

**SIDE HEADINGS OF SECTIONS**  
**FUNDAMENTALS OF OPERATING TECHNIQUE**

Section 1. Handling Cords.

1. Selecting the next cord to use.
2. Picking up a cord.
3. Use of both hands in manipulating cords.
4. Plugging into a jack.
5. Testing jacks.
6. Disconnecting cords.
7. Changing cords.

Section 2. Handling Keys.

1. Operation of keys—General.
2. Listening keys.
3. Ringing keys.
4. Coin and message register keys.
5. Dial keys.
6. Dial release or key pulsing start keys.
7. Peg count keys.
8. Release keys.
9. Listening, display, and disconnect keys on "B" boards.
10. Call circuit keys.
11. Keys in switchboard multiple.

Section 3. Use of Sleeves.

1. General function of sleeves.
2. Charging a call.
3. Supplementary ringing.
4. Special conditions.

Section 4. Watching for Signals.

1. General.
2. While waiting for a signal to appear.
3. Anticipating supervisory signals.
4. Watching for line or trunk signals.

Section 5. Use of Dials and Keysets.

1. Dialing.
2. Key pulsing—"A" positions.
3. Key indicator.
4. Dial system call distributing "B" positions.
5. Dial system key listening "B" positions.
6. Panel or crossbar tandem positions.

**SIDE HEADINGS OF SECTIONS—Continued**  
**FUNDAMENTALS OF OPERATING TECHNIQUE**

Section 6. Ticket Work.

1. General.
2. Handling a pencil.
3. Called number and place.
4. Calling number.
5. Special instructions.
6. Connect and disconnect times.
7. Reports.
8. Coin entries.
9. Other entries.
10. Location of tickets.
11. Disposing of tickets.

Section 25. Managing Your Work.

1. General.
2. Basic principles of managing your work.
3. Typical sequences.
4. Notes on overlapping.