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American Telephone and Telegraph Company
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BELL SYSTEM PRACTICES
Teletypewriter Stations

SECTION P30.909
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Long Lines Department
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TELETYPEWRITER STATIONS

NAME PLATES

DOW JONES & COMPANY, UNITED PRESS INTERNATIONAL, INC.
AND REUTERS, LTD.

1. GENERAL

1.01 This issue supersedes Issue E, and is reissued to provide information on adding Reuters, Ltd. name plates on No. 15, teletypewriters in the service of that company.

1.02 Arrangements have been made whereby the Telephone Company is to install special name plates on the covers of No. 15 and No. 28 Receiving Only teletypewriters on Dow Jones & Company private line services; on No. 15 Sending and Receiving, No. 15 Receiving Only, No. 19 Sending and Receiving, No. 20 Receiving Only and No. 28 Receiving Only teletypewriters on United Press International, Inc. private line services, and on No. 15 Receiving Only teletypewriters on Reuters, Ltd. private line services.

1.03 The Dow Jones name plates are approximately 4-1/2" x 10" and will be either metal or plastic. The United Press International name plates are metal and the Reuters name plates are plastic, each being approximately 1-1/2" x 10". The plates have two holes approximately 1/2" from the ends for mounting screws. These holes are for use when adding name plates on No. 15C style covers by utilization of existing holes in the front of the cover normally used for attaching a copy holder. For use on No. 28 teletypewriters the United Press International plates are supplied with a pressure-sensitive adhesive backing to permit attachment without drilling holes in the cover.

TELETYPEWRITER
STATIONS
CUSTOMER
NAME PLATES

2. HANDLING INSTALLATIONS AND REMOVALS

2.01 Private Line Service Orders covering installations of No. 15 RO and No. 28 RO machines on Dow Jones & Company, No. 15 KSR, No. 15 RO, No. 19 ASR, No. 20 RO and No. 28 RO machines on United Press International and No. 15 RO machines on Reuters, Ltd. circuits will specify the installation of the name plate. The name plate and mounting parts, as required, will be mailed from New York City by the customers to shipping addresses that were furnished for that purpose by the Division and District Plant Offices. The Division Commercial Manager, Press, at New York, N.Y. should be notified of any change in address.

2.02 Whenever a cover with name plate is removed from service, the name plate and any mounting screws involved should be removed and returned to whichever of the following addresses is involved:

Dow Jones & Company
44 Broad Street
New York 4, N. Y.
Attention: Mr. E. C. Coakley

United Press International, Inc.
220 East 42nd Street
New York 17, N. Y.
Attention: Mr. P. A. Miner

Mr. D. K. Rogers
Reuters, Ltd.
229 West 43rd Street
New York 18, N. Y.

3. INSTALLATION PROCEDURE

15-Type Covers

3.01 If the back edges of the metal plate are burred, the burr should be removed with a file before installing so that the finish of the cover will not be marred.

3.02 In attaching the plate it may tend to buckle away from the cover slightly at the center on 15C style covers. Normally it should be possible to remedy this condition by removing the plate and bending it slightly in the opposite direction. If any case arises where this will not remedy the trouble, it is probable that the holes do not match perfectly and in this case it would be necessary to enlarge slightly, one or both of the holes in the name plate.

3.03 On 15C style covers, install the name plate by utilizing the two top screw holes that are provided for attaching a copy holder to sending and receiving machines. The two mounting screws should be No. 6-32 buttonhead machine screws, 1/4" long, to fit the tapped holes in the cover.

28-Type Covers and Consoles

3.04 The name plate shall be located centrally on the front slope of the dome as described in the following paragraphs.

3.05 Remove the line guide parts including the lower post which shall be replaced by a TP-151658 screw provided by the Telephone Company.

3.06 Clean the surface where the adhesive will be applied with a cloth dampened with Bell System cleaner (Trichloroethylene).

Caution: Do not use a saturated cloth because the finish is apt to be softened.

3.07 Carefully peel off the masking paper from the adhesive film on the back of the name plate and apply the plate to the cover without sliding, applying pressure for a few seconds with the finger tips.

Caution: Delay "pry" tests for at least 15 minutes.

4. REMOVAL OF ADHESIVE BACKED NAME PLATE

4.01 To remove an adhesive backed name plate, carefully work a spatula or thin knife blade between the plate and the cover at the point of adhesion. If difficulty is experienced, in prying off the name plate, flow some Bell System cleaner onto the adhesive at these points. Carefully clean the areas where the adhesive was applied observing the caution under Paragraph 3.06.