

American Telephone and Telegraph Company

BELL SYSTEM PRACTICES
Teletypewriter and Manual
Telegraph Stations and P.B.X. Installation and Maintenance
SECTION P30.926
Issue A., 10-16-50
Long Lines Department
Dist. Class. 400AC & 600AC

TELETYPEWRITER

PROVISION OF INSTRUCTION MANUALS AND HOLDERS

15 TTY, 19 TTY AND 102 ASSEMBLY

1. GENERAL

- 1.01 This section provides information for equipping 15 type teletypewriter sets, 19 type teletypewriter sets and 102 type assemblies with instruction manuals and suitable holders for storing the manuals. This section supersedes GPM letter of June 13, 1947, file 88-408, to District and Division Plant Superintendents and Area Plant Managers.
- 1.02 In the process of furnishing Private Line Teletypewriter Service to various customers it is desirable that the customers have some source of information on the proper operation of the teletypewriter apparatus. Accordingly, it appears that adoption of the practice of furnishing operating instructions with a machine when it is delivered to a customer can be profitably employed by the Telephone Company.
- 1.03 The holder covered in P.E.M. 3243 and described herein has been made available for storing instruction manuals and incidental manuals or directories.
- 1.04 All new installations of Telephone Company owned Nos. 15 and 19 teletypewriter sets and No. 102 teletypewriter assemblies shall be equipped with applicable operating instructions and instruction book holders, with the exception that when more than one set of the same type mentioned above is installed at any one location, it will not be necessary

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for all of them to be so equipped, but only a proportionate number of the total. The number to be equipped may be determined locally, depending upon the number of sets involved and the number of operators attending the sets.

1.05 All existing installations of the above type of teletypewriter apparatus shall be equipped with operating instructions and holders on the same basis as covered in Paragraph 1.04 above. This work should be performed on maintenance visits to the stations.

1.06 The furnishing of the instructions is not intended to alter the Commercial Department's existing practice of training the customer's operators at a number of locations but is intended to facilitate such training.

1.07 Where representatives of the Telephone Company other than from the Commercial Department perform the training the availability of the instruction manual should be of considerable assistance in the course of this training.

2. DESCRIPTION - INSTRUCTION MANUALS

2.01 The operating instructions for the Nos. 15 type and 19 type teletypewriter sets and for the No. 102 type teletypewriter assembly are furnished in paper bound manuals measuring 6" x 9-1/4". The instructions are prepared for the use of both the trained teletypewriter attendant who may need to refer to such instructions and for the beginner who may need help in learning to properly operate the teletypewriter.

2.02 The instructions for each operation are complete and so arranged that any desired information can be located with ease by referring to the "Table of Contents." Use of numerous pictures is made along with ample descriptive information to thoroughly describe the subject.

3. DESCRIPTION - HOLDERS

3.01 The holder is made of sheet metal with a dark brown wrinkle finish. The dimensions are shown in the reduced size Drawing 38-Y-3736, Figure 2. It is arranged to be mounted either horizontally or vertically.

3.02 The construction is such that by placing spacer washers between the two details making up the holder added instructions manuals, cards or other information may be stored in it.

3.03 The holders as received from the supplier are available only in dark brown wrinkle finish. In the event other colors are required they should be refinished locally as required.

4. ORDERING

4.01 The instruction manuals for the Nos. 15 and 19 teletypewriter sets will be stocked by the Western Electric Company and may be obtained in the usual manner by ordering as follows:

(Quantity) Manual "How to Operate the No. 15 Teletypewriter."
(Quantity) Manual "How to Operate the No. 19 Teletypewriter."

4.02 Instructions for operating the 102 Assembly will be stocked at the General Service Bureau, Stationary Stock Room, Long Lines Department, 32 Avenue of the Americas, New York 13, N.Y. and may be ordered as follows:

(Quantity) Manual "How to Operate the No. 102 Teletypewriter Assembly."

4.03 Orders for the holders should be placed on the Western Electric Company as follows:

(Quantity) Holder, Book, Instruction per Drawing 38-Y-3736

Miscellaneous items such as screws, etc., should be obtained as required. See Figure 1.

5. INSTALLATION

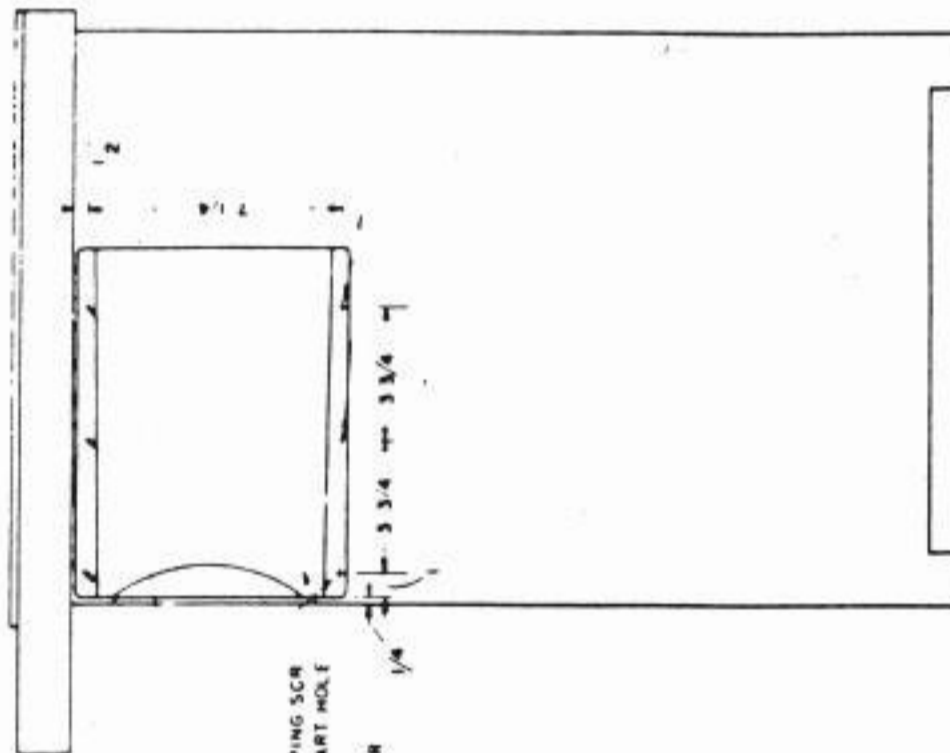
5.01 The preferred location for the installation of the holder is on the outside right hand side just below the table top of the teletypewriter table as shown in Figure 1.

5.02 In the event the location mentioned above is not available, then the similar location on the left side of the table should be considered as the next desired location with the same dimensions as covered by Figure 1 applying.

5.03 Where customer owned tables are involved, a mounting arrangement similar to Figure 1 should be used if feasible with consideration given to the use of the left side of the table if the right side is not available.

5.04 Where a number of holders are being provided, if feasible they should all be installed in the same respective locations on each table involved.

5.05 In the event the provision of a holder becomes a problem because of the lack of the above locations it may be omitted, however, the instruction manual should be turned over to the customer or his representative.



WOOD TABLE
P-160775
6 x 12 RHM SCR (1 IF START HOLE)
P-125085 16 PER HOLE
SPACER WASHER

METAL TABLE
P-420936
4 x 12 RH SELF TAPPING SCR
"43 OR "44 DRILL START HOLE

INSTRUCTION BOOK HOLDER
PER 38 Y 3736

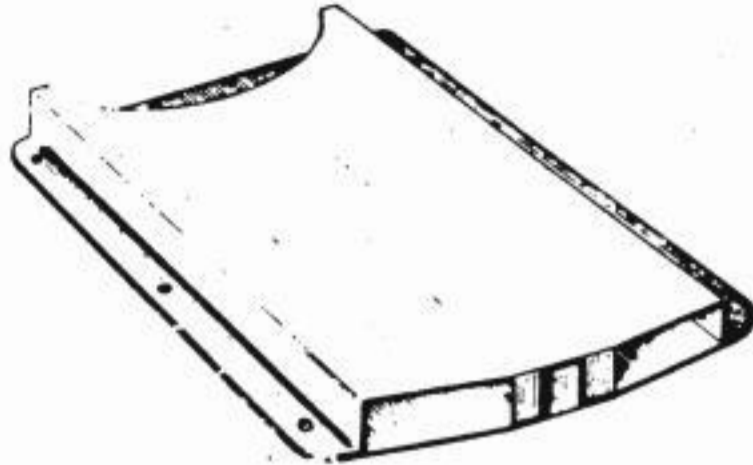
WOOD TABLES P-113617
6 x 14 RHM SCR (1 IF START HOLE)
P-125085 16 PER HOLE
SPACER WASHER

METAL TABLES P-125949
138 32 x 12 RHM SCR
P-125952
138 32 HEX NUT
P-230916
14 5 LOCKWASHER
P-125085 13 PER HOLE
SPACER WASHER

NOTE - COLOR OF HOLDER AND SCREW HEADS TO
MATCH FINISH OF TABLE

FIG. 1
RIGHT SIDE VIEW

Figure 1



20 GAUGE SHEET STEEL
SMOOTH ALL EDGES
FINISH: INSIDE, S2A FINISH
OUTSIDE, DARK BROWN WRINKLE
ENAMEL FINISH - PER DWG. ESA829275

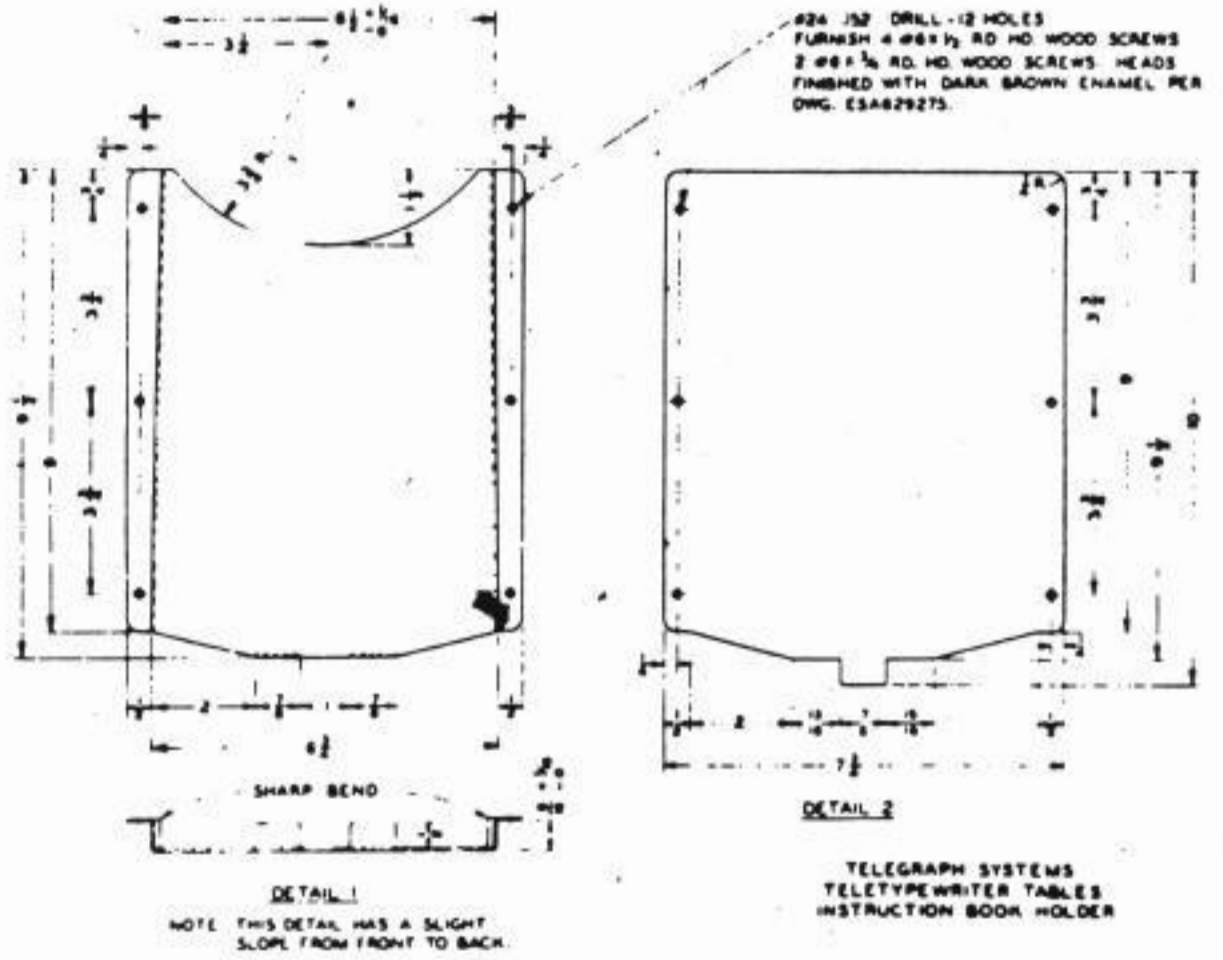


Figure 2.