

5A ANNOUNCEMENT SYSTEM

OPERATION

1. GENERAL

1.01 This section describes a method of operation for recording announcements, making operator announcements, and answering calls directed to the 5A announcement systems. Either a call-director type telephone set or switchboard position is used, depending on the announcing trunk circuit.

1.02 The procedures covered are:

A. *Recording From Telephone Set:* This procedure covers the use of a 619A, 619B, or modified 601A telephone set to erase, record, and play back an announcement.

B. *Recording From Switchboards:* This procedure covers the use of a No. 1, 3, 3C, 3CL, or 5 switchboard to erase, record, and play back an announcement.

C. *Emergency Operator Announcing — Telephone Sets:* This procedure covers the use of the call-director type telephone set to make announcements if recorded announcement should fail.

D. *Emergency Operator Announcing — Switchboards:* This procedure covers the use of switchboards for making announcements if a recorded announcement should fail.

E. *Answering On Monitoring Trunks:* This procedure is a method for answering calls directed to the announcement system. Recorded announcements are not erased.

1.03 Procedure C, Emergency Operator Announcing, may also be used to make operator announcements in place of a recorded announcement when it is not advisable to erase a recording in systems arranged to return 120-ipm tone during recording.

1.04 Recordings should not be made until the channel has been released by the Traffic Department.

2. APPARATUS

2.01 322A plugs are required to make busy the announcement connecting trunks at the outgoing trunk test frame in crossbar tandem offices.

3. PREPARATION

3.01 In No. 4-type offices not equipped to return 120-ipm tone during recording, the patching cords associated with the channel to be recorded should be removed. After a satisfactory recording is made and the channel is released for service, the patching cords should be restored.

3.02 In crossbar tandem offices, the announcement connecting trunks associated with the channel to be recorded should be made busy at the outgoing trunk test frame. After a satisfactory recording is made and the channel is released for service, the trunks should be restored.

4. METHOD OF OPERATION

A. Recording From Telephone Set

4.01 To make a recording from the telephone set when the announcement system is equipped with announcing trunk circuit SD-94804-01:

- (1) Remove telephone from switch hook.
- (2) Select channel by depressing associated ANN- button. ANN- lamp will light.
- (3) Depress record (RCD) button.
- (4) RCD lamp lights and ANN- lamp extinguishes at beginning of record cycle.
- (5) Record new announcement while RCD lamp remains lighted.
- (6) RCD lamp extinguishes and ANN- lamp lights. (Start of new cycle.)
- (7) Listen to playback of new announcement.

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(8) If new announcement is satisfactory, depress release (RLS) button and replace telephone on switch hook. ANN- lamp will extinguish.

(9) If new announcement is to be rerecorded, repeat Steps (2) through (8).

4.02 To make announcements from the telephone set when the announcing system is equipped with announcing trunk circuit SD-68431-01 or SD-68445-01:

- (1) Select channel by depressing associated ANN- button.
- (2) When ANN- lamp flashes, lift telephone from switch hook.
- (3) Depress and hold record (RCD) button.

(4) When second flash of ANN- lamp is received, record new announcement.

(5) Release RCD button before third flash is received or recording will be erased.

(6) Listen to playback of new announcement. ANN- lamp will flash at beginning of each playback.

(7) If new announcement is satisfactory, replace telephone on switch hook, and depress release (RLS) button.

(8) If new announcement is to be rerecorded, repeat Steps (2) through (7).

B. Recording From Switchboards

4.03 Table A contains the procedures for use at No. 1, 3, 3C, 3CL, or 5 switchboards.

TABLE A

STEP	NO. 1 SWITCHBOARD	NO. 3-TYPE SWITCHBOARD	NO. 5 SWITCHBOARD
1	Insert cord into RECORD-ANNOUNCE jack of desired channel.	Insert cord into RECORD-ANNOUNCE jack of desired channel.	Insert cord into RECORD jack of desired channel.
2	Operate TALK key.	Operate MON key.	See note.
3	Flash received on cord lamp.	Flash received on cord lamp.	Flash received on cord lamp.
4	Immediately after flash, momentarily operate ringing key.	Immediately after flash, operate TALK key.	Immediately after flash, operate and hold cord ringing key.
5	When second flash is received on cord lamp, record new announcement.	When second flash is received on cord lamp, record new announcement.	When second flash is received on cord lamp, record new announcement.
6	TALK key still operated.	Restore TALK key to MON position before next flash.	Release ringing key before next flash.
7	Listen to playback of announcement.	Listen to playback of announcement.	Listen to playback of announcement.

TABLE A (Cont)

STEP	NO. 1 SWITCHBOARD	NO. 3-TYPE SWITCHBOARD	NO. 5 SWITCHBOARD
8	If recording is acceptable, remove cord from jack after next flash on cord lamp and restore TALK key.	If recording is acceptable, remove cord from jack after next flash on cord lamp.	If recording is acceptable, remove cord from jack after next flash on cord lamp.
9	If announcement is to be rerecorded, repeat Steps 2 through 8.	If announcement is to be rerecorded, repeat Steps 2 through 8.	If announcement is to be rerecorded, repeat Steps 3 through 8.

Note: For No. 5 switchboard, recording input is connected to amplifier and record-reproduce head circuit is connected to amplifier output when the headset plug is inserted into the jack associated with the recording position.

C. Emergency Operator Announcing — Telephone Sets

4.04 Operator announcements may be made by the following procedure. With announcement systems equipped with announcing trunk circuits SD-68431-01, SD-68445-01, or SD-68460-01, note variation in Steps (2) (c) and (4).

- (1) Depress EM key associated with channel to be used. (ANN- channel lamp lights.)
- (2) When EM lamp lights:
 - (a) Remove telephone from switch hook.
 - (b) Momentarily depress RING button.
 - (c) Depress RCD button, RCD lamp lights. (For circuits noted above, depress and hold RCD button.)

(d) Make announcement.

(e) Momentarily depress RING button.

(3) Continue Step 2 until EM lamp extinguishes indicating announcement trunk is released or perform Step 4.

(4) When operator announcing is complete, momentarily depress RCD button (RCD lamp extinguishes) and replace telephone on switch hook. For circuits noted above, release RCD button and replace telephone on switch hook.

(5) Depress RLS button.

D. Emergency Operator Announcing — Switchboards

4.05 Table B contains the procedures for use at No. 1, 3, 3C, 3CL, or 5 switchboards.

TABLE B

STEP	NO. 1 SWITCHBOARD	NO. 3-TYPE SWITCHBOARD	NO. 5 SWITCHBOARD
1	Insert cord into MAN jack.	Insert cord into MAN RING jack.	*Insert dummy plug into lower jack of a pair of RECORD jacks.
2	† Insert other end of cord into RECORD-ANNOUNCE (OPR ANNOUNCE) jack.	Insert second cord into RECORD-ANNOUNCE (OPR ANNOUNCE) jack.	Insert cord into OPR ANNOUNCE jack.

Table B (Cont)

STEP	NO. 1 SWITCHBOARD	NO. 3-TYPE SWITCHBOARD	NO. 5 SWITCHBOARD
3	Operate TALK key.	Operate TALK key of cord in RECORD-ANNOUNCE (OPR ANNOUNCE) jack.	**Operate TALK key.
4	‡ Operate ringing key of cord in RECORD-ANNOUNCE (OPR ANNOUNCE) jack.	‡ Operate ringing key of cord in MAN RING jack.	**Operate ringing key of cord in OPR ANNOUNCE jack.
5	Make announcement.	Make announcement.	Make announcement.
6	Repeat Steps 4 and 5 until cord supervisory lamp lights, which indicates no calls.	Repeat Steps 4 and 5 until cord supervisory lamp lights, which indicates no calls.	Repeat Steps 4 and 5 until cord supervisory lamp lights, which indicates no calls.
7	When announcing is completed, remove cord from RECORD-ANNOUNCE (OPR ANNOUNCE) jack.	When announcing is completed, remove cord from RECORD-ANNOUNCE (OPR ANNOUNCE) jack.	When announcing is completed, remove cord from OPR ANNOUNCE jack.
8	Leave other end of cord in MAN jack.	Leave original cord in MAN RING jack.	Leave dummy plug in lower RECORD jack.

* Dummy plug has tip, ring, and sleeve short-circuited. When announcements are made at a regular operating position of a No. 5 switchboard, the dummy plug must be inserted into the RECORD jack at the recording position since this jack does not appear at the regular operating positions.

† The names of the jacks at recording positions are given. Where different, the names of the jacks at regular operating positions are given in parentheses.

** This step is not required when announcements are being made from an end position.

‡ This step is required only where audible ringing is provided to the start of the announcement cycle.

E. Answering On Monitoring Trunks

4.06 The following procedure is used to answer calls directed to the announcement trunks whether the system is arranged for switchboards or telephone sets.

- (1) Depress MON- button on telephone set or insert plug into monitoring jack at switchboard.
- (2) When monitoring trunk is seized, MON-lamp lights at telephone set or cord lamp lights at switchboard.

(3) Remove telephone from switch hook of telephone set or operate TALK key at switchboard.

(4) Talk circuit to calling party is complete.

(5) When calling party disconnects, lamp extinguishes at telephone set or switchboard.

(6) When no more calls are to be answered, replace telephone on switch hook of telephone set and depress RLS button, or restore TALK key and remove cord from jack at switchboard.