

**PLUGGING-UP CORDS, EXTENSION
VOLTMETER CORD, AND TEST TRUNKS**

Instructions in this section apply to the work of "B" operators at positions where plugging-up cords, the extension voltmeter cord, and test trunks are located. This condition occurs in offices where the trouble position is located at the "A" board and does not have a complete subscriber multiple.

1. Selecting plugging-up cords.

- a. "Prepay" not Included in the Order. Use the plugging-up cords beginning with the lowest numbered cord from the left of the plugging-up cord group, then each next higher numbered cord in turn until you reach a plugging-up cord which is plugged into a line reported as prepay.
If, however, a lower numbered cord has been disconnected, use this before using the next higher numbered cord.
- b. "Prepay" Included in the Order. Use the plugging-up cords beginning with the highest numbered cord from the right of the plugging-up cord group, then each next lower numbered cord in turn until you reach a plugging-up cord which is plugged into a line not reported as prepay.
If, however, a higher numbered cord has been disconnected, use this before using the next lower numbered cord.
- c. As soon as you use the last remaining plugging-up cord between the cords plugged into lines not reported as prepay and the cords plugged into lines reported as prepay, indicate the last cord plugged into a line not reported as prepay by attaching a cord clip to this cord.
As soon as a plugging-up cord is available, if it is to the left of the cord which is clipped, substitute it for the cord which is clipped and remove the cord clip. If it is to the right of the cord which is clipped, substitute it for the lowest numbered cord to the right of the cord which is clipped and remove the cord clip. Notify your supervisor in either case.
SUPERVISOR: Report the transfer to the trouble operator, giving the line number and the number of the cord from and to which the line has been transferred.
- d. Judging from the number of plugging-up cords in use and the rate at which permanent signals are being reported, if you think you will soon have all plugging-up cords in use, notify your supervisor.
If you require a plugging-up cord and all regular plugging-up cords are in use, use an emergency plugging-up cord.
If all plugging-up cords, both regular and emergency, are in use, notify your supervisor.
As soon as a regular plugging-up cord becomes available, substitute it for the emergency plugging-up cord, proceeding as in "c."
SUPERVISOR: If emergency cords are required, provide the operator with whatever number of cords appears necessary.
If all cords are in use, keep in close touch with the situation and advise the trouble operator as soon as either plugging-up cords or emergency cords are again available.
- e. Do not transfer a line from one plugging-up cord to another as in "c" or "d" if there is a test trunk in the plugging-up cord jack.
- f. If you are to connect a plugging-up cord to a master busy jack and special plugging-up cords are provided for plugging up master busy jacks, use one of these.

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2. Trouble operator says "Plugging-up cord on 1234" or "Prepay, plugging-up cord on 1234."
 - a. Repeat the essential details of the order and give the number of the plugging-up cord to be used, saying for example, "1234 on 1-2," "Prepay, 1234 on 1-2," or "1234 (Prepay, 1234) on emergency cord." Then connect the plugging-up cord to the line named in the order.
 - b. If all the plugging-up cords are in use, say, "No cord."

3. Trouble operator says "Plugging-up cord 1-2, clear."
 - a. If the plugging-up cord named is up, say, "Cord 1-2, clear" and if the trouble operator does not correct your acknowledgment, disconnect.
 - b. If the plugging-up cord named is not up, say "Cord 1-2, not up."

4. Trouble operator asks "Plugging-up cord 1-2, what have I?"
 - a. If the plugging-up cord named is up, give the number of the line connected, saying for example, "Cord 1-2, you have 1234 (P.B.X. 1234)."
If you are handling numbers with different central office names, include the name in giving the line number where the lines working under the different names are separated so that they can be distinguished.
 - b. If the plugging-up cord named is not up, say, "Cord 1-2, not up."

5. Trouble operator or verifying operator says "Voltmeter cord on 5678."
 - a. If the called line is not one of an underlined group and there is no cord in the jack or if it is not affected by multiple marking, plug in with the extension voltmeter cord without testing and then say to the calling operator, "5678, O.K."
If there is a plugging-up cord or a trunk cord in the jack, or if the station desired is affected by multiple marking, report to the calling operator, "5678, O.D.," "5678, busy," or "5678(W), intercepted," as the case may be.
 - b. If the called line is one of an underlined group and there is not a signal plug in each line of the group, test the particular line called with an idle trunk cord.
 - (1) If it is clear, connect the extension voltmeter cord and then report to the calling operator, "5678 P.B.X., O.K."
 - (2) If it is busy or out of order, test the remaining lines of the group in the regular way.
 - (a) If you find a line which tests clear, connect the extension voltmeter cord and then report to the calling operator, "5679 P.B.X., O.K." giving the number of the line to which you connect the extension voltmeter cord.
 - (b) If all lines of the group are busy or some of the lines are out of order and the remaining lines are busy, report, "5678 P.B.X., busy."
 - (c) If all lines of the group are out of order, report, "5678 P.B.X., O.D."
 - c. If the called line is one of an underlined group and there is a signal plug in each line of the group, say, "5678 P.B.X., intercepted."

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6. **Verifying operator says "Change voltmeter cord on 5679."** Test the remaining lines of the group with an idle trunk cord.
 - a. If you find a line which tests clear, disconnect the extension voltmeter cord and insert it in this line, saying to the calling operator, **"5679 changed to 5681."**
 - b. If all the remaining lines of the group test busy or if some of the lines are out of order and the remaining lines are busy, report, **"5679, other lines busy."**
 - c. If all the remaining lines of the group are out of order, report, **"5679, other lines out of order."**
7. **Disconnecting the extension voltmeter cord.**
 - a. When the signal associated with the voltmeter cord lights, disconnect immediately.
 - b. After you have plugged the voltmeter cord into a line, if the signal associated with the cord does not go out within ten seconds, disconnect the cord.
8. **Test deskman requests a test trunk connected with a subscriber line, saying for example, "1-2 on 1234."** Repeat the order and if the test deskman does not correct your repetition, proceed as follows, first disconnecting the test trunk named from any line with which it may be connected.
 - a. If there is no signal plug or cord plug in the jack of the line, connect the test trunk.
 - b. If a plugging-up cord other than an emergency plugging-up cord is connected to the line, plug the test trunk into the jack of the plugging-up cord.
 - c. If an emergency plugging-up cord is connected to the line, disconnect the emergency plugging-up cord and connect the test trunk.
 - d. If a signal plug is in the jack of the line, remove it and then connect the test trunk. Place the signal plug in the plug socket of the test trunk and reinsert it in the line when the test trunk is disconnected.
 - e. If a subscriber cord or a trunk cord is connected to the line and you notice this before the test deskman leaves the circuit, say, **"1234, busy."**
If you notice this after the test deskman has left the circuit, give this report when he again comes in on the circuit.
9. **"A" operator says "Repairman's (Installer's) test, 1234."**
 - a. If only one group of test trunks is provided, connect an idle test trunk to the line, proceeding as in "8." If all test trunks are in use, say, **"No cord."**
 - b. If two groups of test trunks are provided, proceed as follows.
 - (1) If the "A" operator says "Repairman's test, 1234," connect an idle test trunk to the line as in "8," selecting a trunk from the repairman's group.
 - (2) If the "A" operator says "Installer's test, 1234," connect an idle test trunk to the line as in "8," selecting a trunk from the installer's group.
 - (3) If all the test trunks in the particular group specified by the "A" operator are in use, select an idle test trunk from the other group.
 - (4) If all the test trunks in both groups are in use, say, **"No cord."**
10. **Disconnecting test trunks.** Disconnect a test trunk when the disconnect signal lights or when requested by the test deskman to connect it with another line.