

HANDLING TRANSFER TEST CORDS

1. TEST MAN REQUESTS A TRANSFER TEST CORD CONNECTED WITH A SUBSCRIBER'S LINE APPEARING IN THE MULTIPLE AT YOUR POSITION, GIVING THE TRANSFER TEST CORD NUMBER AND THE LINE NUMBER, FOR EXAMPLE, "1234 ON 1-2".
 - a. Repeat the line number, and if not corrected, proceed as follows, first disconnecting the transfer test cord from any line with which it may be connected:
 - (1) If a plugging-up cord is connected to the subscriber's line, connect the transfer test cord with the jack of the plugging-up cord.
 - (2) If an emergency plugging-up cord is connected with the subscriber's line, disconnect the emergency cord and connect the transfer test cord.
 - (3) If there is a signal plug in the jack of the subscriber's line, remove it and then connect the transfer test cord. Place the signal plug in the plug socket of the transfer test cord used and reinsert it in the subscriber's line after the transfer test cord has been disconnected.

Note: When you have connected a transfer test cord to a jack of a subscriber's line which held a signal plug, attach a tiger clip to the transfer test cord immediately below the plug shell. Then when you are about to disconnect and find the tiger clip attached you will understand that a signal plug should be reinserted in the line. Note carefully the particular line number before disconnecting from the line.

 - (4) If a subscriber's cord or a trunk cord is connected with the subscriber's line and you notice this before the test man leaves the circuit, advise him that the line is busy. If you do not notice this, take no further action until he again comes in on the circuit and then state that the line is busy.
 - (5) If there is no regular plugging-up cord or no subscriber's or trunk cord connected with the subscriber's line, connect the transfer test cord.
2. TEST MAN REQUESTS TRANSFER TEST CORD CONNECTED WITH A SUBSCRIBER'S LINE WHICH DOES NOT APPEAR IN THE MULTIPLE AT YOUR POSITION, SAYING, FOR EXAMPLE, "1234 ON 1-2."

- a. Say to the test man, "1234 NOT IN MULTIPLE."
Understand that the test man will then make his request of the "B" operator who handles test lines at the "B" board.

Note: In offices where the trouble position is at an "A" board having an incomplete multiple, the test man will obtain connection with lines which do not appear in the multiple at the trouble position by giving his order to the

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"B" operator who handles transfer test cords at the "B" board.

In requesting transfer test cords connected with subscribers' lines, orders will, in all cases, include the subscriber's line number, and the plugging-up cord number will not be given even though the line is being held on a plugging-up cord.

If the "B" operator finds an extension test cord connected to the subscriber's line requested, she will connect the transfer test cord ordered up to the jack of the extension test cord.

3. "A" OPERATOR ORDERS UP A TRANSFER TEST CORD

- a. If there is but one group of transfer test cords at your position, repeat the line number given by the "A" operator, and connect an idle transfer test cord to the subscriber's line, proceeding as outlined in "1" preceding. If all the transfer test cords are in use, report "NO CORD."
- b. If the transfer test cords at your position are divided into two groups, one for calls from repairmen and the other for calls from installers, proceed as follows:
 - (1) If the "A" operator says, "REPAIRMEN'S TEST ON 5678", repeat the line number and connect an idle transfer test cord selected from the repairmen's group with the subscriber's line.
If a plugging-up cord is connected to the subscriber's line, connect the transfer test cord with the jack of the plugging-up cord.
If an emergency plugging-up cord is connected with the subscriber's line, disconnect the emergency cord and connect the transfer test cord.
If there is a signal plug in the jack of the subscriber's line, remove it and then connect the transfer test cord. Place the signal plug in the plug socket of the transfer test cord used and reinsert it in the subscriber's line after the transfer test cord has been disconnected.
If a subscriber's cord or trunk cord is connected with the subscriber's line and you notice this before the "A" operator leaves the circuit, advise her that the line is busy. If you do not notice this, take no further action until the request is received again and then state that the line is busy.
 - (2) If the "A" operator says, "INSTALLER'S TEST ON 5678", repeat the line number and connect an idle transfer test cord of the installer's group to the subscriber's line, proceeding as outlined in "(1)" preceding.
 - (3) If all transfer test cords in the particular group designated by the "A" operator are in use, use an idle transfer test cord selected from the other group.

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If all the transfer test cords in both groups are in use, report to the "A" operator, "NO CORD".

4. REPAIRMAN CALLING OVER A LINE PLUGGED UP ON A PLUGGING-UP CORD REQUESTS YOU TO CONNECT HIM WITH A TRANSFER TEST CORD
 - a. If, when you supervise on a plugging-up cord, a repairman requests you to connect the plugging-up cord with a transfer test cord, saying, for example, "REPAIRMAN'S TEST," repeat, "REPAIRMAN'S TEST," and connect an idle transfer test cord selected from the repairmen's group to the plugging-up cord.
 - b. If all transfer test cords in the repairmen's group are busy, report them busy to the repairman and be guided by his further request.
5. DISCONNECTING TRANSFER TEST CORDS
 - a. Disconnect a transfer test cord when the disconnect signal lights, or when requested by the test man to connect it with another line, or as outlined in "(1)" below.
 - (1) Understand that after 6:00 P.M. transfer test cords shall not be left connected to plugging-up cords or to subscribers' lines unless otherwise directed by the test man. At 6:00 P.M. check the transfer test cords and if you find any of them connected to plugging-up cords or to subscribers' lines proceed as follows:
 - (a) Reach the test desk through the out-trunk multiple with a test cord or a subscriber's cord. If you do not get an answer disconnect the transfer test cords. If the test man answers, ask him whether or not the transfer test cords should be released and proceed in accordance with his request.