

TRANSMISSION TEST LINE DIRECTORIES PREPARATION AND MAINTENANCE

1. GENERAL

1.01 This section describes the procedures for preparation and maintenance of the sections of the Transmission Test Line Directory. It covers the procedures for initial issue and subsequent changes.

1.02 This section is reissued to correct the mailing address. This reissue does not affect Equipment Test Lists.

1.03 The responsibility for maintaining the accuracy of the individual directories is assigned to the office specified as the directory coordinator for each Numbering Plan Area (NPA).

1.04 Section 302-100-102 prescribes the format and content of the directories' pages.

2. ISSUE SCHEDULES

2.01 Reissues are prepared to reflect the status at the end of the last business day of the month listed in the following schedule:

NUMBERING PLAN AREA	MONTHS
201 through 215	January, July
216 through 319	February, August
401 through 515	March, September
516 through 619	April, October
701 through 815	May, November
816 through 919	June, December

2.02 Corrections and additions are prepared and should be mailed to:

Western Electric Co.

◆Dept 7262-1◆

2400 Reynolda Road

Winston-Salem, North Carolina 27106

These corrections and additions should be mailed by the tenth of the month following the closing date. Each report consists of a copy of the directory with changes and additions marked in red ink.

3. ASSEMBLY OF DATA

3.01 Notices of additions and changes of number assignments are transmitted to the area coordinator in accordance with local administrative practices. Verification tests must then be made.

3.02 The verification tests consist of:

(a) Checks that installations are completed and in service.

(b) Checks that tone sources are calibrated.

(c) Dialing test lines to verify by test that terminations return an *off-hook signal*. (This test may be performed at any switchboard or test position equipped for signaling supervision.)

3.03 Notices of additions and changes are verified before the directory is corrected.

3.04 Independent Companies' test lines may be included in the directories if they wish to provide the information. The area coordinators should submit inquiries through the appropriate

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Independent Company Coordinator for each case involved. Data on these test lines should be verified by the Independent Company in accordance with 3.02 before inclusion in the directories.

3.05 The area coordinators will occasionally receive calls from personnel having trouble in using the directories. This may sometimes occur due to changes made after the last issue. Other calls may be due to difficulties in reaching or using the test lines. These calls should be referred to the appropriate local or toll office for investigation in

accordance with local practices. The coordinator should request a return report to determine if the trouble affects the directory listing.

3.06 When two Companies or Areas provide service within the same NPA, only one coordinator will be appointed for publication of the directory. Each Company Area shall be responsible for furnishing data for its test lines to the coordinator, and the coordinator for publication purposes shall be selected by mutual agreement.