

## CODES AND ABBREVIATIONS

1. **Codes found useful in local operating.** Codes are provided to make it easier to pass reports and write them on tickets. Authorized codes and their meanings should be memorized and may be used in all cases where they apply except in giving reports to anyone who is not an employee, although you need feel no requirement to use them at all times. If no code covers the information to be passed or if there is any doubt as to whether a code covers it properly, give the report in full instead of in code and record it in sufficient detail to prevent misunderstanding.

Following is a list of codes with their meanings:

ab	Calling party abandoned the call.
ag	Try again.
att	Attended pay station.
by	Line busy, or a busy condition in general.
ca	Cancel or canceled.
cdo	Community dial office.
cn	Coin line. (May be used instead of po or pre.)
cto	Cut-off.
da	Telephone does not answer or a report to that effect.
dbl	Double connection.
ds	Telephone disconnected.
dw	Don't want.
ib	Information operator or bureau.
itc	Intercept, intercepted, or intercepting.
nc	All trunks busy or some busy and remainder out of order.
nf	Listing not found.
od	Out of order.
ok	Correct, all right, approved.
p	Person-to-person.
po	Postpayment coin station.
pre	Prepayment coin station.
ps	Permanent signal.
rd	Ringdown.
t&c	Quote time and charges.
td	Temporarily disconnected.
tdr	Temporarily disconnected at subscriber's request.
tt	Temporarily transferred.
ver	Verified, verify, or verifying operator.
wh	Ready with party or line.
wno	Wrong number.
wt	Will talk.

2. **Use of abbreviations.** Abbreviations for office names will be authorized locally as required. Unless you are certain of the abbreviation for an office, write the name in full.

In addition to the codes in "1" which are used not only in writing but may be used in passing reports, abbreviations of words and expressions are used to reduce the time of writing tickets. The following are suggested for general use. In case you do not recall the abbreviation, you may use a substitute provided

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it is one which can be understood easily. In addition, you may use abbreviations for other words not in this list to facilitate your ticket work so long as they are understandable or common abbreviations.

Additional	addl	Minute or minutes	min
Adjustment or adjusted	adj	Night (rate)	N
Amount	amt	No checking signal	ncs
And	&	Notified	nfyd
Business	bus	Notify	nfy
Called	cld	Number	no
Calling	clg	Office	ofc
Central	cent	Official	off
Charge	chg	Operator	opr
Checked	ckd	Originating or original	orig
Chief	chf	Paid	pd
Chief operator	CO	Party	pty
Circuit	ckt	Position	pos
Clerk	clk	Postal Telegraph Co.	Postal
Collect or collected	col	Private branch exchange	PBX
Commercial	coml	Received	recd
Company or County	Co	Refer or Referred	ref
Complaint	compt	Regular	reg
Conference	conf	Report	rpt
Connection	con	Request	req
Conversation	conv	Residence	res
Covers or covered	cov	Second or seconds	sec
Criticism	crit	Sequence	seq
Customer	cust	Special	spec
Delay or delayed	del	Station	sta
Duplicate	dup	Subscriber	sub
Emergency	emer	Supervisor	sr
Extension	ext	Telegram	telg
Holiday	hol	Telephone	tel
Hour or hours	hr	Temporary	temp
Information	inf	Ticket	tkt
Instructions	inst	Transferred	trans
Local	loc	Trunk	trk
Long Distance	LD	Western Union Telegraph Co.	WU
Manager	mgr	Wrong	wrg

These abbreviations and codes may be combined as required when it is necessary to do so, as illustrated by the following examples:

"cld cto": Called party reported a cut-off.

"ag 3-01 ver by": Calling party asked you to try again at 3:01 and on receipt of a busy, you verified and found the line in use.

"wno—clg res of A B Doe on Ridge Road—Ref to ib": Reached a wrong number. Calling party said he was calling the residence of A. B. Doe on Ridge Road. Referred him to Information.



CODES AND ABBREVIATIONS - Continued

Exchange Name	Abbr.	Office Prefix	Abbr.	Effective Date
Alderwood Manor	ALDR M.	Greenwood	GRE	Nov. 14, 1954
Auburn	AUB.	<del>Oxford</del> Myrtle	<del>OXF</del> Myr.	<del>Dec</del> July 15, 1955
Bainbridge Island	B IS (Port Blakely)	Temple	TEM	Oct. 9, 1955
	(Port Madison)	Viking	VIK	Oct. 3, 1954
		Underhill	UND	Oct. 3, 1954
Belfair	BEL.	Crestview	CRE	May 22, 1955
Bellevue	BLVU.	Gibson	GIB	Mar. 3, 1954
Bothell	BOTH.	Hunter	HUN	Oct. 3, 1954
Bremerton	BREM.	Essex	ESS	May 22, 1955
Des Moines	DES M.	Trinity	TRI	July 25, 1954
Edmonds	EDM.	Greenwood	GRE	Nov. 14, 1954
		<del>Oxford</del> Myrtle	<del>OXF</del> Myr.	<del>Dec</del> July 15, 1955
Everett	EVER.	(See Page 3)		
Fall City	FL CY.			
Halls Lake	HLS LK.	Greenwood	GRE	Nov. 14, 1954
		<del>Oxford</del> Myrtle	<del>OXF</del> Myr.	<del>Dec</del> July 15, 1955
Issaquah	ISQAQ.	Exbrook	EXB	Mar. 3, 1954
Juanita	JUA.	Vandyke	VAN	Oct. 3, 1954
Kenmore	KMR.	Hunter	Hun	Oct. 3, 1954
Kent				
Kingston	KGTN.			
Kirkland	KLND.	Vandyke	VAN	Oct. 3, 1954
Maple Valley	MP VY.			
North Bend	N BD.			
Port Orchard	PT ORD.	Triangle	TR	May 22, 1955
Poulsbo	PSBO.			
Puyallup	PUYL.			
Quilcene	QUIL.			
Redmond	REDM.	Tucker	TUC	Oct. 3, 1954
Renton	REN.	Olive	OLI	Oct. 17, 1954
Richmond Beach	R BCH.	Lincoln	LIN	Nov. 14, 1954
Seattle	SEAT.	(See Page 3)		
Silverdale	SVDL.	Myrtle	MYR	May 22, 1955
Sumner	SUNR.			
Sunnyslope	SYSLP.	Osborne	OSB	May 22, 1955
Tacoma	TAC.	(See Page 3)		
Vashon	VASH.			