OR DESCRIPTION OF WORK <b>REROUTE TO NEW TERMINALS</b>													
FROM TO										DATE FIELD WORK TO START <b>6-30-53</b> COMPLETE AFTER <b>31</b>										SHEET NO <b>1</b>		OF <b>1</b> SHEETS	
FROM TO										DATE PREPARED <b>6-21-53</b> BY <b>LR</b> FOR ASSO'T CALL <b>SH2-8161</b>										FOR TEST CALL <b>117</b>			
NO.	CLASS OF SERVICE	TELEPHONE OR CIRCUIT NO.	PTY	LC RC	ASSOCIATED PARTY STATION TELEPHONE NO.	PTY	PANEL JACK DIAL EQUIV.	BUNCH BLOCK OTHER MOD PICK UP INF.	CABLE		CABLE		CABLE		BP.	DISTRIBUTING TERMINAL LOCATIONS	SUBSCRIBER'S ADDRESS						
									NO.	PAIR	NO.	PAIR	NO.	PAIR									
F	FR	SH2-1545 TZ STA SET						22	93			2212	77	2	F2 JONES AV	4							
														36	1	R3	RAAB AV						
F	FR	MU3-3557 TZ STA SET	1		MU3-5515	2	55 15		88					83	8	F2	5						
					SH2-5573	2	54 46		89					39	4	R3	JONES AV						
F	FR	MU3-7832 TZ STA SET	1		SH2-6723	2	11 51		83					85	10	F2	1						
					SH2-3267	2	16 22		87					40	5	R3	JONES AV						
F	FR	SH2-4441 TZ STA SET							96					67	3	F10	9						
														44	15	R9	JONES AV						
F	FR	SH2-2302 TZ STA SET	1						100					69	5	F10	7						
														37	8	R9							
F	FR	SH2-3035 TZ STA SET	2											69	5	F10	11						
														37	8	R9							
F	FR	MU3-5732 TZ STA SET	3											69	15	F16	13						
														37	16	R17							
F	FR	MU3-0244 TZ STA SET							91					57	3	F16	16						
														22	1	R17	RAAB AV						
F	FR	SH2-8157 TZ STA SET	1		NONE				78					48	4	F26	21						
														24	14	R25	JONES AV						
F	FR	SH2-7515 TZ STA SET	1		NONE		36 27		95					59	15	F26	25						
					SH2-8157	1	23 67		78					24	14	R25							
F	FR	SH2-3232 TZ STA SET	1						84					64	14	F30	31						
														10	10	R35							
F	FR	MU3-2741 TZ STA SET	3											64	14	F42	65						
														10	10	R35	IRIS						
PROTECTION DEVICES REQUIRED SPECIAL SAFEGUARDING MEASURES REQUIRED PLACE CROSS CONNECTION REMOVE CROSS CONNECTION 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. NO. DATE COMPLETION REPORTED BY DATE RECORDS POSTED BY DATE				REPORT COMPL. TO	

Fig. 7 - Illustrates Use of Form E-2574 to Regroup and Rearrange Lines or Stations.

ASSIGN. CENTER										LINE OR STATION TRANSFER										PRINTED IN U.S.A.		E-2524 (6-53)			
CROSS CONNECT TERMINAL ADDRESS	FROM <i>R1018 ISLAND</i>										PAIR COUNT	CENTRAL OFFICE <i>SHERWOOD</i> WORK ORDER <i>807-4289</i> TRANS NO. <i>289,03A</i>										LOCATION OR DESCRIPTION OF WORK <i>CHANGE ON POWER SUPPLY TO PBX</i>		DATE FIELD WORK TO START <i>6-26-53</i> COMPLETE AFTER <i>A</i> SHEET NO. <i>1</i> OF <i>1</i> SHEETS	
	FROM											DATE PREPARED <i>6-22-53</i> BY <i>LR</i> FOR ASSO'T CALL <i>SH2-8161</i> FOR TEST CALL <i>117</i>													
	FROM																								
	FROM																								
	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 MDX PICK UP INF.	CABLE NO. PAIR		CABLE NO. PAIR		CABLE NO. PAIR		BP.	DISTRIBUTING TERMINAL LOCATIONS	SUBSCRIBER'S ADDRESS								
1	BAT	SH2-6911 TZ STA SET			48V MET		FUSE 10	LUG 2	23	126	2302	318			3	2602 FRANKLIN	2604								
2							<u>EXISTING</u>			127		319			4		FRANKLIN								
3										128		320			5										
4							ADD TO EXISTING POWER SUPPLY FEEDER																		
5									23	129	2302	321			6										
6																									
7																									
8																									
9																									
10																									
11																									
12																									
13																									
Ⓞ PROTECTION DEVICES REQUIRED S S M SPECIAL SAFEGUARDING MEASURES REQUIRED PX PLACE CROSS CONNECTION RK REMOVE CROSS CONNECTION DN 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. NO. DATE		COMPLETION REPORTED BY DATE		RECORDS POSTED BY DATE		REPORT COMPL. TO										

Fig. 8 - Illustrates a Method of Showing the Addition of a Cable Pair to Existing Power Supply Feeder.

ASSIGN. CENTER										LINE OR STATION TRANSFER									
FROM <b>F800 CHESTNUT</b>										CENTRAL OFFICE <b>SHERWOOD</b> WORK ORDER <b>807-4285</b> TRANS NO <b>285.07</b>									
FROM TO										LOCATION OR DESCRIPTION OF WORK <b>REARRANGE CROSS-CONNECTS</b>									
FROM TO										DATE FIELD WORK TO START <b>7-1-53</b> * COMPLETE AFTER <b>5</b> SHEET NO <b>1</b> OF <b>6</b> SHEETS									
FROM TO										DATE PREPARED <b>6-24-53</b> BY <b>LR</b> FOR ASSGT CALL <b>5H2-8161</b> FOR TEST CALL <b>117</b>									
FROM TO										DATE PREPARED <b>6-24-53</b> BY <b>LR</b> FOR ASSGT CALL <b>5H2-8161</b> FOR TEST CALL <b>117</b>									
NO.	CLASS OF SERVICE	TELEPHONE OR CIRCUIT NO.	PTY	LC RC	ASSOCIATED PARTY STATION TELEPHONE NO.	PTY	PANEL JACK DIAL EQUIV	BUNCH/BLOCK OTHER MDX PICK UP INF.	CABLE NO.	PAIR	CABLE NO.	PAIR	CABLE NO.	PAIR	BP.	DISTRIBUTING TERMINAL LOCATIONS	SUBSCRIBER'S ADDRESS		
F	OP	5H2-5510			EXT 10			28X520	22	127	2203	25							
T	X	TZ STA SET								126		25							
F		5H2-2431					28 10			102					1	R140 HAZEL			
T	FR	TZ STA SET					}			127					26	}			
F		5H2-1865					32 21			116		1							
T	FR	TZ STA SET					}			102		1							
F		MU3-4321					39 26			104					6	R148 HAZEL			
T	FR	TZ STA SET					}			100					2	}			
F		5H2-8615					43 54			114		3							
T	FB	TZ STA SET					}			104		3							
F		5H2-5510					26 52			106		20							
T	TRK	TZ STA SET					}			121		20							
F	2	MU3-6185	1		NONE		21 14			112		5							
T	FR	TZ STA SET			}		}			106		5							
F	2	5H2-2735	2		NONE		11 24			107		9			5	F580 CHESTNUT			
T	FR	TZ STA SET			2	MU3-6185	1	21 14		106		5			1	}			
F		MU3-1435					65 31			125		8							
T	FR	TZ STA SET					}			109		8							
F		5H2-2239					76 25			119		11							
T	FR	TZ STA SET					}			112		11							
F		5H2-5511					35 41			115		21							
T	TRK	TZ STA SET					}			122		21							
F	2	MU3-4321	2		NONE		87 45			103		14							
T	FR	TZ STA SET			}		}			115		14							

Fig. 9 - Illustrates Use of Form E-2574 to Rearrange Cross Connections Prior to Removal of Terminal.