

BELL SYSTEM PRACTICES
Station Installation and Maintenance

SECTION C37.312
Issue 1, 2-9-42
AT&T Co Standard

STATION NUMBER CARDS

PAPER MAKE-UP TYPE

1. GENERAL

1.01 This section covers paper make-up type station number cards which are similar to the cellulose acetate make-up type cards described in Section C37.311.

2. DESCRIPTION

2.01 The paper make-up type card consists of a base card and a mask in a single strip of paper. Paper strips with central office names, letters or numerals printed on them are available for building up the required names and numbers on the base card. These strips have an adhesive on the back which permits sticking them on the base card. The adhesive is covered by a cloth strip which should be removed as the strips are used. The base card is equipped with guide lines to assist in centering and lining up the paper strips. After the proper strips have been assembled on the base card, the mask which also has an adhesive on the back is stuck to the base card. The projecting ends of the paper strips are cut off with a pair of diagonal pliers before the assembled station number card is placed in the card holder. This assembly results in a black card with white designations thereon.

2.02 Cards providing key position designation facilities are available for use with 410 and similar turn-button type key telephone sets.

2.03 Paper make-up type cards may if necessary be used with colored station sets by substituting the colored mask furnished with the set (Form E-2954-() dated 1-42) for the black mask furnished with the base card. Form E-2954 consists of one each of the single, double, and triple line colored masks and replaces Forms E-2710, E-2711 and E-2712.

3. SUPPLIES

3.01 The following is a list of the E Forms used in preparing the paper make-up type cards. These forms may be carried in the "number card wallet."

Table 1

<u>Form</u>	<u>Description and Use</u>
E-3025	A base card and mask having a single line window. Used in step-by-step areas and in rural districts.
E-3026	A base card and mask having a double line window. Used generally where central office name and station number is required on the card, also for other two-line designations.
E-3027	A base card and mask having a triple line window. Used generally where central office name, line number and P.B.X. extension or room number is required on the card.
E-3028	A base card and mask with one key position designation and window above and one below a central one line window. Used with 410 and similar turn-button type key telephone sets picking up two P.B.X. extensions in areas not using central office names or two central office lines in areas using central office names.
E-3029	A base card and mask with two key position designations and two single line windows. Used on 410 and similar turn-button type sets for pick up of two central office lines in areas not using central office names.
E-3030	A base card and mask with two key position designations opposite to single line windows and a central double line window. Used on 410 and similar turn-button type sets for pick up of two P.B.X. extensions in areas using central office names.
E-3031	A base card and mask with two key position designations opposite to small single line windows and a central triple line window. Used on 410 and similar turn-button type sets for pick up of two central office lines in different central offices, P.B.X. extension and outside line in another central office, etc., in areas using central office names.
E-3032	Central office name strips 20 per card for use with Forms E-3026, E-3027, E-3030 and E-3031.
E-3033	Letter or numeral strips 1/8-inch wide 38 per card for use with Forms E-3025 to E-3031, inclusive.
E-3034	Dash and blank filler strips 1/8-inch wide, 19 dashes and 19 blanks per card. Used with Forms E-3025 to E-3031, inclusive.

- E-3035 EXT or RM designation strips $7/32$ -inch wide 24 per card. For use with Forms E-3026, E-3027, E-3030 and E-3031.
- E-3036 Party-line letter strips $7/32$ -inch wide 24 per card. For use with Forms E-3025 to E-3031, inclusive.
- E-3037 Strips $3/32$ -inch wide for use principally with Form E-3031. Printed with letters or numerals 28 per card. Numerals 0 to 9 or letters A to Z on one card or individual letters or numerals on separate cards as ordered.

4. INSTALLATION

- 4.01 The method of assembling paper make-up type cards is covered by the following figures and notes:

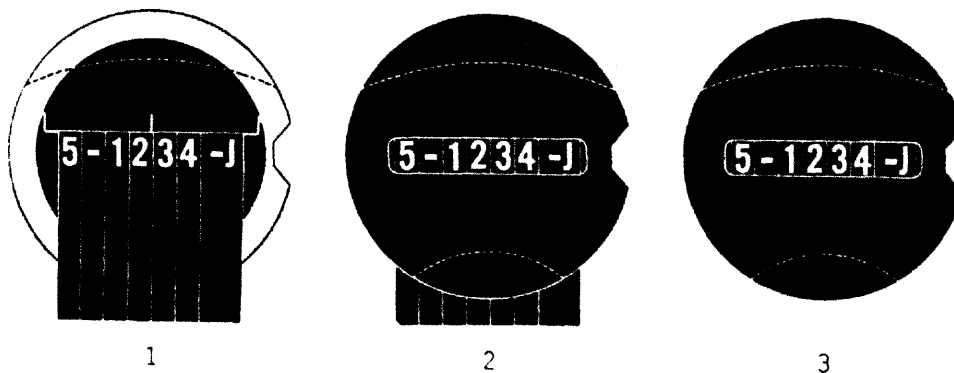


Fig. 1—Form E-3025

Note 1: Count the number of single width strips to be placed on the base card and add to this twice the number of wider strips to be used. In the example shown there are 6 single width strips plus 2 for one wide strip or the equivalent of 8 single line strips. Four single line strips are placed to the left and the equivalent of 4 single line strips to the right of the center mark on the horizontal line on the base card. Place the strips so the top edge of the strip is on the horizontal line on the base card as in Fig. 1 view No. 1. Moisten back of mask and stick to base card being careful to see that the designations line up properly in the window of the mask as in Fig. 1 view No. 2. The outer edge of the base card is white (without ink) as the adhesive sticks best to paper that is not inked. After card has been assembled as in Fig. 1 view No. 2, cut off projecting ends of the strips if for a round card holder or cut along perforations if for a 128 type number plate.

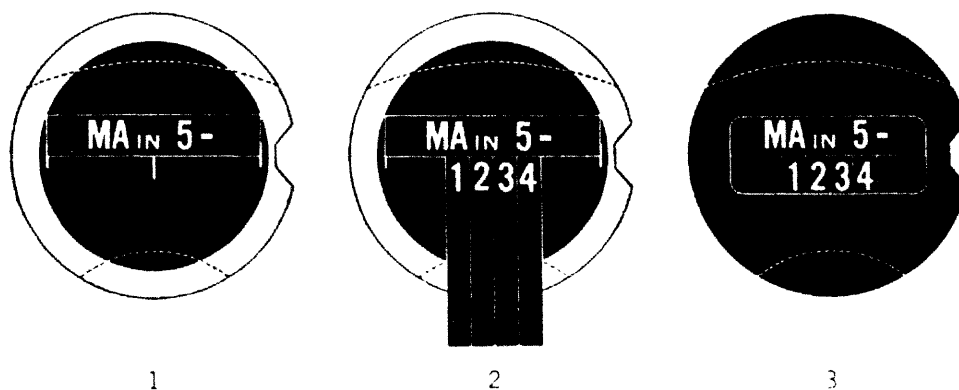


Fig. 2—Form E-3026

Note 2: Place central office name strip with bottom edge on horizontal line of the base card with ends of strip coming equally near to the guide lines at the ends of the horizontal line as in Fig. 2 view No. 1. Place number strips half on each side of center guide line as in view No. 2. In the case of 3 strips or any other odd number the center strip would be centered over the guide line. Complete the card as in Note 1.

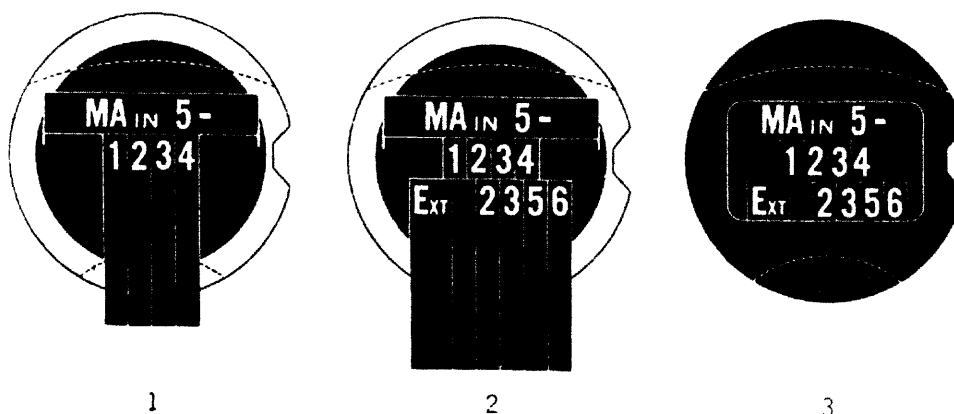


Fig. 3—Form E-3027

Note 3: Proceed as in Fig. 2 and Note 2 to point where "EXT 2356" is to be placed. It will be necessary to gauge the location for these strips by eye. Good alignment will be obtained if these latter strips are centered as in Fig. 1. Use the point midway between the 2 and the 3 above as the center line and make the space between the last row of digits and the center row of digits equal to the space between the central office name and the center row of digits. Complete the card as previously described in Note 1.

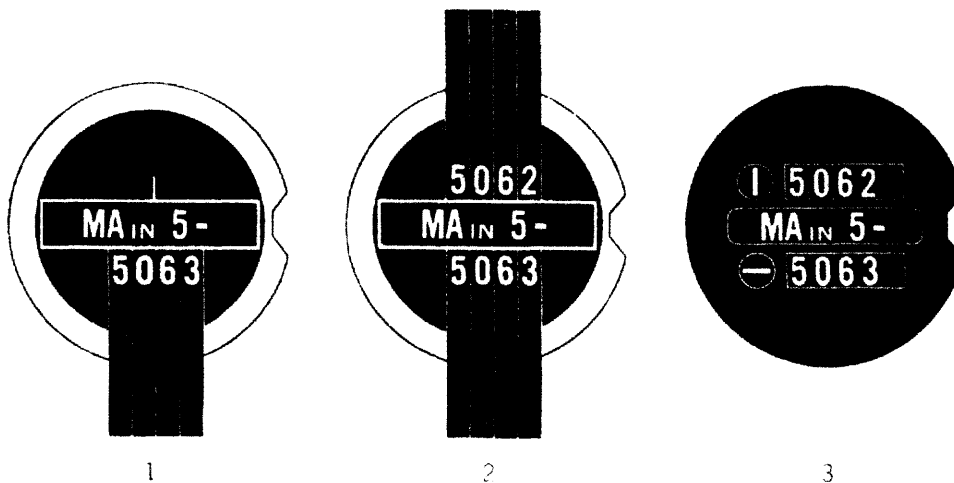


Fig. 4—Form E-3028

Note 4: Center the central office name strip in the rectangular guide on the base card. Line up the numeral strips by the center guide lines as on the other forms. The bottom edges of the top strips and the top edges of the bottom strips should just come up to the horizontal guide lines on the base card. These lines should not be covered by the central office name strips or the numeral strips. Complete the card by applying the mask as covered in Note 1.

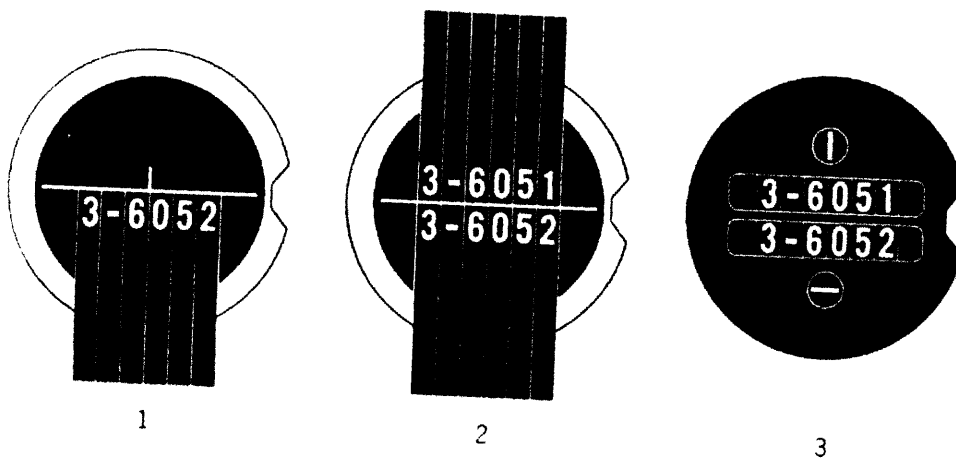


Fig. 5—Form E-3029

Note 5: Strips do not cover horizontal guide line on the base card. See Note 4. Complete card as covered in Note 1.

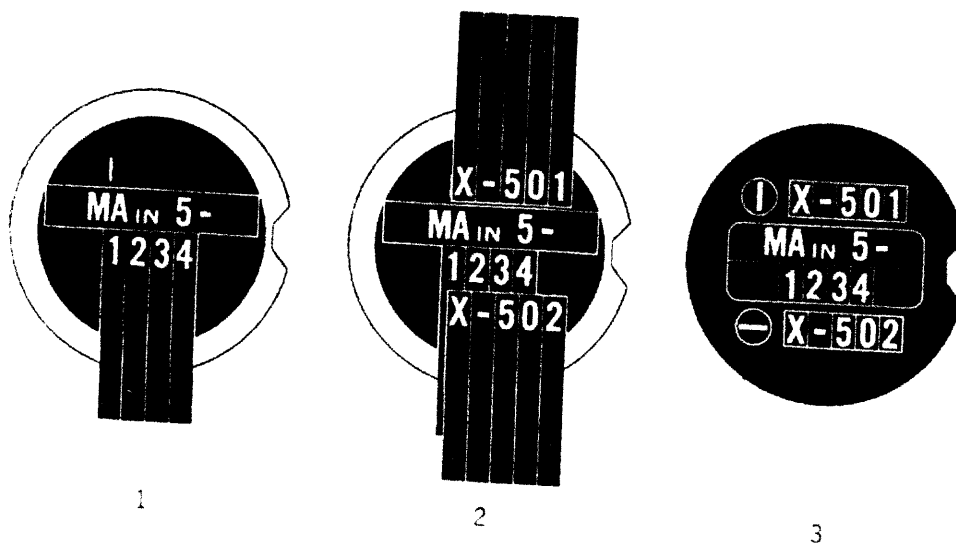


Fig. 6—Form E-3030

Note 6: This card is in general assembled like Form E-3026 Fig. 2. Additional guide lines are on the base card for locating the strips for the two additional windows. Where one of these guide lines is covered by the preceding set of numeral strips it will be necessary to gauge the location for the next set of strips by eye. EXT 501 may be used in place of the X-501 shown. Card should be completed as covered in Note 1.

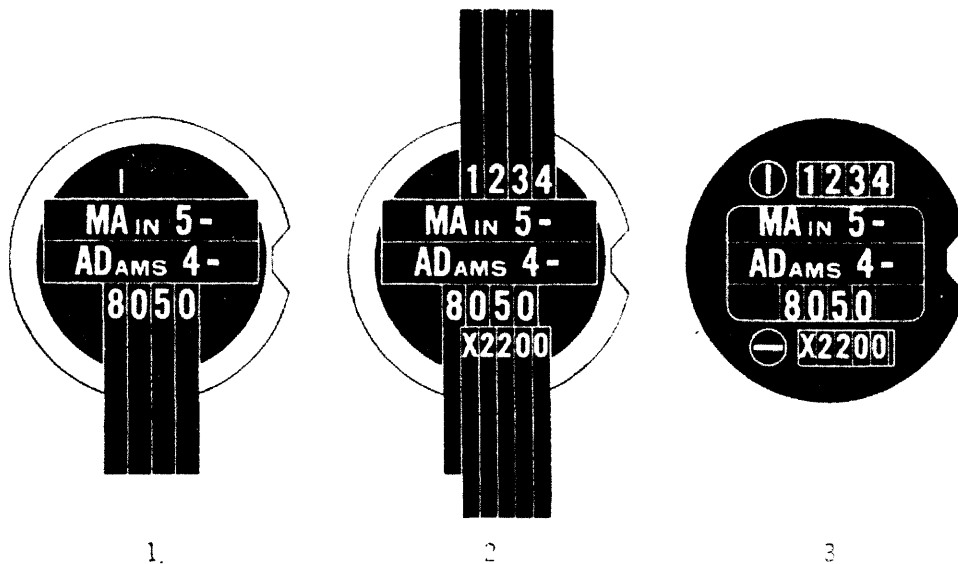


Fig. 7—Form E-3031

Note 7: This card is assembled much the same as the card shown in Fig. 6 except that the window space is necessarily somewhat smaller and more than usual care will, therefore, be required in placing the name strips and numeral strips. Bring the strips snugly up against each other so that no space is lost in the horizontal lines between the strips. It is well to rub the edges of the central office name strips so as to remove any projections which might prevent setting these strips close together. The windows for key designations are smaller than in the other cards. They will take four E-3033 forms or five E-3037 forms. Use Form E-3033 wherever practicable. Place the bottom row of strips so their top edges will be 1/32-inch (as near as can be judged by eye) below the numerals on the preceding strip. The large window in the mask will run from the top of the lettering on the first name strip to the bottom of the characters in the third line of lettering.

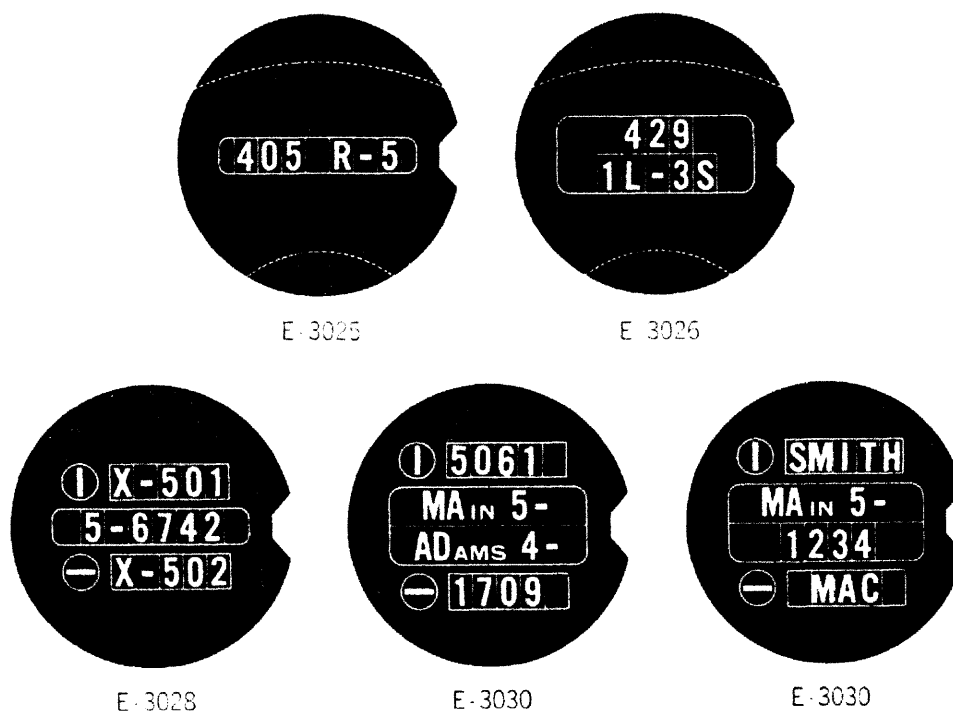


Fig. 8—Other Applications for Forms

Note 8: Fig. 8 shows some other applications for the preceding forms. Forms E-3025 and E-3026 are shown as they might be used on rural lines to indicate the line or station number and the ringing code. In the case of 410 and similar type sets the users' names or initials may be placed in the windows opposite to the key position designations as shown (Form E-3030) in Fig. 8. Regular P.B.X. extension numbers should be used unless the customer specifically requests the name or initial arrangement.

4.02 A make-up type card may be prepared for a colored station set by using a colored mask, Form E-2954 (dated 1-42), in place of the mask furnished as part of Forms E-3025, E-3026 or E-3027. There are too few colored station sets of the 410 and other turn-button types to warrant supplying colored masks with key position designations. Such masks if required should be made up locally by someone who can draw the key position designations and place suitable lettering on Form E-2954. In certain cases, as for Form E-3029, the strips will have to be placed so as to cover the white guide lines on the base card and additional blank filler strips will be needed for the same reason when the colored masks are used.