

INSTRUCTIONS FOR THE ELIMINATION OF 2-PARTY SERVICE

1. GENERAL

1.01 This section provides a method for the conversion of residence 2-party message rate service, and the withdrawal of residence 2-party service in the San Francisco — East Bay, Los Angeles, San Diego and Orange County Extended Areas.

1.02 The implementation date for this procedure should be determined by the local interdepartmental team. Dates should be based on the Plant Department's estimate of time required to complete its work. Additional work will be created for the Plant service center (PSC) if this procedure is started sooner than necessary. Ninety days prior to conversion is the recommended interval.

2. PRELIMINARY STAGE

(Before A-7013E Forms are issued.)

2.01 Preliminary work should be started as soon as possible. Use the guidelines contained in Mr. Schweizer's letter to the Vice Presidents and General Managers (California) dated December 26, 1968 concerning the CPUC Decision No. 74917.

2.02 Work operations during the preliminary stage should be performed using standard procedures:

- (a) Field bridges should be broken on Form P-2059, Line and Station Transfer.
- (b) Central office bridges may be broken on Form F-1203, Line Equipment Transfer. The PSC may obtain this form from Traffic, enter the necessary information (telephone numbers, party position, existing central office equipment, etc.) and forward to Traffic. The new central office equipment will be assigned on this form by Traffic and returned to the PSC.

- (c) Special station visits to bridge ringers may be made on Form P-2598, Plant Visit Card.

NOTE: Item (a) should be started as soon as facilities permit. Items (b) and (c) may be started as facilities permit if determined locally to do so.

3. ACCOUNTING NOTIFICATION

3.01 The local interdepartmental team will request from the Revenue Accountant in the local customer record office (CRO) the mailing labels for the 2-party customers involved in the conversion. This will be a written request made one week prior to the date when the mailing labels are needed. This should include:

- (a) The prefixes including the NPA.
- (b) The exchange and central office codes as they appear on line "B" of a USOC service order.
- (c) The date when the mailing labels are needed and where they should be sent (Commercial Department).
- (d) The location where the A-7013E Forms should be sent (PSC). This is required as the A-7013E Forms will automatically be sent out 30 days after the mailing labels.
- (e) The conversion date.

3.02 The conversion date will be the first day of the month following the completion of all of the work. Billing round dates will not be used.

3.03 The local interdepartmental team will confirm the conversion date with the Revenue Accountant in the local CRO. This should be a written confirmation made 5 work days prior to the conversion.

4. CUSTOMER NOTIFICATION

4.01 Commercial will notify 2-party customers of the options available to them. If the customer responds, the business office will issue a service order according to the customer wishes. If not we will convert 2-party message rate service to 1-party message rate service, and 2-party flat rate service to 1-party flat rate service using an Accounting printout (Form A-7013E).

4.02 Commercial will issue the service orders generated by this notification with a "W" due date. These service orders will be programed for a progressive completion. All of them must be completed by the conversion date.

4.03 The Plant Department must notify the customer upon completion of these service orders. If they have difficulty contacting the customer they may request assistance from the Commercial Department.

5. FORM A-7013E

5.01 Accounting will provide a Form A-7013E (Exhibit 2) for each 2-party service that will be involved in the conversion. The PSC will receive the A-7013E Forms in numerical sequence (by telephone number and prefix) in a 3-copy fanfold from the Accounting Department. This form will be used:

- As a work order for the central office (CO).
- As a record for the PSC to control the conversion.
- As a vehicle to notify the Traffic Department that conversion work has been completed.
- By the central tally bureau (CTB) to give work unit credit.

5.02 This form provides:

- Customer name.
- Customer address.
- Customer telephone number.
- Class of service.

6. A-7013E FILE

6.01 When the A-7013E Forms are received in the PSC, a file should be administered as follows:

- (a) Staple the 3 copies of each individual form together (preferably on the top left corner).
- (b) Establish a working file of the forms in the telephone number sequence.
- (c) Process the forms and post assignment entries according to Part 7.
- (d) Remove and send top (yellow) copy to the CO when they are ready to complete their work. If "P2059" entry is shown on Form A-7013E, keep top (yellow) copy in file until you receive the completed P2059. (See 7.03.)
- (e) When conversion work is completed, enter completion date in the lower right corner. Then:

- (1) Enter PSC name on top (yellow) copy of Form A-7013E just above completion date.
- (2) If work was completed on Form P2059, staple the CTB copy of the P2059 to the top (yellow) copy of the Form A-7013E. (Do not attach copies of other Forms P2059 that were prepared to create facilities.) The item breaking the field bridge should be the only item on a P2059.
- (3) Send top (yellow) copy to CTB (after tested and records posted).
- (4) Retain the second copy in file until the conversion is complete.
- (5) Send third copy to Traffic.

6.02 Process all 2-party service and rearrangement activity through the file.

- (a) When a service order for a regrade involving 2-party service is received and the conversion work has not been completed:

- (1) Draw a line through all copies of Form A-7013E.
- (2) Indicate why cancelled, e.g., CHN to IFR on _____ (date).
- (3) Destroy top (yellow) copy.
- (4) Retain second copy in file.
- (5) Send the third copy to Traffic if new COE has been assigned.

(b) When a service order for a regrade involving 2-party service is received and the conversion work has been completed, treat it as a normal order.

6.03 Any new 2-party line that is established after the A-7013E Forms have been prepared by Accounting will be treated as an individual line. However, if facilities do not permit this the PSC will prepare a Form A-7013E for this service.

6.04 After the conversion the A-7013E file should be retained (not maintained). This will indicate which ringers were not bridged during the conversion.

7. ASSIGNMENT ENTRIES

7.01 Using the Form A-7013E the PSC will pull the subscriber line record and determine:

- (a) Whether the service is 2-party, or has been regraded or disconnected.
- (b) Whether the service is 2-party and bridged in the field.
- (c) Whether the service is 2-party and bridged in the CO.
- (d) Whether the service is 2-party and working alone.
- (e) Whether the type of serving office is 1-XBar (No. 1 crossbar), 5-XBar (No. 5 crossbar), SXS (step-by-step), ESS (electronic switching system) or Panel.

7.02 If a service order which disconnects or changes this customer's service to IFR has already been completed, line through the Form A-7013E and make a note to indicate this. The second copy of this form will be retained in the A-7013E file; the other two copies can be destroyed.

7.03 Field visits to bridge the station ringers should be minimized. The following procedures have been developed to accomplish the conversion with a minimum of station visits.

(a) If the service is a 2-party and bridged in the field (any type office):

(1) Prepare a Form P2059, Line and Station Transfer, for each tip station (see Exhibit 1).

(2) Leave the ring station on the existing central office equipment (COE) and cable pair. An attempt should be made to bridge the station ringer when breaking the bridge.

(3) Move the tip station to new COE and cable pair. The service must be wired as an individual line. The ringer should be bridged when breaking the bridge.

(4) Make the entry "P2059" on Form A-7013E for the tip party.

(5) Change the subscriber line records (SLR) to reflect the changes. If the ring station ringer was not bridged, the party position should remain "1".

(6) Change the CCR to reflect the changes. If the ring station ringer was not bridged the service connection symbol should remain "1".

(b) If the service is working in a 5-XBar office and is 2-party bridged in the CO or is working alone:

(1) Enter the necessary information on Form A-7013E:

- COE.

- Cable and pair.
 - Party position.
 - Bridge lifter information.
 - Bridge party information.
- (2) Use the existing COE and cable pairs for all ring parties and tip parties working alone.
- (3) Use the existing cable pairs and assign new COE for bridged tip parties.
- (4) Post the CCR.
- Ring parties would be posted as ring parties with an individual class of service (1FR, 1MR or 1MQ).
 - Tip parties would be posted as tip parties with an individual class of service (1FR, 1MR or 1MQ).
- (c) If the service is working in a SXS, 1-XBar, ESS or Panel office and is 2-party bridged in the CO or is working alone:
- (1) Enter the necessary information on Form A-7013E.
- COE.
 - Cable and pair.
 - Party position.
 - Bridge lifter information.
 - Bridge party information.
- (2) Use the existing COE and cable pairs for all tip parties and ring parties working alone.
- (3) Use the existing cable pairs and assign new COE for bridged ring parties.
- (4) Post the CCR.
- Ring parties would be posted as ring parties with an individual class of service (1FR, 1MR or 1MQ).

- Tip parties would be posted as tip parties with an individual class of service (1FR, 1MR or 1MQ).

NOTE: Bridge lifter should be removed when breaking CO bridges.

7.04 The procedures in paragraph 7.03 should be used when assigning service orders issued because of the conversion. Form P2059 would not be required.

7.05 All transfer activity involving an individual residence service should have an entry in the "pty" space of the appropriate transfer form. This procedure should be continued until all tip station ringers are bridged (see Exhibit 4).

7.06 When a service connected with the conversion requires new COE, the form (A-7013E or P2059) may be sent to Traffic for that assignment. This will help Traffic to maintain the balance of the office.

8. PROCEDURES WHEN PLANT FACILITIES ARE NOT AVAILABLE

8.01 If Plant finds where a customer cannot be provided an individual service before the conversion date, they will notify the business office 5 days (or earlier) before the conversion date.

8.02 The following action will be taken:

- (a) The business office will notify the customer that the individual line is not yet available and he will continue to be billed at party line rate until the individual line is provided.
- (b) A service order will be issued, due "W" to convert the service to the type of individual line which the customer desires (unless a service order for the change is already pending).
- (c) Plant will P102 these orders, and note the A-7013E Forms, "P102".

9. CENTRAL OFFICE PROCEDURES

9.01 The CO will complete its part of the work using either:

- (a) Service orders, when service orders are issued.
- (b) P2059 Forms, for tip stations where field bridge is being broken and no service order is issued.
- (c) Top (yellow) copy of Form A-7013E, for each 2-party service for which a service order or Form P2059 was not issued.

9.02 When the CO completes its work on Form A-7013E enter the completion date in the lower right corner of the form and promptly return to the PSC.

9.03 When breaking central office bridges it is not necessary to make a special premises visit to bridge the station ringer(s). This can be accomplished as follows:

- (a) In SXS, 1-XBar and Panel offices the existing tip parties will be built as tip parties working alone. Existing ring parties will be built as ring parties working alone.
- (b) In 5-XBar offices the existing tip parties will be built as individual lines with ringing combination 11 (tip). The translator jumper will be run in the ring translator. Existing ring parties will be built as individual lines.
- (c) In ESS offices the PSC will build the existing tip parties as tip parties on new COE. Existing ring parties will be built as individual lines on the existing COE.

9.04 If a subsequent premises visit is made and the tip station ringer is bridged, the Plant service center will prepare a Form P2059, then proceed as follows:

- (a) In 5-XBar offices the ringing combination will be changed to 01 (ring) by the CO.
- (b) In 1-XBar, SXS, and Panel offices the service will be built in as a normal ring party by the CO.
- (c) In offices with SAMA and ANI equipment the identification cross-connect will be changed to the ring side by the CO.
- (d) In ESS offices the PSC will generate an input message to change the class of service to the appropriate individual service.

10. FIELD PROCEDURES

10.01 The field bridges will be broken using Form P2059. When the field craftsman receives a P2059 he should:

- (a) Follow normal procedure to complete the work indicated on the P2059.
- (b) Bridge the ringer on the tip station.
- (c) Attempt to bridge the ringer on ring station.
- (d) Test with test desk and obtain OK number.

10.02 On residence repair visits the ringers should be inspected to make sure they are bridged. The PSC must be notified so a P2059 can be prepared directing the CO to make the necessary changes.

11. TEST DESK PROCEDURES

11.01 When conversion work is completed on Form A-7013E (no field work NFW):

- (a) Test the line.
- (b) Circle party position on the Form A-7013E, if correct.
- (c) Make corrections if party position is different.
- (d) Initial the form.

11.02 When conversion work is completed on Form P2059 (breaking a field bridge):

- (a) Test the line when the field workman calls for an OK.
- (b) Record how the ringer tests (party position in "To - pty" space):
 - (1) ring - 1
 - (2) tip - 2
 - (3) bridged bells - "--"

11.03 After the conversion the deskman will indicate to the field workman how the ringer(s) are wired when dispatching trouble reports. When clearing trouble reports with the field workman the deskman will test to make sure the ringer(s) have been bridged. When the ringer(s) are bridged on a trouble visit the deskman will line out the "1" or "2" entry on the subscriber line record.

11.04 When a tip ringer is bridged the PSC must correct the SLR, CCR and prepare a Form P2059 for the CO.

12. RECORDS

12.01 When work is finished on Form A-7013E (ring station):

(a) Complete line card as follows:

- (1) Line out 2FR, 2MQ or 2MR entry.
- (2) Enter 1FR, 1MQ or 1MR.
- (3) Line out telephone number and other related information for the bridge party.
- (4) Enter 1 in the "In-pty" space.
- (5) Line out the bridge lifter (BL) information.
- (6) Where an "E" series line card is involved transfer the necessary information to complete both cards as separate records.

(b) Complete customer cable records (CCR):

- (1) Change class of service.
- (2) Erase BL information.

(c) Post BL Records.

(d) Send through A-7013E file.

12.02 When work is finished on Form P2059 (ring station):

(a) Complete line card as follows:

- (1) Line out 2FR, 2MQ or 2MR entry.

(2) Enter 1FR, 1MQ or 1MR.

(3) Line out telephone numbers and other related information for the bridge party.

(4) Where an "E" series line card is involved transfer the necessary information to complete both cards as separate records.

(b) Send through the A-7013E file.

12.03 When work is finished on Form A-7013E (tip station):

(a) Complete line card as follows:

(1) Line out 2FR, 2MO or 2MR entry.

(2) Enter 1FR, 1MQ or 1MR.

(3) Line out the telephone number and other related information for the bridge party.

(4) Enter "2" in the "In-pty" space.

(5) Line out the BL information.

(6) Line out the COE.

(7) Enter the new COE.

(8) Where an "E" series line card is involved transfer the necessary information to complete both cards as separate records.

NOTE: Items 3, 5, 6 and 7 will not be necessary if a tip station with ring vacant is being converted.

(b) Complete CCR:

(1) Change class of service.

(2) Erase the BL information.

(c) Post the BL records.

(d) Send through the A-7013E file.

12.04 When work is finished on Form P2059 (tip station):

(a) Complete line card:

- (1) Line out 2FR, 2MQ or 2MR entry.
 - (2) Enter the appropriate class of service.
 - (3) Line out the telephone number and other related information for the bridge party.
 - (4) Enter “-” or “2” (see “To-pty” entry on Form P2059).
 - (5) Line out existing COE.
 - (6) Line out existing cable and pair.
 - (7) Enter new COE.
 - (8) Enter new cable and pair.
 - (9) Transfer the necessary information to complete both cards as separate records where an “E” series line card is involved.
- (b) Send through the A-7013E file.
- 12.05** When dedicated plant assignment cards are involved, make sure the necessary changes are made on them.

LINE AND STATION TRANSFER																
CENTRAL OFFICE _____ IN _____ OUT _____ NO. _____				FRAME WORK _____				TRANS. OR SO NO. _____				P-205911 631				
DATE _____ DATE DUE _____ PREPARED BY _____ SHEET _____ OF _____ SHEETS																
ITEM NO.	CLASS OF SERV.	TELEPHONE OR CIRCUIT NO.	PTY.	BRIDGED WITH	C O LINE EQUIP.	BRIDGE LIFTER	REG.	READ	* CABLE - LEAD			* CABLE-LEAD			T F S T REC	
									NUMBER	BP/PR/CKT	BP/CKT	PR/BP/CKT	NUMBER	BP/CKT		REC
F	1	3	4	5		6										
T	2	8	9	14												
SUB. ADDRESS _____					* LLE-REP _____			1-CONN/DIST TERM / POLE _____			2-CONN/DIST TERM / POLE _____					
SUB. ADDRESS _____					* LLE-REP _____			1-CONN/DIST TERM / POLE _____			2-CONN/DIST TERM / POLE _____					
PSC _____					FRAME WORK	MDF	IDF/LDF	BRF	TF	RECORDS POSTED BY _____ COMPLETED BY _____ OK NO. _____						
S.O. _____ OTHER _____ NFW _____					PRELIMINARY					DATE _____ TIME _____ DATE _____						
R/C _____ BUS _____ RES. _____					FINAL											

- 1 Indicated here are: item number, F (from) and T (to). F is the circuit being transferred; T is the new facilities.
- 2 Enter class of service.
- 3 Enter the telephone number or identifying number of service being transferred.
- 4 Enter party position.
- 5 In this column, make no entry for individual line. Enter telephone number of the bridged party for a party line. The (S) indicates that both parties work out of the same terminal. The (D) indicates that the bridged party works at another terminal.
- 6 Enter central office equipment.
- 7 See Section 680-395-903PT, Exhibit B.
- 8 Enter the transmission zone and type of set in those cases where the terminal changes affect the transmission.
- 9
- 10 Subscriber's address of service being transferred.
- 11 Enter the long line or repeater equipment if needed.
- 12 See Section 680-395-903PT, Exhibit B.
- 13 Entries are used by the centralized tally bureau (CTB) for work unit distribution. See Section 680-895-911PT.
- 14 This entry is not made by the assignment group when breaking field bridges during the conversion. The deskman will record how the ringer tests to him. Record 1 for ringer, 2 for tip, - (dash) for bridged ringer.

EXHIBIT 1

INSTRUCTIONS FOR THE ELIMINATION OF 2-PARTY SERVICE

1. GENERAL

1.001 This addendum supplements Section 002-100-301PT, Issue A.

1.002 It is issued to reflect changes in service orders generated by conversion from 2-party service.

4. CUSTOMER NOTIFICATION

The following change applies to Part 4 of the section:

(a) 4.02 - revised

4.02 Commercial will issue the service orders generated by this notification with a "Y" appointment code without a due date. These service orders will be programmed for progressive completion. All of them must be completed by the conversion date.

8. PROCEDURES WHEN PLANT FACILITIES ARE NOT AVAILABLE

The following change applies to Part 8 of the section:

(a) 8.02(b) - revised

8.02(b) A service order will be issued with a "Y" appointment code, without a due date, to convert the service to the type of individual line which the customer desires (unless a service order for the change is already pending).

9. CENTRAL OFFICE PROCEDURES

The following change applies to Part 9 of the section:

(a) 9.03(c) - revised

9.03(c) In ESS offices the PSC will build the existing tip parties as tip parties. Existing ring parties will be built as individual lines.