

PROGRAM TRANSMISSION
GENERAL PRECAUTIONARY MEASURES

1. GENERAL%

1.01 It is very important that all reasonable precautions be taken to prevent service interruptions to program transmission services and this section outlines certain precautionary measures which may be taken in order to eliminate the possibilities of interruptions.

1.02 In general, the precautions outlined herein apply specifically to services of the Southwestern Bell Telephone Company; however, if so desired they may also be applied to services of the Long Lines Department where handled by Southwestern Company forces.

2. PRECAUTIONS%

2.01 When working outside plant forces in connection with maintenance work on outside plant facilities, all reasonable precautions should be taken to prevent hits and swings or other trouble on program pairs. Outside plant forces should be informed of the wires on which program services are working.

2.02 All unnecessary jacks in permanent program circuits should be eliminated. The extent to which this may be done will depend upon the equipment layout in individual offices.

2.03 All program network circuit appearances in combination bays, testboards, test panels, repeater bays, or any other jack appearances shall be plugged to prevent accidental interruptions to service. Both sides of the jack circuits should be plugged. Circuit appearances should also be suitably protected on distributing frames. Where desirable similar treatment may be accorded to temporary and recurring services.

2.04 The appearance of all permanent program circuits in any type of equipment shall be plainly designated with typed designations. If a definite color has been assigned to a circuit the designation strips shall be painted the color assigned to the network.

2.05 Every precaution should be taken to minimize the possibility of induced howls on program circuits resulting from telephone repeaters not being terminated when the circuits with which they are associated are in trouble. It should be understood that unterminated facilities, even though they may not be in the same group as a program pair, frequently result in induced howls on program circuits.

2.06 Test cords used in making filament current readings shall be equipped with 291-A plugs.

2.07 To prevent disturbing other program circuits, the filaments of repeaters or amplifiers shall be turned off in the standard manner before removing vacuum tubes from sockets.

2.08 When it is necessary to work on or around program apparatus or apparatus common to program networks, such as pilot wire regulators, etc., every precaution should be taken to prevent interruptions, and if at all possible such work should

be done during the time the networks are not in service.

2.10 Each office having permanent program circuits should prepare a diagram showing the schematic arrangement of the equipment associated with each network operating through the office. The diagrams should be framed and mounted in or adjacent to the program bays or testboard where they can be quickly referred to.

2.11 Each office should prepare and maintain an up-to-date record of potentiometer and equalizer settings to be associated with spare or emergency facilities used to restore facilities which have failed.

2.12 Program circuits may loop into or pass through small offices and testboards, and every effort should be made to avoid service interruptions at these points. In contacting employees at these offices, the necessity for calling the control office before making tests, patches, or doing any other work on program facilities, should be pointed out.

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2.13 Employees should refrain from, except in emergency cases, of calling, visiting, or contacting program rooms or forces handling program services at or about the quarter hour when the forces are likely to be occupied with switches or reversals.

2.14 If sufficient and competent personnel is not available during line-up and service periods to satisfactorily handle the program service at an Office, information regarding the situation should be forwarded to the Division Plant Superintendent through the regular lines of organization. An exception to these will be in case arrangements have been made for the Traffic Department to handle the service.

2.15 If the need for additional equipment or rearrangement in existing equipment is noted at an office, such recommendations as are felt necessary to provide better, more workable, and less hazardous layouts from an operating standpoint should be submitted for consideration through the lines of organization.

2.16 At those offices handling a considerable amount of program service work, such as lineups, switches, reversals, etc., records should be maintained showing the days of the week and the time at which regular items of program work are to be performed. If so desired, information may also be included regarding the hours of service on networks, service, and to radio stations. The use of "Flexoline" filing systems for records of this nature has proven very satisfactory.

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