

BELL SYSTEM PRACTICES
Station Installation and Maintenance

SECTION C37.311
Issue 3, 1-11-34
Standard

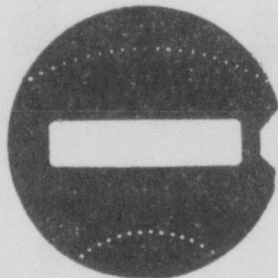
STATION NUMBER CARDS AND CARD HOLDERS

1. GENERAL

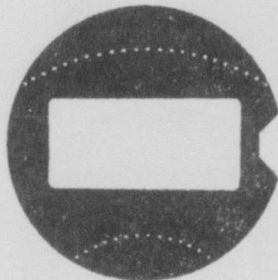
1.01 This section covers number cards, number card holders and number card covers for all classes of stations. It is reissued to include improved cellulose acetate makeup type of number cards and the assembly of the station card holder.

2. FORM NUMBERS OF PRINTED PAPER NUMBER CARDS AND ACCESSORIES

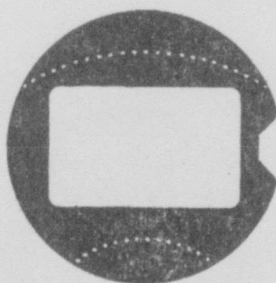
2.01 **Number Cards for Black Hand Telephone Sets, Desk Stands and Wall Sets:**



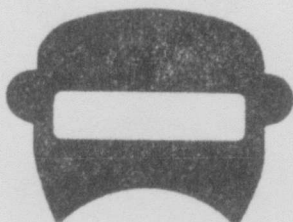
Form E1163 is a permanent number card having space for the station number only.



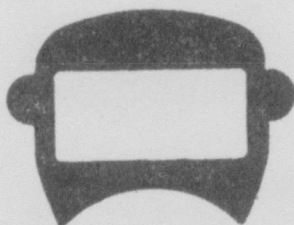
Form E1164 is a permanent number card having space for the central office name and station number. This card may also be used for the station number and P.B.X. extension or room number.



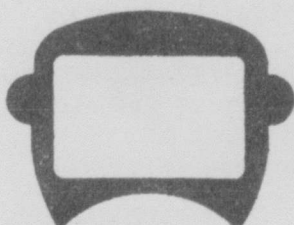
Form E1165 is a permanent number card having space for the central office name, station number and P.B.X. extension or room number.



Form E1166 is a temporary number card having space for the station number only.

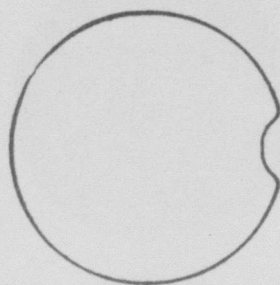


Form E1167 is a temporary number card having space for the central office name and station number. This card may also be used for the station number and P.B.X. extension or room number.



Form E1168 is a temporary number card having space for the central office name, station number and P.B.X. extension or room number.

2.02 Colored Number Cards:

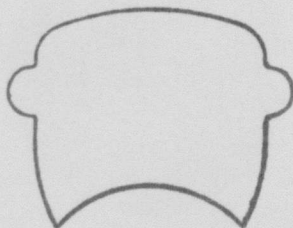


Permanent Card

E1263-4
E1263-5
E1263-6
E1263-7
E1263-5
E1263-11
E1263-11

Apparatus Color

Ivory
Gray
Old Brass
Statuary Bronze
Oxidized Silver
Medium Gold
Dark Gold



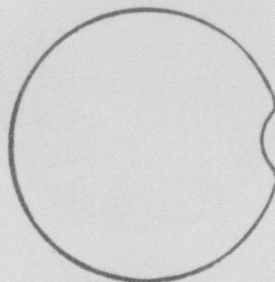
Temporary Card

E1266-4
E1266-5
E1266-6
E1266-7
E1266-5
E1266-11
E1266-11

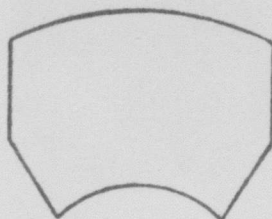
Apparatus Color

Ivory
Gray
Old Brass
Statuary Bronze
Oxidized Silver
Medium Gold
Dark Gold

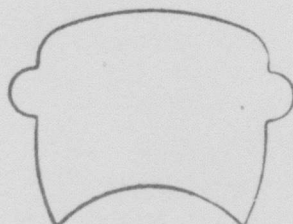
2.03 Cellulose Acetate Covers:



P-137593 is a cellulose acetate cover for use in front of the paper number cards on dial or apparatus blank type hand telephone sets, desk stands, or wall sets.



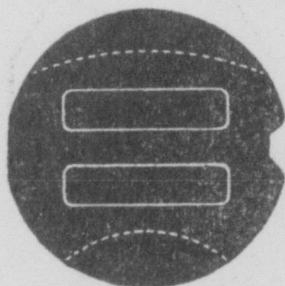
P-230457 is a cellulose acetate cover for use in front of the paper number cards on desk stands or wall sets employing No. 128 type number plates.



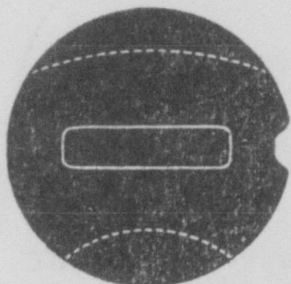
P-243577 is a cellulose acetate cover for use in front of the temporary paper number cards for all types of hand telephone sets, desk stands, or wall sets.

3. FORM NUMBERS OF CELLULOSE ACETATE NUMBER CARDS AND ACCESSORIES

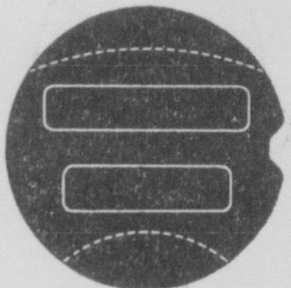
3.01 The following code numbers cover the makeup type cellulose acetate number card and the different inserts used for making up the complete card. This card is for maintenance use and for other cases where the preparation of the number card on the job saves a special visit to place the number card. The card may be used on black hand telephone sets, desk stands, or wall sets.



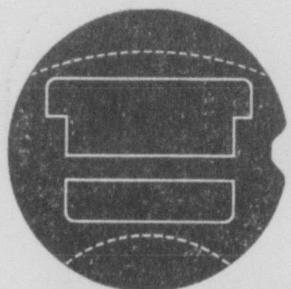
Form E2118 is a permanent number card of cellulose acetate having two slots in which the assigned central office name and station number can be inserted. Replaced by Form E2163 but strips to fit this form are still available.



Form E2119 is a permanent number card of cellulose acetate having one slot in which the station number can be inserted.



Form E2163 is a permanent number card of cellulose acetate having two slots in which assigned central office name and station number can be inserted. The upper window in this form is longer than in Form E2118 so that longer central office names can be placed without abbreviation.



Form E2164 is a permanent number card of cellulose acetate having space for central office name, station number and P.B.X. extension or room number.



Form E2120 is a card of central office name strips. May be obtained with two or more central office names printed on the same form. For use with Form E2118.

Form E2121 is a card of numeral strips for use in making up the station number.

Form E2122 is a card of party line letter strips for use in making up a number at party line stations. These strips are twice the width of the strips in Forms E2121, E2123 and E2124.

Form E2123 is a card of strips for supplying a dash (—) wherever required in the station number makeup.

Form E2124 is a card of spacer strips. These strips are used to fill in when only a four-digit line number is used.

Form E2165 is a card of central office name strips for use with Forms E2163 and E2164. May be obtained with two or more central office names printed on the same form.

Form E2166 is a card of strips with abbreviation for Extension and Room printed thereon. May be obtained with all "Ext." or all "Rm." if desired.

Note: A "number card wallet" is available for carrying the forms and piece parts mentioned above.

4. PLACING PERMANENT NUMBER CARDS

4.01 Forms E1163, E1164, E1165, E2118, E2119, E2163 and E2164 are arranged so that sections at the top and bottom can be torn off to provide a card for manual No. 128 type number plates. These sections should be torn off by bending the card at the perforation a few times and tearing the section away from the card, taking care not to tear beyond the perforation marks.

5. PLACING TEMPORARY NUMBER CARDS

5.01 Temporary number cards should be placed over the permanent number card as shown in Figure 1.

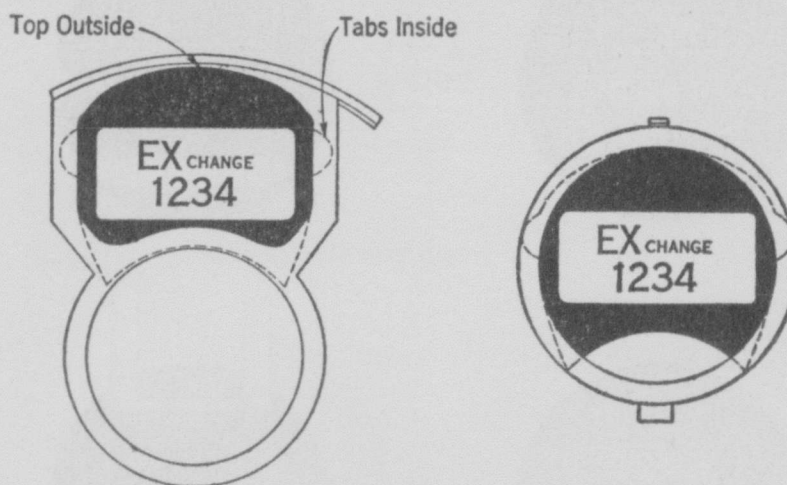


Fig. 1

6. PLACING CELLULOSE ACETATE COVERS

6.01 Cellulose acetate covers for permanent number cards should be placed in the same manner as the number card.

6.02 Cellulose acetate covers for temporary number cards may or may not be required, depending upon the length of time they will have to be in service. If they are required, they should be placed in the same manner as the temporary number card.

7. MAKING UP A CELLULOSE ACETATE NUMBER CARD

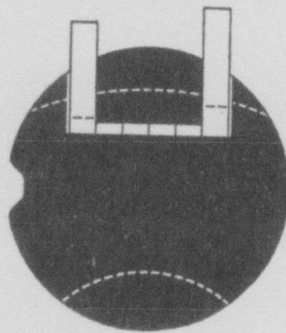
7.01 The upper window in Form E2118 will accommodate a central office name strip (E2120). The upper window in Form E2164 accommodates Form E2165.

7.02 The single window of Form E2119, the bottom window of Forms E2118 and E2163 and the middle and bottom windows of Form E2164 will each accommodate six number strips or their equivalent. The number strips (E2121) dash strips (E2123) and spacer strips (E2124) are all the same width, while party line strips (E2122) and "Ext." or "Rm." strips (E2166) are double width.

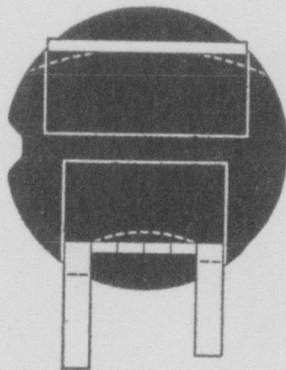
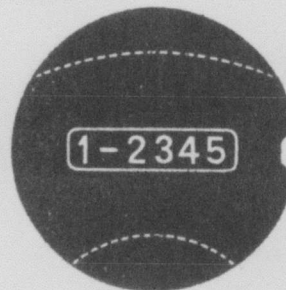
7.03 With a four-digit line number, a spacer strip should be used at each end to fill the two remaining spaces. A four-digit number with party line letter strip will occupy the entire space. The bottom window of Form E2164 will accommodate "Ext." or "Rm." and four number strips. If less than four are used fill in the remaining spaces with spacer strips. When making up Form E2164 place the central office name strip first.

MAKING UP CARDS
(Back shown)

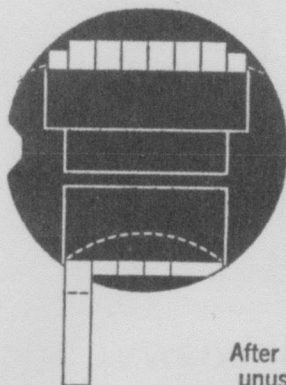
CARDS MADE UP
(Front shown)



E 2119



E 2163



E 2164

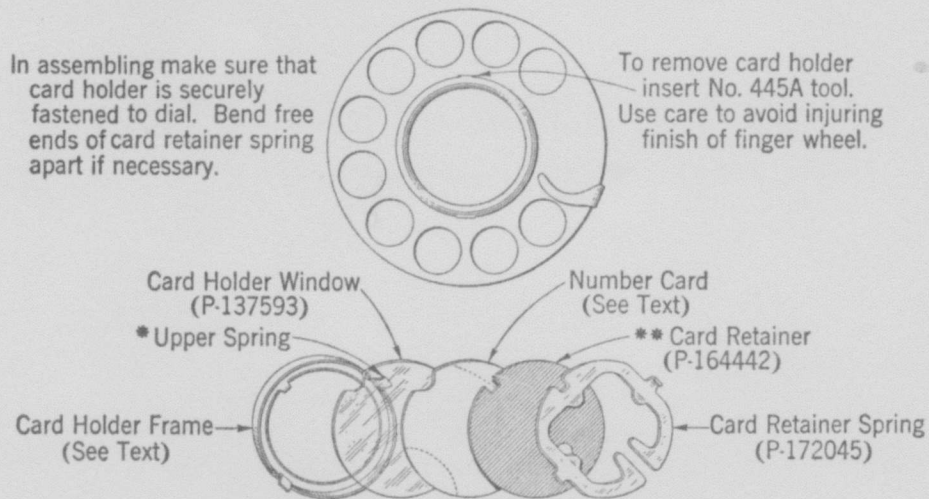


After inserting strips tear off unused parts at perforations.

Fig. 2

8. ASSEMBLY OF STATION CARD HOLDER

8.01 Fig. 3 below shows the assembly of the station card holder.



- * If upper spring on card holder frame rubs on number plate clamping ring (when card holder is attached to dial) remove card holder and bend tip of spring with pliers.
- ** Omit this part when make - up type number card is used.

Fig. 3

8.02 The card holder frame has different piece part numbers depending on the finish as follows:

Card Holder Frame	Apparatus Color
P-220057	Black
P-219944	Ivory
P-219945	Gray
P-219942	Old Brass
P-219943	Statuary Bronze
P-219941	Oxidized Silver
P-219946	Medium Gold
P-219947	Dark Gold