

BELL SYSTEM PRACTICES
Station Installation and Maintenance

SECTION C37.321
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AT&T Co Standard

DESIGNATION STRIPS AND CARDS

DESCRIPTION AND USE

1. GENERAL

1.01 This section gives general information pertaining to the description, code numbers, piece part numbers and use of designation strips and designation cards for key equipments, wiring plans and other station systems. It does not, however, include detailed methods of inserting and removing designation cards in station systems where this work cannot be done without disturbing other parts of face equipment or apparatus. For this information see sections covering the specific key equipment or station system.

1.02 It is reissued to include information covering temporary designation card Forms E-2972, to include the No. 9A card holder and to correct an error in a designation card number in the previous issue.

2. DESIGNATION STRIPS AND CARDS

Keys not Equipped with Designation Card Holders

2.01 The code numbers of designation strips and piece part numbers of associated cellulose acetate windows used with keys which are not equipped with designation card holders are as follows:

Type Key	Designation Strip Code No.	Window Piece Part No.	Approximate Size of Designation Card
6002	8AG	P-467047	2" x 5/8"
6009	8AF	P-467046	3-15/16" x 3/4"
6011	8AG	P-467047	2" x 5/8"
6012	8AE	P-467046	3-15/16" x 3/4"
6017	98A	P-467034	*9/16" x 5/16"
6019	8AD	P-467045	5-5/16" x 3/4"
6030	98A	P-467034	*9/16" x 5/16"

* Use designation card P-476882.

Note: The designation card should be the same size as the cellulose acetate window. Any good grade of paper may be used.

2.02 Except for the 6017 and 6030 type keys, printed designation cards are not available unless local arrangements have been made for their provision. Suitable cardboard or heavy white paper may be used for the card and the designations stamped or typed thereon according to local practice. Designations more generally used with station systems and key equipments are given in Part 3 herein.

2.03 The designation strips for 6002, 6009, 6011, 6012 and 6019 type keys consist of a metal strip with bent-over sides and turned-up ends which prevent the designation card from falling out yet permit easy removal of the card by slightly raising the card at the turned up end and pulling it by the end. A cellulose acetate window protects the designation card. Fig. 1 illustrates one of the strips (8AD) assembled on a 6019A key.

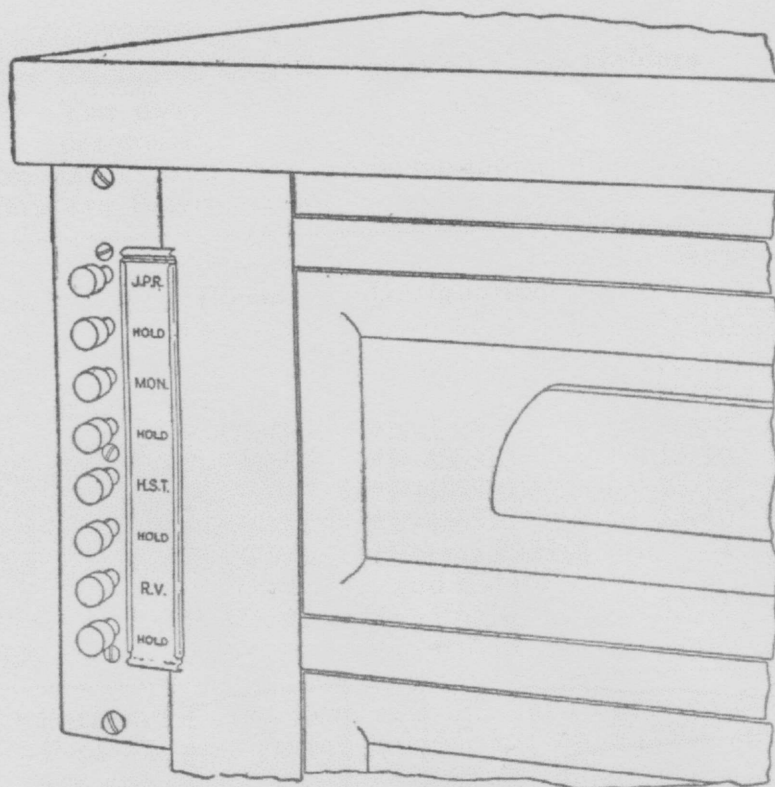


Fig. 1

2.04 The strips are fastened to the face of the keys using existing screws and screw holes in the face of 6009, 6012 and 6019 keys. In the case of 6002 keys the strips are fastened to the wood face of the key with wood screws furnished with the designation strips. The designation strips may be applied to the keys in the field where it appears desirable. The 8AG strip when used with the 6011 key is secured by small flat head screws to the desk leg adjacent to the key.

2.05 The designation strip for the 6017- and 6030-type keys consists of an embossed plate with a slotted hole in the center for the key lever and two windows for the designations, one above and one below the key lever. A cellulose acetate window is also provided with this strip to protect the designation card. Fig. 2 illustrates this strip (coded 98A designation strip) assembled on a 6017-type key. When the strip is assembled to the key, all four of the oval head key unit mounting screws are replaced by screws furnished with the strip.

Two of the replacing screws are flat head machine screws and are covered by the strip while the other two are oval headed screws slightly longer than those replaced.

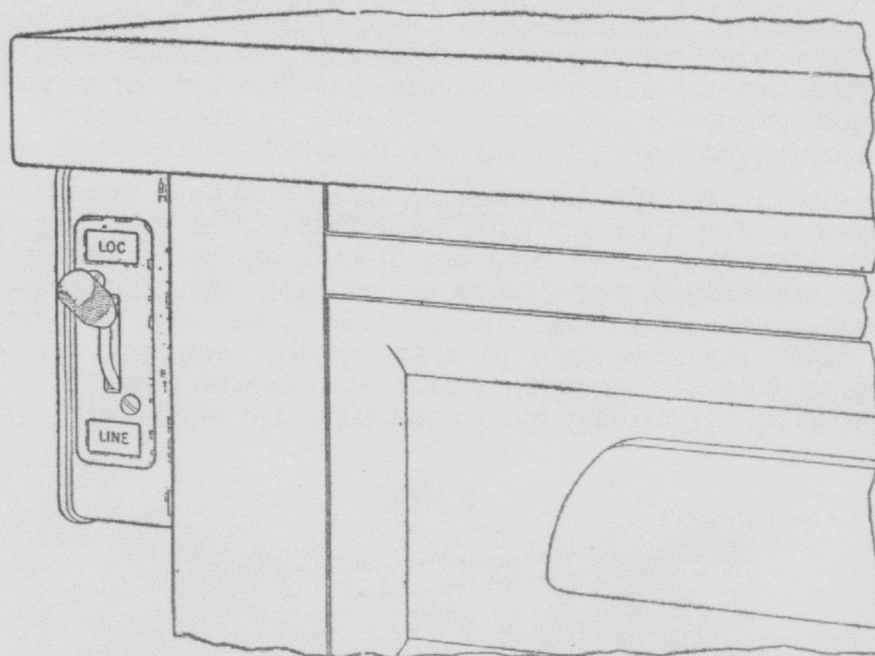


Fig. 2

Keys Equipped with Designation Card Holders

2.06 The piece part numbers of cellulose acetate windows, designation cards and approximate dimensions of designation cards used with keys equipped with designation card holders are listed below:

Type Key	Window Piece Part No.	Designation Card No.	Approximate Size of Designation Card
549A or B	P-239846	†P-458652	11/16" x 2-1/16"
549C or D	P-472399	P-458652	11/16" x 4-5/16"
551	P-470934	†E-2804	5/8" x 7/16"
6021	P-356243	*P-456510	13/16" x 3/8"
6022	P-356101	*P-456510	13/16" x 3/8"
6023	P-356121	*P-456510	13/16" x 3/8"
6026	†P-137593	†Forms E-1164 and E-1165	1" x 3/4"
6027	P-475399	*P-456510	13/16" x 3/8"
6028	P-475400	*P-456510	13/16" x 3/8"

* Perforated card form of a number of printed designations.
 † P-137593 and Forms E-1164, E-1165, E-2804 and P-458652 are cut down to dimensions shown.

2.07 The 6021, 6022, 6023, 6027 and 6028 type keys are provided with designation windows in the face of the keys just above or below each button. The windows are covered with a strip of transparent material to protect the designation card.

2.08 To remove and replace designation cards in the 6021, 6022, 6023, 6027 and 6028 type keys, the snap cover of the key must first be removed.

2.09 For the 6021, 6022, 6023, 6027 and 6028 type keys a perforated designation card Form P-456510 provides a number of printed designations commonly used with these keys. The form is shown in Fig. 3 and one of these is furnished with each key for which the card is adaptable. The designation cards are 1/8" longer than the windows of the keys so that a small portion of the card may be bent over at one side to form a tab. This tab keeps the card in place when the snap cover of key is placed on the key.

EXT OFF ON		EXT OFF ON
OFF ON		OFF ON
HOLD	LOC	HOLD
HOLD	BUZZ	HOLD
HOLD		HOLD
HOLD		HOLD
TALK		TALK
TALK		TALK
TALK		TALK
1		1
2		2
3		3
4	ZZZB	4
5	007	5

Fig. 3

2.10 Covers of the 549- and 551-type keys must also be removed to insert designation cards. For the 551-type key Form E-2804 described in 2.22 may be cut down to the dimensions shown in the table in 2.06.

2.11 The 6026A and 6026B keys are equipped with a metal designation strip mounted on the face between the key unit and the jacks. This strip is approximately 1" long and 3/4" wide.

2.12 For the 6026A and 6026B keys the standard number cards, Forms E-1164 and E-1165, may be cut down to the dimensions given in 2.11 for line number designations. The rounded edges are cut away leaving the center portion in an oblong shape. The cellulose acetate cover P-137593 associated with these forms may also be cut down to protect the designation card.

Key Boxes, Key Units and Turrets of Station Systems

2.13 The designation strips, cellulose acetate windows, designation cards and approximate dimensions of the designation cards used with station systems, key boxes, key units and turrets are indicated below:

Station System	Designation Strip Code No.	Window Piece Part No.	Designation Card No.	Approximate Dimensions of Designation Card
100 Key Equipment				
3-line box	—	P-421558	**Form E-2631	3-7/32" x 13/32"
6-line box	—	P-421559	**Form E-2631	5-11/16" x 13/32"
101 Key Equipment	—	P-412334	**Form E-2631	4-3/4" x 13/32"
102 Key Equipment	—	P-412334	**Form E-2631	4-3/4" x 13/32"
103 Key Equipment	—	P-412334	**Form E-2631	4-3/4" x 13/32"
Order Turret No. 1	8L	—	—	2-1/8" x 7/16"
Order Turret No. 2 or 2A	55A	P-107922	—	11-3/16" x 7/16"

** Perforated card form with ruled blank spaces for designations.

2.14 Key boxes for the Key Equipment No. 100 are provided with designation windows located in the face of the key box. Transparent strips are provided to protect the designation card.

2.15 Key units for the 101-, 102- and 103-type key equipments are also provided with designation windows and strips of transparent material to protect the designation card.

2.16 A perforated card Form E-2631 is available for designations on these key boxes and key units. One side of the form is arranged for Key Equipment No. 100 and the reverse

side is for 101-, 102-, and 103-type key equipments. Each card consists of a number of blank strips for these key equipments, the desired designations being stamped or typed on the card locally before the strips are separated at the perforations. Vertical guide lines which permit proper spacing of designations are provided on the card.

2.17 A detachable card holder coded No. 9A is available for⁴⁷ the 101- and 102-type key equipments for those instances when the designation space in the key box is inadequate. Two No. 9A card holders are required per 101- or 102-type key box.

2.18 As shown in Fig. 4 the No. 9A card holder consists of a zinc plated frame of thin steel and a clear plastic window. It is installed on the key box, as shown in the top designation space of Fig. 5, as follows:

- (1) Loosen the screw which anchors the top panel to the key box.
- (2) Disassemble the plastic window from the No. 9A card holder.
- (3) Insert **longer** step tab of No. 9A card holder frame in **right-hand** face plate designation space hole.
- (4) Spring the center of the frame outward enough to insert the smaller step tab into left side of face plate designation space opening.
- (5) Tilt key box face plate outward enough to permit insertion of the plastic window into the frame.
- (6) Restore face plate to vertical position and retighten top panel screw.
- (7) A designation strip, five of which comprise the Form E-4098, can then be inserted behind the plastic window.

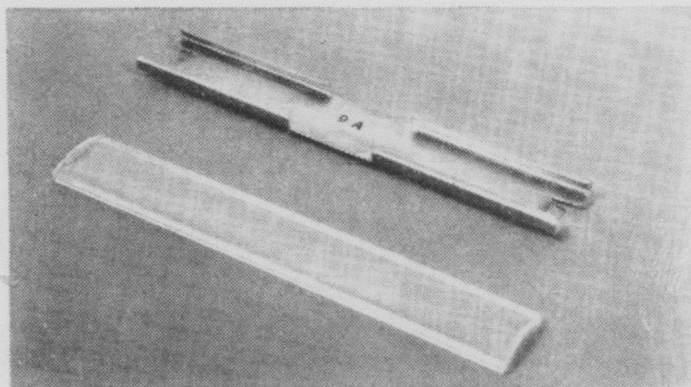


Fig. 4

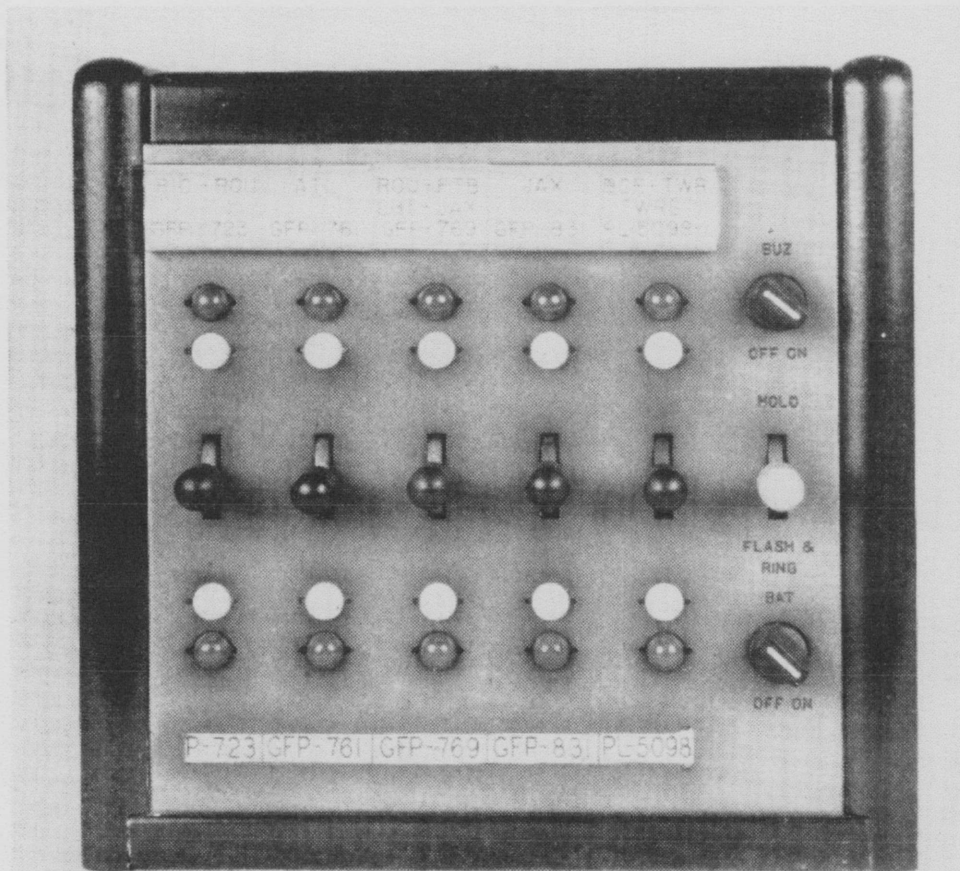


Fig. 5

2.19 Order Turret No. 1 is equipped with a metal designation strip. This designation strip (coded 8L) is similar in design to those described in 2.03. When replacement of the cellulose acetate window used with this strip is required, the window listed in the table for Order Turret No. 2 or 2A may be cut down to 2-1/8" in length and used as a replacement. Designation cards for Order Turret No. 1 are made up locally as specified in 2.02 with the desired designations stamped or typed thereon.

2.20 Order Turret No. 2 or 2A is provided with 55A designation strips which consist of a wooden mounting equipped with a metal retaining strip and a transparent strip and arranged to mount with standard jack mountings. Designation cards used on P.B.X. extension line and central office switchboard jacks are suitable for use with Order Turret No. 2 or 2A.

2.21 Printed number card masks for use with turn-button type sets are shown in Fig. 6. These designation card masks are placed over the regular station number card in the card holder frame on the apparatus blank or dial.

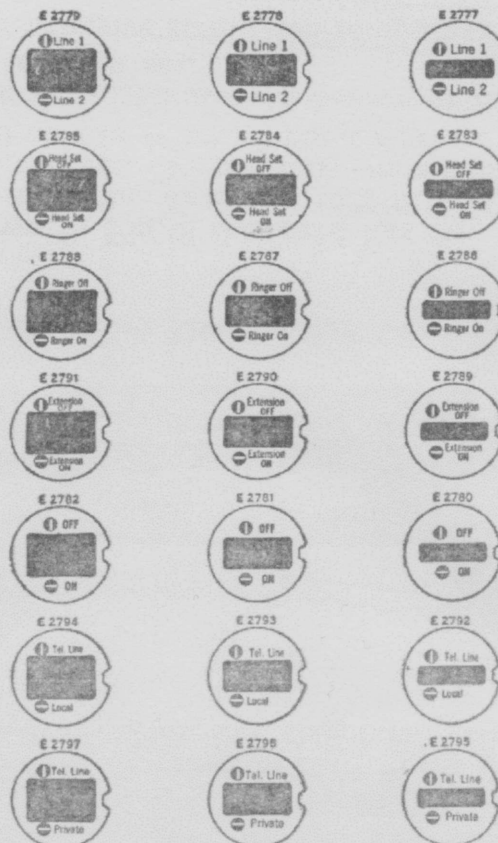


Fig. 6—Station Number Card Masks

2.22 A perforated designation card Form E-2804 is available for use with key telephone sets of the 4- and 6-button types. This form is printed in the 6-button set size but when used with 4-button sets the overlap on either side of the designation card holder should be cut off. Examples of key designations for Form E-2804 are shown in Fig. 7.

HOLD	7-1560	7-1561	7-1562	LOCAL	SIGNAL
HOLD	GR3-2162	GR3-2163	LOCAL	SIGNAL	ON OFF
HOLD	5142	5143	5144	LOCAL	SIGNAL
HOLD	T.S.L.	M.B.S.	J.B.H.	LOCAL	SIGNAL
HOLD	2267	2268	LOCAL	SIGNAL	SECT.
	P.J.W.	J.R.S.	2279	2319	
	2200	2438	D.M.A.	S.T.L.	
	H.L.M.	J.E.			

Designation Cards for 4 and 6 Button Key Telephone Sets. When typing designations leave $\frac{1}{16}$ " margin at top and bottom of each strip.

PRINTED IN U.S.A. E-2804 (1-59)

* Cut off locally for 4-button set.

Fig. 7—Designation Card Form E-2804

- 2.23 A temporary designation card Form E-2972 is available⁴⁷ for 4- and 6-button key telephone sets.



Fig. 8—Temporary Designation Card Form E-2972

- 2.24 As shown in Fig. 8 this card has two tabs with arrows which show the direction to pull and has an adhesive strip which, when removed presents an adhesive surface. This card is installed on the 4- and 6-button sets as follows:

- (1) Remove designation card holder and existing designation card from set.
- (2) Peel off adhesive strip from temporary designation card.

(3) Place the designation card just removed on the adhesive surface of the temporary designation card as shown in Fig. 9. (See Note.)

(4) The new designation card **and** the temporary designation card are inserted in the designation card holder with the temporary card **above** the new designation card.

Note: When the designation card is installed on 4-button sets, the excess adhesive surface may be removed from the temporary card by lightly rubbing with the fingers.

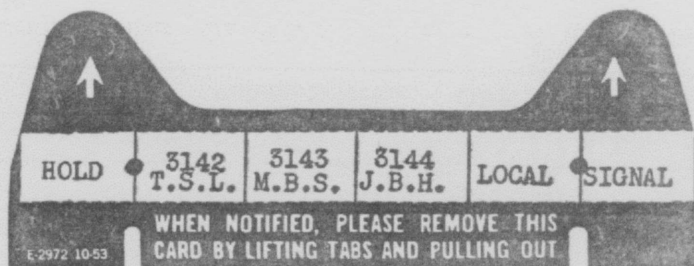


Fig. 9

2.25 On instruction at time of cutover or number change the subscriber removes the temporary form by means of the tabs provided. The new designation card remains in place being retained by the designation card holder positioning pins.

2.26 Form E-2961 is available for use in key telephone sets at 755A P.B.X. stations employing 20-type indicators. This form is like Form E-2804 shown in Fig. 7 except that the second, third, fourth and fifth columns are colored amber, green, white and red, respectively to correspond to the color of lamps in the indicator.

2.27 Forms E-2959A to Z (except I which is omitted), are station number card windows having red letters which will not obscure the printing on the station number cards and marks which they cover. At multi-station key telephone set installations, as in the 1A and 1A1 Key Telephone Systems or in 750A or 755A P.B.X. systems, etc., substitute these windows in the station number card holders for the regular windows. Use Forms E-2959A, E-2959B, E-2959C, etc., to designate stations A, B, C, etc., in accordance with the work sheet data furnished with the service order. Also refer to these letter designations when reporting station visits for either installation or maintenance reasons.

3. DESIGNATIONS

3.01 Key designations frequently used in connection with station systems and key equipments not equipped with key telephone sets follow. Where both separately mounted keys and key telephone sets are used in the same station system, the designations used on separately mounted keys should conform with those used for the key telephone sets.

Station System, P.B.X. or Key Equipment	Line or Operating Feature, Etc. (See Note)	Key Designation	
1A or 1A1 Key Telephone System and Similar Station Systems	C.O. or P.B.X. Line Cutoff or Transfer Hold Signal Intercom. Line	* or TALK or LINE OFF ON or EXT OFF — ON HOLD † or SIGNAL or BUZZ LOCAL	
1A Key Equipment	Transfer	REC	HDSET
2A or 2B Key Equipment	Cutoff	OFF	ON ←
5A Key Equipment	Transfer	TEL	L.S.
5B Key Equipment	Transfer	L.S. ONLY	L.S. and TEL.
15A and 23A Key Equipment		1 2 H L B	
100, 101, 102 and 103 Key Equipments and No. 1 and No. 2 or 2A Order Turrets	C.O., P.B.X. or Private Line Call Circuit or Intercom. Line	* LOCAL	
750A P.B.X.		1 2 3 H L	↖
755A P.B.X.		H 1 2 3 4 L	
6030A Key	Volume Selector	OFF	HIGH ↙

* Line or circuit number. On P.B.X. extension and private lines initials may be added.

† For separate buzzer or signal keys (such as the 549- and 551-type keys) either initials or station letters A, B, C, etc., may be used when stations are so designated on work sheet data furnished with the service order.

Note: Where more than one operating feature is shown for a station switching system combinations of features may be encountered.