1. GENERAL

1.01 This section covers the procedures to be followed in changing the time setting of the master timing circuit SD-25633-01 in offices arranged for AMA to comply with the legal time change from standard time to daylight saving time and vice versa and to arrange the circuit to count 29 days for February in a leap year.

1.02 This section is reissued to add the association with one-second timing. This is a general revision of this section and arrows normally used to denote changes are not used. This reissue does not affect the Equipment Test Lists.

1.03 In offices that are unattended during the hours specified in this section, procedures outlined should be performed in accordance with local instructions.

1.04 For 6-second Timing Features: When "N" wiring option is used do not transfer or work on the TE or TO timer during 5 minutes before or after any hour.

1.05 For 1-second Timing Features: When "N" wiring option is used, do not transfer or work on the TE or TO timer during one minute before or after any 10 minute period.

2. APPARATUS

2.01 322A (make-busy) plugs, as required.

3. METHOD

Time Changes

3.01 Determine if it is satisfactory to transfer the time control from one master timer circuit to the other by observing the precautions stated in 1.04 or 1.05. Approximately 25 minutes before the time to change the time setting of the master timing circuit for the change-over to Daylight-Saving Time or back to Standard Time, check that the TT (timer transfer) key is normal, indicating that the even master timing circuit is in control. If operated, determine if it is in trouble, clear the trouble, and restore the TT key to normal.

Note: It is important that all of the time changes in this section shall be completed before the hour to prevent incorrect information from being recorded on the recorder tapes.

3.02 Operate the CKL key, the ET (even timer) and the time check lamps will light.

3.03 Block nonoperated the UH relay of the even (control) master timer for 7 or 8 seconds. This will cause an out-of-synchronous (sync) condition. The OS (out-of-sync) lamp of each recorder and the OSO (out-of-sync odd) lamp of the odd master timing circuit will light. The SSF (selector sync failure) lamp and TSF (timer sync failure) lamp will light within one minute. A major alarm will sound.

3.04 Momentarily operate the ACO (alarm cutoff) key to silence the alarm. Caution—Verify lamps for correct month, day, and hour.

3.05 Make each regular recorder and emergency recorder busy by inserting make-busy (MB) plugs in the MB- jacks, except any recorder that may have been transferred to the emergency recorder as indicated by the presence of an MB plug in the TN—or RTN—jack. This will place an out-of-sync record on each type. Locate and observe that the MTE (master timer even) and MTO (master timer odd) lamps light. When the record has been placed on all recorder tapes, the MTE and MTO lamps will be extinguished.
Standard Time to Daylight Saving Time

3.06 Operate and hold CLT (check lamp transfer) key while performing the following for changing time from Standard to Daylight Saving Time: Manually operate and release the HUH relay of the odd (non-control) timer to advance time by one hour. For example, check lamps HTO and HU2 indicating 02 hours should be lighted if the foregoing procedure was performed between 1 a.m. and 2 a.m. (01 hour). Caution—Verify by lamps that no other information has changed. Release CLT key.

3.07 Operate TT key to put odd master timer in control. ET and OSE lamps will extinguish. OT (odd timer) lamp and OSE (out of sync-even) lamps will light. Observe that the recorder OS lamps are extinguished.

3.08 Operate the CMBE (make-busy even) key. The CMBE lamp will light.

3.09 Momentarily operate the S (synchronism) key. This will synchronize the even timer selectors to the odd timer. The OSE lamp is extinguished. Verify that check lamps indicate correct Daylight Savings Time when the CLT (check lamp transfer) key is both depressed and released.

3.10 Restore the CMBE key. The CMBE lamp is extinguished.

3.11 Remove MB plugs from recorder MB-jacks. This will place an in-sync record with hour line on each tape. The MTE and MTO lamps will light momentarily.

3.12 Momentarily operate the AR key. The SSF and TSF lamps will be extinguished.

3.13 Restore the CKL key. All lamps will be extinguished.

3.14 Restore the TT key to normal if it is desired to place the even master timing circuit in control.

Daylight Saving To Standard Time

3.15 To change the time from Daylight Saving Time to Standard Time follow the instructions given in 3.01 through 3.05. Operate and hold CLT (check lamp transfer) key while performing the following step. Manually operate and release HUH relay of the odd master timing circuit until the check lamps read HTO and HU0 indicating that the time has been set back one hour. Release CLT key. Caution: Verify by lamps that no other information has changed.

3.16 Operate TT key to put odd master timer in control. ET and OSO lamps are extinguished. OT and OSE lamps light. Observe that the recorder OS lamps are extinguished.

3.17 Operate the CMBE key. The CMBE lamp will light.

3.18 Momentarily operate the S key. This will synchronize the even timer selectors to the odd timer. The OSE lamp is extinguished. Verify that check lamps indicate correct time information and that the hour is 00 (Standard Time).

3.19 Restore CMBE key. The CMBE lamp is extinguished.

3.20 Remove MB plugs from the recorder MB—Jacks. This will cause a tape identity of in-sync with an hour line on each released recorder's tape.

3.21 Momentarily operate AR key. The SSF and TSF lamps will be extinguished.

3.22 Restore the CKL key. All lamps will be extinguished.

3.23 Restore the TT key to normal if it is desired to place the even master timing circuit in control.

Note: If lamps are not correct in any of the caution points in preceding procedure, this should be corrected before proceeding further.

Leap Year Changes

3.24 The same precautions apply to leap year arrangements as to Daylight Savings Time changes; 1.04 and 1.05 should be followed depending on which timing system is used in the central office.
3.25 To arrange the master timing circuits to count 29 days for February of the leap year, perform the following operations at some time before 11 p.m. on February 28:

(a) With the TT key normal, disconnect the optional wiring strap, designated "Z" option between terminals 8 and 9 on arc 2 of the DU selector of the odd master timing circuit.

(b) Operate the TT key and perform the same operation on the even master timing circuit.

(c) Restore the TT key to normal.

3.26 Following the precautions stated in 1.04 and 1.05, as soon as practical after 12:11 a.m. of February 29, operate the CKL key. Observe that the M2, DT2, and DU9 check lamps are lighted, indicating the date as February 29. Check that the same date is indicated with the CLT key operated. Restore the CKL key.

3.27 After 3:31 a.m. of March 1 of a leap year, with the TT key normal, operate the CKL key. Observe that the M3, DT0, and DU1 check lamps are lighted, indicating the date as March 1. Check that the same date is indicated with the CLT key operated. Restore the CKL key.

3.28 Restore the wiring ("Z" option) between terminals 8 and 9 on arc 2 of the DU selector of the odd master timing circuit. Check the wiring by connecting ground to terminal 8 of arc 2 of the DU selector and test that this ground is extended to arc 1, terminal 2 of the "M" selector of the odd master timing circuit.

3.29 Operate that TT key and proceed as in 3.28 for the even master timing circuit. Restore TT key to normal.