

"B" OPERATORS

CALL CIRCUIT TRUNK CONNECTIONS

HANDLED AT CALL INDICATOR POSITIONS.

(Manual Ringing and Mechanically Locking Key Switchboards)

Proceed as outlined in the manual operating practice for "B" operators, except as follows:

1. Operation of Signals.

- a. Understand that the back cord signal (Disconnect Signal) on each trunk functions as the guard signal and also as the disconnect signal.

2. Order received for an individual line or for the W station on a party line

- a. While assigning a trunk, depress the front display key associated with the trunk. Understand that this action will cause the associated disconnect signal to light until the cord is plugged into a jack. Do not depress a master ringing key. Always depress the display key before plugging in.
- b. Having depressed the display key attempt to establish connection with the called number.

3. Order received for the M.J. or R station on a party line.

- a. While assigning a trunk, depress the front display key associated with the trunk in the manner specified in "2a" preceding.
- b. After depressing the front display key, but before inserting the plug in a jack, depress the master ringing key corresponding with the ringing designation of the station called.
- c. Then attempt to establish connection with the called number.

Note: It is essential that action specified in paragraphs "2" and "3" preceding should be taken in the order outlined, and that the plug should be inserted in a jack on each call before a display key is depressed on a subsequent call.

"B" OPERATORS

CALL CIRCUIT TRUNK CONNECTIONS

HANDLED AT CALL INDICATOR POSITIONS (cont'd)

The master ringing key on either side of a position may be used. When positions are grouped, use the master ringing key on the same position as the trunk assigned.

4. Master ringing key depressed when not required - proper display key depressed
 - a. If you have not inserted the trunk plug in a jack and have not depressed a display key on a second call make correction by depressing the W master ringing key.
 - b. If you have inserted the trunk plug in a jack but have not depressed a display key on a second call withdraw the plug from the jack, depress the display key and the W master ringing key and attempt to establish connection.
 - c. If you have inserted the trunk plug in a jack and have depressed a display key on a second call proceed as in "b" preceding. Then attempt to establish the connection on the second call, after depressing the display key and the proper master ringing key.

5. Incorrect Master ringing key depressed - proper display key depressed:
 - a. If you have not inserted the trunk plug in a jack and have not depressed a display key on a second call, make correction by depressing the correct master ringing key.
 - b. If you have inserted the trunk plug in a jack, but have not depressed a display key on a second call withdraw the plug from the jack, depress the display key and the proper master ringing key and attempt to establish connection.
 - c. If you have inserted the trunk plug in a jack and have depressed a display key on a second call proceed as in "b" preceding. Then attempt to establish the connection on the second call, first depressing the display key and proper master ringing key.

"B" OPERATORS

CALL CIRCUIT TRUNK CONNECTIONS

HANDLED AT CALL INDICATOR POSITIONS (Cont'd.)

(Manual Ringing and Mechanically Locking Key Switchboard)

6. Front display key on an idle trunk depressed in error regardless of whether a master ringing key is also depressed.

- a. If you have not just assigned a trunk restore the trunk to normal by inserting the trunk plug in a busy back jack, withdrawing the plug and depressing the front display key.
- b. If you have just assigned a trunk proceed to establish the connection as covered in "2" or "3" preceding. Then restore to normal the trunk on which the front display key has been depressed in error by taking the action specified under "a" preceding.

7. Trunk Assigned Plugged into the wrong jack.

- a. If you recognize that you have plugged into a wrong jack withdraw the plug and attempt to establish connection with the correct jack.

8. Trunk assigned not taken by calling operator

- a. If the disconnect signal remains lighted for ten seconds after you have made connection with a jack, depress the display key and disconnect the trunk from the jack.

9. Disconnect signal lights when no trunk has been assigned.

- a. Understand that a distant operator has taken up a trunk. Depress the display key and connect the trunk to your supervisor. (Sr. 3)