

## PLANNING INDOOR INSTALLATIONS

### 1. GENERAL

- 1.01 This section is a guide for planning the installation of common station apparatus.
- 1.02 **Power Stations:** When telephone apparatus must be installed at power stations, be sure that the required protection, if any, is properly installed.
- 1.03 **Caution: Telephone apparatus or wiring shall not be installed at a location where acetylene gas may become present in atmosphere.**

### 2. LOCATING

- 2.01 Insofar as possible, the installer should be guided by the customer's wishes when locating apparatus. However, the installer should suggest locations which will be convenient for the customer and suitable from a maintenance viewpoint. Fig. 1 illustrates a well-telephoned home.
- 2.02 Convenience is defined as having the telephone apparatus so located that the telephone bell can be heard throughout the premises and that calls can be easily made or received in privacy.
- 2.03 Suitable from a maintenance viewpoint is defined as having the telephone apparatus so located as to avoid unnecessary trouble. In addition, apparatus should be located so that it is easily accessible when maintenance is required.
- 2.04 If the customer, after being acquainted with these facts, insists upon a location which is undesirable from a maintenance viewpoint, the matter should be referred to the supervisor in accordance with local instructions.
- 2.05 When a customer wishes telephone apparatus fastened to surfaces such as marble, expensive wood paneling, ceramic tile, glass tile, etc., explain to the customer where holes will be drilled and where wire and fasteners will be seen after the installation is completed, as the appearance of the completed job may have a bearing on the customer's choice of location. Look for alternate locations and suggest those which are situated for the customer's over-all convenience. If customer insists on what is considered to be a poor location, be guided by local instructions.
- 2.06 The use of available conduit facilities should be considered when planning station apparatus locations and the advantages of concealing wire or cable in conduit should be pointed out to the customer.
- 2.07 To avoid inductive noise, locate station apparatus not less than 12 inches from 20-watt neon or fluorescent light units, and not less than 24 inches from 40-watt units.
- 2.08 Use available approved cabinets and niches (see Figs. 2 and 3). The shelf of niche should be at least 8 inches deep to support a 300-type telephone set and 9-1/2 inches deep to support a 500-type telephone set (see Fig. 3).
- 2.09 When locating connecting blocks or subscriber sets on desks or tables, consider which hand the customer uses to hold the handset.
- 2.10 Inspect desk for special wiring facilities which may be provided by the manufacturer such as built-in brackets for mounting connecting blocks and subscriber sets with bakelite covers, and knock-out discs with rubber grommets for taking telephone set mounting cord into desk (see Fig. 4).
- 2.11 The bracket for mounting connecting blocks usually will be found on the desk frame by removing the top left or right drawer (see Fig. 4). The knock-out disc generally is found near the connecting-block bracket. The telephone set mounting cord should be run through the knocked-out hole to the connecting block. The cord should be protected by a double layer of tape where grommets are not available. A bracket for mounting the subscriber set usually is found under the desk top behind the center drawer.

2.12 If there are no special provisions for mounting connecting blocks on either wooden or metal desks, they should be located on one of the outer panels just below the top of the desk. This will permit the station set to be moved to practically any place on top of the desk or table (see Fig. 5).

2.13 When a customer desires a dial telephone installed in a location where there is insufficient light, recommend the illuminated dial-type telephone set.

2.14 When a customer desires a telephone installed in a bathroom or kitchen, a wall-type set with jacketed handset cord should be used. Locate the telephone instrument as far as practicable from grounded objects such as radiators or water faucets. **In all cases the set shall be installed so that the customer cannot use the telephone while in the bathtub or shower.**

2.15 Wall-type sets and hanging-type hand telephone sets should be placed at a height most suitable for the customer. Generally, the determining factor will be whether the customer will stand or sit while using the telephone.

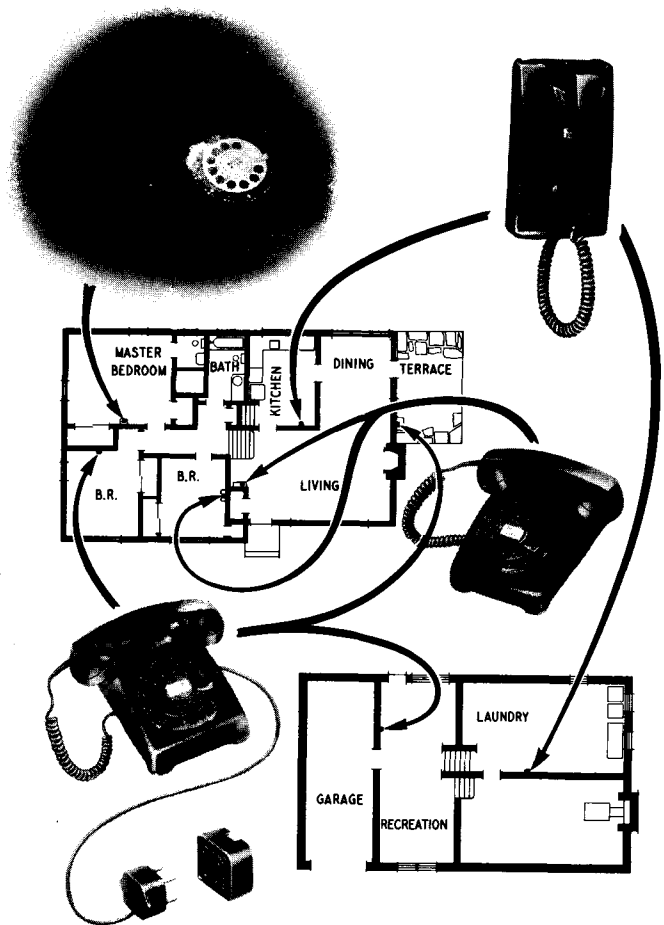


Fig. 1—Suggested Locations for Apparatus in a Home

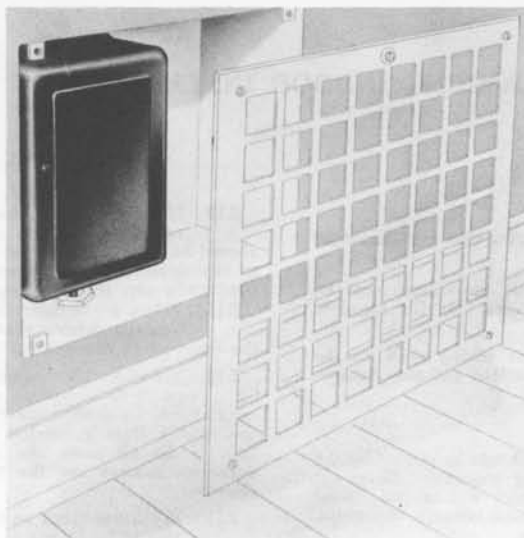


Fig. 2—Subset Fed by Conduit Concealed in Wall



Fig. 3—500-type Telephone Set Fed by Conduit Mounted on Built-in Shelf on Wall

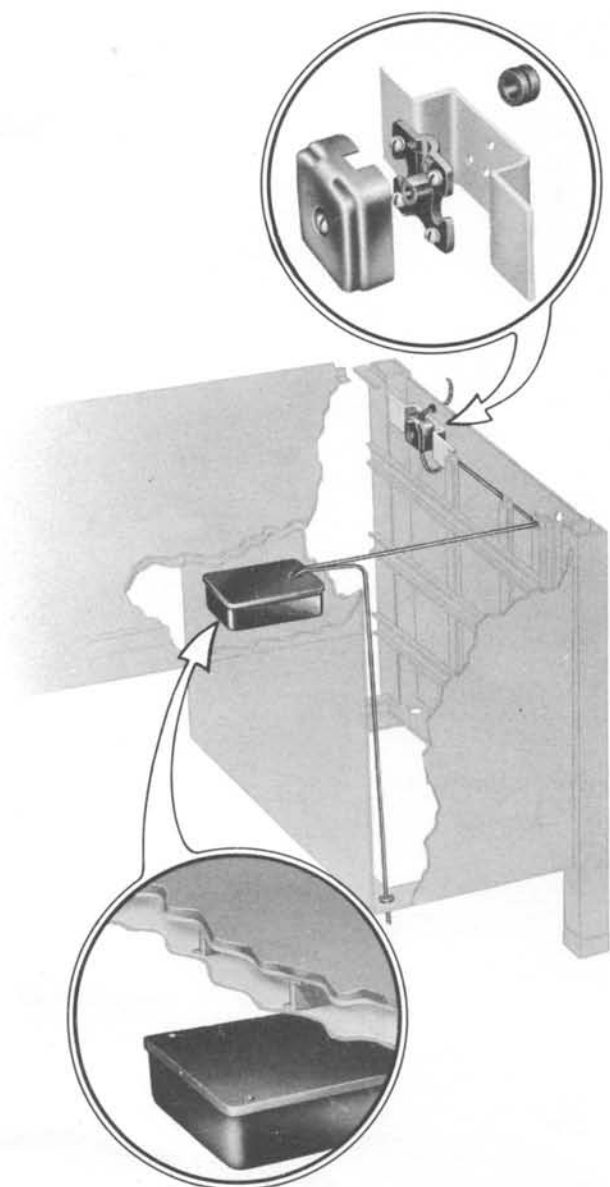


Fig. 4—Built-in Wiring Facilities—Metal Desk

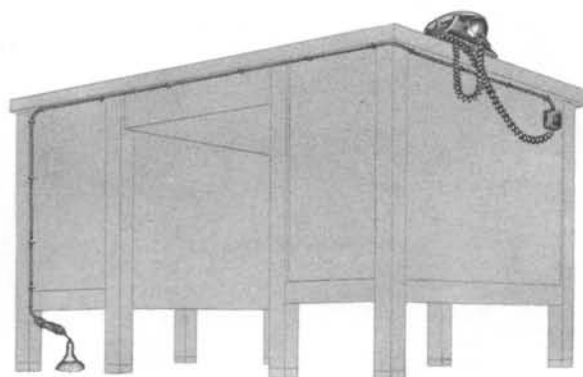


Fig. 5—Wiring of Desk—No Facilities Provided