

TELEPHONE DIRECTORIES

INSTALLATION

1. GENERAL

1.01 This section replaces Section C46.102, Issue C. It covers the installation of telephone directories at public and semipublic telephone stations, and includes information concerning directory hangers per Drawing KS-1884. It is reissued to change the number to agree with the general outline.

1.02 The commercial representative is responsible for making arrangements with the customer or agent and for specifying, on the service order, the directories to be provided and the method of housing them at public telephone stations. The location of the directory shelves, tables, etc. will be specified on Form K-2407, Public Telephone Installation Specification, attached to the service order. If arrangements have not been made and/or the above information is not shown on the service order or attached sketch, the order shall be referred to the commercial representative.

1.03 At semipublic telephone stations, the installation forces shall be guided by the information contained in Appendix 3 to this section and housing for the directories shall not be provided (except for binders - refer to Paragraph 2.01) unless specifically requested by the commercial representative on the service order.

1.04 If the KS-1805 multiple directory fastener is to be provided in the Los Angeles Extended Area, the commercial representative will specify on the service order under Remarks, "Provide all L. A. E. A. directories."

1.05 In some instances, special indices (separators) may be provided by the Commercial Department for locations outside of the Los Angeles or Los Angeles Extended Area.

The directories to be provided in these instances and their arrangement in the KS-1805 directory fastener will be specified on the service order.

1.06 The mounting and access space requirements for directory hangers, shelves, and tables are as follows:

← KS-1884 directory hangers with center-hung binders are attached to a vertical surface and require a mounting space 15 inches wide by 26 inches high by 6 inches deep with the top space located 59 inches above the floor. The minimum desirable access space in front of the vertical surface is 20 inches wide by 30 inches deep.

11-type directory shelves are attached to a vertical surface and require a mounting space 30 inches wide by 7-3/4 inches high by 12-1/2 inches deep with the top located 43-1/2 inches above the floor. The minimum desirable access space in front of the shelf is 30 inches wide by 20 inches deep.

KS-7250 metal shelves which are attached only to the side of open-type metal booths require a mounting space 25 inches wide by 14 inches deep. The minimum desirable access space in front of the shelf is 25 inches wide by 20 inches deep.

51-type directory tables are attached to the floor and require a mounting space 32 inches wide by 14 inches deep. The minimum desirable access space in front of the table is 32 inches wide by 20 inches deep.

52-type directory tables are attached to the floor and require a mounting space 52 inches wide by 14 inches deep. The minimum desirable access space in front of the table is 52 inches wide by 20 inches deep.

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- 1.07 Standard binders for use with directories are covered in Appendix 1 to this section.
- 1.08 Arrangements of the directories and indices for the KS-1805 directory fastener are covered in Appendix 2 to this section.

2. DESCRIPTION

2.01 The directory binders are hard covers which shall be used to house directories that are fastened to a directory shelf or table, or that are suspended from a directory hanger (refer to Figures 1, 2, and 5). They shall also be provided if the customer (semipublic) has built-in facilities for directories located adjacent to the coin collector. The binder sizes for all directories are covered in Appendix 1 to this section. If directory binders are required for fastening to a directory shelf or table, or for a customer's built-in facilities, they shall be ordered without the hanger eye. If directory binders are required for use with directory hangers, they shall be ordered as center-hung binders.

2.02 The KS-1884 directory hangers are metal brackets equipped with suspension chains and arranged for mounting on a vertical surface (refer to Figures 1 and 2). The KS-1884, G2 directory hanger which is used to suspend two directories is intended for use only in outdoor-type telephone booths. It consists of two suspension chains, each of which is attached to the respective ends of a plate that is in turn suspended from a bracket by means of a clamping link. The plate is provided with a screw slot so that, if required, the clamping link may be attached to the plate off-center to provide balance when two directories of unequal weight are at rest. The KS-1884, G4 directory hanger, which is used to suspend

individual directories, is intended for use in outdoor-type telephone booths if a single or third directory is required (refer to Figure 1) or for use at all other locations such as indoor-type telephone booths where directories are suspended individually (refer to Figure 2). This directory hanger consists of a single suspension chain attached to a bracket.

2.03 The KS-1805 directory fastener is intended for use in the Los Angeles and Los Angeles Extended Areas to fasten 3 or more directories to 11- and 12-type directory shelves, or to 51- and 52-type directory tables. This directory fastener consists of a copper-plated steel base to which are attached, by means of rods and loops, various indices (separators) and associated directories (refer to Figures 3 and 4). Details regarding the various parts of this directory fastener are included in Part 3 of this section.

2.04 The directory shelves are intended for use on the side of indoor-type telephone booths or on walls (refer to Figure 5). The 11-type directory shelf, which is 30 inches long and accommodates two directory binders or one directory fastener, may be used on the side of wooden indoor-type telephone booths or on walls. The KS-7250 metal directory shelf may be used only on the side of open-type metal telephone booths. Details regarding the finishes available on these directory shelves are contained in Part 3 of this section.

2.05 The directory tables are intended for use at telephone booth installations if directory shelves are not used. The 51-type directory table is 32 inches long and will accommodate two directory binders or one directory fastener. The 52-type directory table is 52 inches long and will accommodate two directory binders or one directory fastener.

3. SUPPLIES

- Backboard**
- Dwg. CS-2146, G1
For mounting 11C special finish directory shelf on surfaces other than wood.
- Dwg. CS-2146, G2
For mounting 11G directory shelf on surfaces other than wood.
- Dwg. CS-2146, G3
For mounting 12G directory shelf on surfaces other than wood.
- Dwg. CS-2146, G4
For mounting 11L special finish directory shelf on surfaces other than wood.
- Dwg. CS-2146, G5
For mounting 12L special finish directory shelf on surfaces other than wood.
- 164A
For mounting KS-1884, G4, directory hangers on plaster on wood or metal lath walls.
- Binder, Directory**
For specific binder sizes refer to Appendix 1 to this section. Binders shall be ordered as center-hung or without hanger eyes as required. (Refer to Paragraph 2.01.)
- Brace, Corner**
Stanley No. 997
5/8" x 2" angle iron brace for fastening directory table to floor.
- Fastener, Directory**
- Dwg. KS-1805, G1
Directory fastener indices (separators) for use in the Los Angeles Extended areas. Includes loops and rods for retaining directories and indices.
- G2
Directory fastener indices (separators) for use in the Los Angeles Area. Includes loops and rods for retaining directories and indices.
- G6
Directory fastener base for use in multibook directory installations.
- G8
Directory fastener key.
- G9
Retainer rod for index or single directory. For replacement or additions.

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Fastener, Directory (Continued)	G10 Retainer rod for combination index and directory. (Refer to Paragraph 4.03(8).)
Hanger, Directory	Dwg. KS-1884, G2 For hanging two directory binders in outdoor-type telephone booths. G4 For hanging one directory binder at indoor or outdoor type telephone booths, or for use in addition to the KS-1884, G2 Directory hanger for hanging a third directory binder in an outdoor-type telephone booth.
Screw, Wood	Oval Head, Nickel Finish, No. 7 3/4" long for fastening directory binders to directory shelves or tables.
Shelf, Directory	11A 12-3/4" wide x 30" long. Medium mahogany finish. 11C 12-3/4" wide x 30" long. Medium dull white oak finish. 11C Special Finish 12-3/4" wide x 30" long. Oak. Finished with colorless protective coating. 11E 12-3/4" x 30" long. Dark mahogany finish. 11G 12-3/4" wide x 30" long. Walnut finish. 11L Special Finish 12-3/4" wide x 30" long. Birch. Finished with colorless protective coating.
Table, Directory	KS-7250 12-3/4" wide x 25" long. Metal. Maroon finish. For metal open-type telephone booth only. 51C Special Finish 14" wide x 32" long x 43" high. Oak. Finished with colorless protective coating. 51G 14" wide x 32" long x 43" high. Walnut finish. 51L Special Finish 14" wide x 32" long x 43" high. Birch. Finished with colorless protective coating. 52C Special Finish 14" wide x 52" long x 43" high. Oak. Finished with colorless protective coating. 52G 14" wide x 52" long x 43" high. Walnut finish.

Table, Directory
(Continued)

52L Special Finish
14" wide x 52" long x 43" high. Birch. Finished with colorless protective coating.

Washer

No. 8, Nickel Plated
Used with No. 7 nickel finish oval head wood screws for fastening directory binders to directory shelves or tables.

4. INSTALLATION

4.01 The directory binders and associated directories shall be installed as follows:

(a) To place a directory in a directory binder:

(1) Disengage the bent top end of the center rod from the locking slot by raising the rod at its center while depressing it at the top end.

(2) Open the directory to its center pages and place it in the open directory binder.

(3) Swing the center rod between the opened pages and engage its bent end in the locking slot.

(b) To fasten a directory binder to a directory hanger, the eye on the center-hung binder shall be opened, swivel of the hanger inserted, and the eye closed.

(c) To fasten a directory binder to a directory table or shelf:

(1) Drill five clearance holes in the cover of the binder with one hole located in the center and one hole in each corner 1-1/2 inches from each edge. If only one binder is provided, the holes shall be drilled in the back cover. If two binders are provided, the holes in the second binder shall be drilled in the front cover.

(2) Locate the binder so that, when opened, it is centered lengthwise on the table or shelf. If two binders are provided, they shall be located on the ends of the table or shelf (refer to Figure 5).

4.02 The KS-1884-type directory hanger shall be installed as follows:

(a) In outdoor type telephone booths, the KS-1884, G2 directory hanger shall be mounted just beneath the left end of the shelf and shall be attached with four 3/4-inch No. 8 R.H.B. wood screws. If a KS-1884, G4 directory hanger is also provided, it shall be mounted inside of the KS-1884, G2 directory hanger and fastened with the same four screws used to fasten the KS-1884, G2 directory hanger (refer to Figure 1).

(b) On indoor-type telephone booths, the KS-1884, G4 directory hanger shall be mounted outside of the booth on the end panel and shall be attached with the four 3/4-inch No. 8 R.H.B. wood screws. The top of the hanger bracket shall be 59 inches above the floor and the vertical center of the bracket shall be 7-1/2 inches from the front edge of the end panel. If a second hanger is required, it shall be mounted in a manner similar to the first hanger and shall be located so that the hanger brackets are 15 inches apart on centers (refer to Figure 2).

(c) On walls, the KS-1884, G4 directory hanger shall be mounted as described in sub-paragraph (b) above except that, on plaster on wood or wire lath walls, a 164A backboard shall be used and shall be attached to a stud with two 2-inch No. 8 R.H.B. wood screws. If an additional hanger is required, it shall be mounted on an adjacent stud (refer to Table 1 for the fasteners to be used).

TABLE 1

FASTENERS FOR DIRECTORY HANGERS

<u>Mounting Surface</u>	<u>Fasteners (4 required)</u>
Wood or Metal Sheath on Wood	3/4" No. 8 R. H. B. Wood Screws.
Masonry, Unplastered	3/4" No. 8 R. H. B. Wood Screws in No. 6-8 x 3/4" Screw Anchors.
Masonry, Plastered	1-1/2" No. 8 R. H. B. Wood Screws in No. 6-8 x 1-1/2" Screw Anchors.
Hollow Tile	3/16" x 4" B. H. Spring Toggle Bolts. If solid part of tile is struck, slant drill toward hollow part.
Plaster on Wood or Wire Lath	Use 164A backboard. (Refer to Paragraph 4.02(c).)

4.03 The KS-1805 directory fasteners shall be installed as follows:

(a) On 11 or 12 type directory shelves, the KS-1805 directory fastener shall be installed with the rear of the base even with the rear edge of the shelf and shall be centered lengthwise on the shelf. It shall be attached to the shelf with four 3/4-inch No. 8 R. H. B. wood screws.

(b) On 51 or 52 type directory tables, the KS-1805 directory fastener shall be installed with the rear of the base one-half inch from the rear edge of the table and shall be centered lengthwise on the table. It shall be attached to the table with four 3/4-inch No. 8 R. H. B. wood screws.

Directories and indices (separators) shall be installed in the KS-1805 directory fastener as follows:

(1) Refer to Appendix 2 to this section for the arrangement of the telephone directories.

(2) Open each directory and place the loop between the pages so that the eyes on the ends of the loop extend beyond the folded edge of the directory.

(3) Pass the rods through the loop eyes.

(4) Insert the KS-1805, G8 directory fastener key in the slot at the right end of the rear base member. Apply sufficient force during insertion to overcome the spring tension, and then move the free end of the key to the right to open the slots on the rear base member.

(5) Holding each directory with its attached loop and rod in a position just above the fastener base, insert the lower end of the rod in the hole in the inner face of the front base member, and insert the upper end of the rod in the associated slot in the rear base member.

(6) Insert a rod through the folded edge of each index (separator) and install the index in the fastener base in the same manner as for a telephone directory (refer to Paragraph 4.03(5)).

(7) Move the free end of the directory fastener key to the left to lock the rods in the fastener and then remove the key.

(8) The Group 10 assembly shall only be used if the growth of directories results in excessive crowding and it becomes

necessary to remove the rod holding the two end indices and to place the indices on the same rod holding the directory.

4.04 The 11-type directory shelves shall be installed as follows:

(a) On indoor-type telephone booths, the 11-type directory shelf shall be installed on the booth end panel. To facilitate installation, a forked bracket is provided on the shelf and is located just below the center of the mounting edge. A 1-inch No. 10 F. H. I. wood screw shall be driven into the center of the end panel at a point 42-1/8 inches above the floor and the forked bracket shall be placed between the screw head and end panel to support the shelf while the fasteners are placed. Six 1-1/2-inch No. 10 F. H. I. wood screws shall be used to fasten the shelf to the end panel.

(b) On walls, the 11-type directory shelf is mounted in the same manner as described in Paragraph 4.04(a) except that a backboard per Dwg. CS-2146 shall be used. The backboard shall be attached with four of the fasteners listed in Table 2 and the shelf shall be attached to the backboard with six 1-1/2-inch No. 10 F. H. I. wood screws. Backboard fasteners shall enter the studding if the wall surface is plaster on wood or wire lath.

4.05 On KS-7250 open-type metal booths, the KS-7250 metal directory shelf shall be mounted on the side of the booth at a height just below the booth shelf and shall be attached with the screws furnished with the booth side.

4.06 The 51 and 52 type directory tables shall be attached to the floor by means of a 5/8 by 2-inch Stanley No. 997 corner brace on each leg of the table. One leg of each brace shall be attached to each table leg with two 3/4-inch No. 8 R. H. galvanized wood screws and the other leg of each brace shall be attached to the floor with two 1-inch No. 8 R. H. galvanized wood screws if the floor is wood, or two 1-inch No. 8 R. H. galvanized wood screws in 1-inch No. 6-8 screw anchors if the floor is masonry. If the directory tables are to be

installed and anchored on finely finished surfaces, such as marble, tile, terrazzo, etc., the commercial representative will arrange with the customer to have the necessary holes drilled. The corner braces shall be installed on the inner face of each table leg so that they do not project beyond the table leg and form a safety hazard.



Figure 1

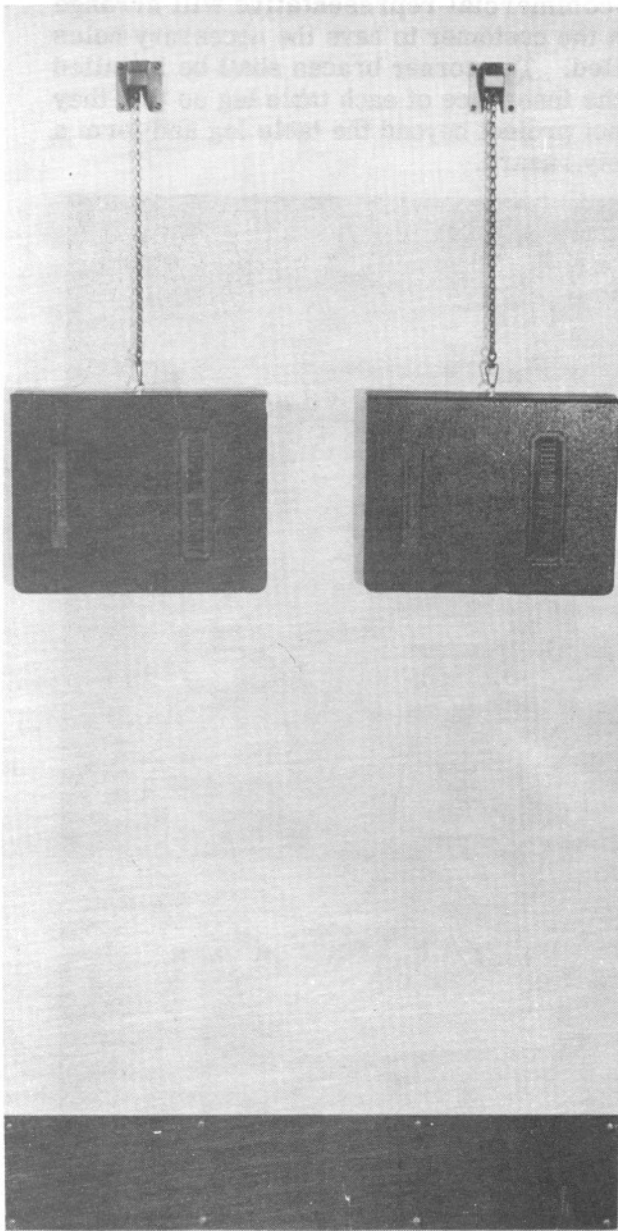


Figure 2

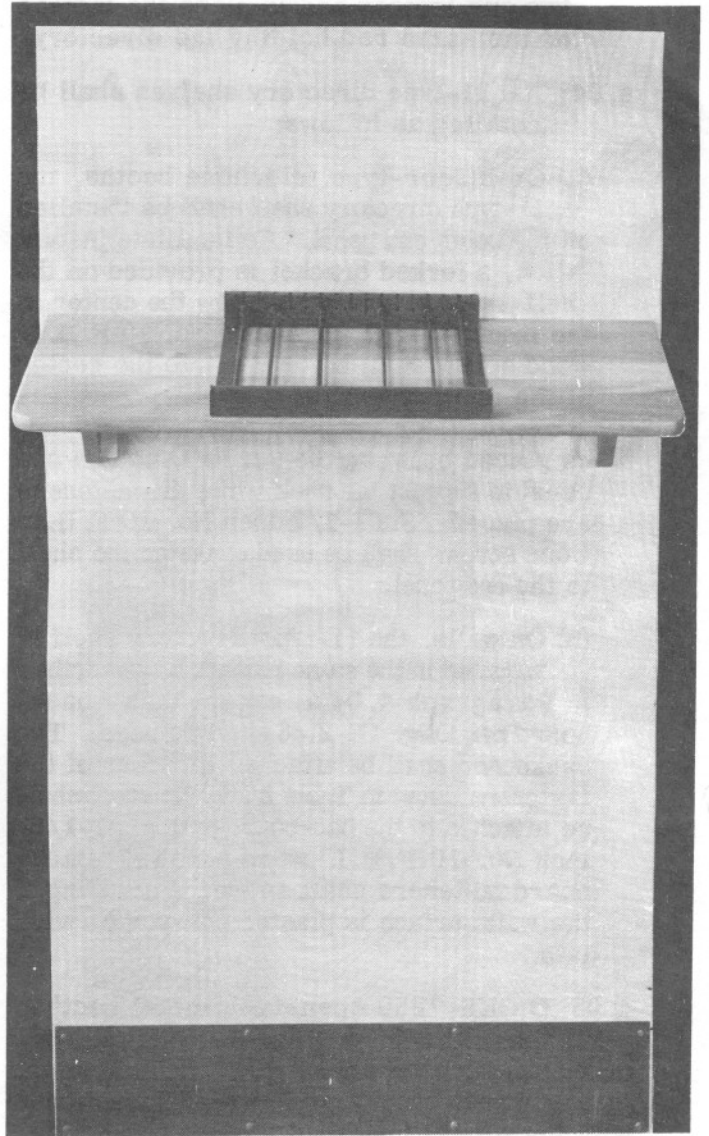


Figure 3

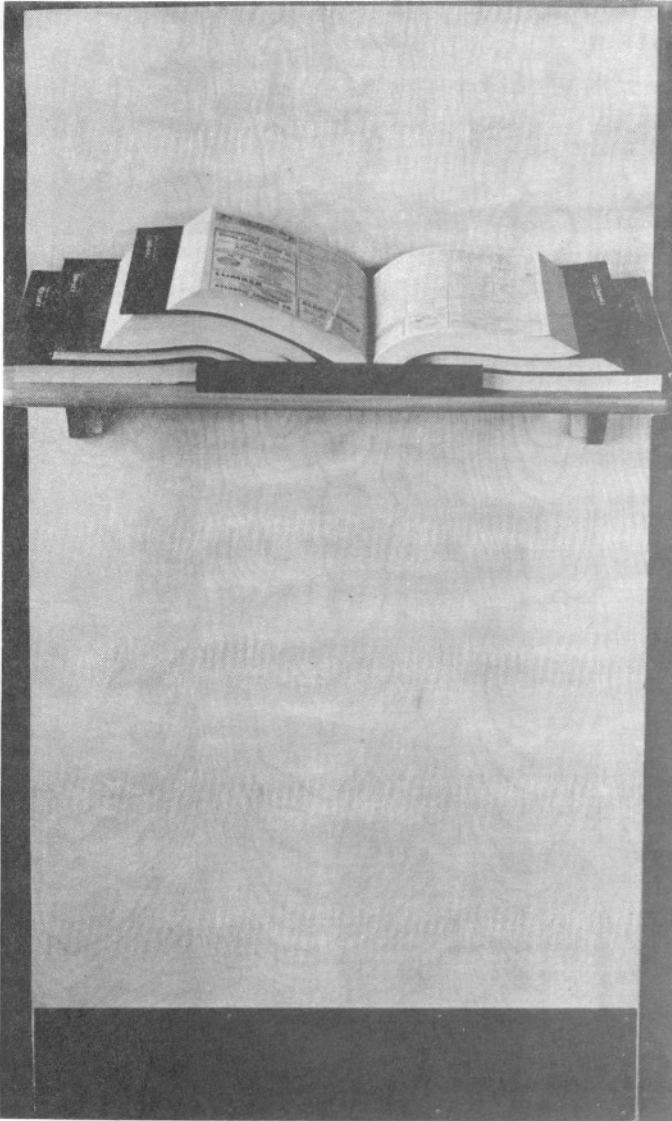


Figure 4

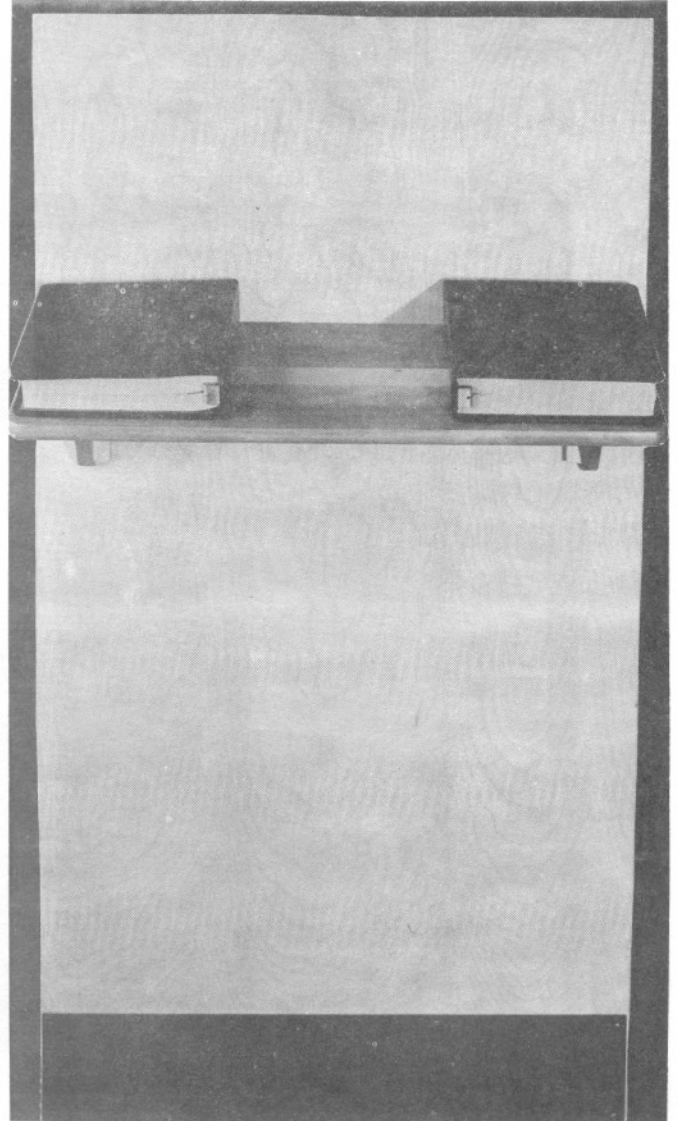


Figure 5

TELEPHONE DIRECTORIES

INSTALLATION

SIZES OF BINDERS

1. GENERAL

1.01 This appendix replaces Appendix 1, C46.102, Issue 1. It contains information relative to the sizes of directory binders to be used on new installations, replacements, and rearrangements or changes of public telephone

stations. It is reissued to change the number to agree with the general outline. ←

1.02 The sizes of binders as indicated in the following table shall be used in the respective areas.

For Los Angeles
Extended Area

Sizes of Binders

Central - Alphabetical

2-1/2" x 9" x 11" ←

Central - Classified

2-7/8" x 9" x 11" RED.

Northeastern - Alphabetical

2" x 9" x 11" 7

Northeastern with Alhambra,
Arcadia, El Monte - Classified

2-1/2" x 9" x 11"

Northeastern with Montebello -
Classified

2" x 9" x 11"

Northeastern with Pasadena -
Classified

2-1/2" x 9" x 11"

Northwestern - Alphabetical

1-3/4" x 9" x 11"

Northwestern with Canoga Park,
North Hollywood, Reseda,
Van Nuys - Classified

2-1/2" x 9" x 11"

Northwestern with Glendale,
Burbank, Crescenta - Classified

2-1/2" x 9" x 11"

Southern - Alphabetical

2" x 9" x 11"

Southern with Compton -
Classified

2-1/2" x 9" x 11" J

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SELF SYSTEM PRACTICE
 Station Operations Manual
 City Services

For Los Angeles
 Extended Area (Continued)

Sizes of Binders
 (Continued)

Southern with Inglewood, El Segundo, Hawthorne - Classified	2-1/2" x 9" x 11"	←
Southern with San Pedro, Wilmington, Lomita, Torrance - Classified	2-1/2" x 9" x 11"	←
Western - Alphabetical	1" x 9" x 11"	
Western with Beverly Hills - Classified	1-3/4" x 9" x 11"	←
Western with Culver City and Palms - Classified	1-3/4" x 9" x 11"	←

For Other Areas

Sizes of Binders

Avalon	3/8" x 6" x 9"	
Colton	1" x 9" x 11"	
Corona	1/2" x 9" x 11"	
Imperial County	3/4" x 9" x 11"	←
Newhall - Palmdale	3/4" x 6" x 9"	
Orange County	2-1/2" x 9" x 11"	└
Riverside	1" x 9" x 11"	
San Diego Exchange	2" x 9" x 11"	
San Diego-South	2" x 9" x 11"	
San Diego-North	1-3/4" x 9" x 11"	
Ventura County	1" x 9" x 11"	└

TELEPHONE DIRECTORIES

ARRANGEMENT IN MULTIPLE DIRECTORY FASTENER

1. GENERAL

1.01 This appendix replaces Appendix 2, C46.102, Issue B. It covers the arrangement of directories and indices in the KS-1805 directory fastener when used in Los Angeles and Los Angeles Extended Areas. It includes information regarding the availability of a complete set of directories consisting of all alphabetical directories in the Los Angeles Extended Area, for use with the KS-1805 fastener. This appendix is reissued to change the number to agree with the general outline.

2. PROCEDURE

2.01 Directories and indices shall be placed in the fastener in the rod positions as shown in the tables. In the smaller directories the rod shall be placed in the center of the book. In the Central Alphabetical and Central Classified directories the rod shall be placed so that the directories are centered between the separators in rod positions Nos. 4 and 8, and 8 and 12, respectively. In some instances this may place the rod "off center" in these directories.

2.02 Complete sets of alphabetical directories for the Los Angeles Extended Area are available for use when a KS-1805 directory fastener is to be installed. These sets may be ordered as follows:

(No.) Set of 5 Alphabetical Directories.

2.03 At the time of installation in the Los Angeles exchange, a central classified directory shall be supplied from local stocks. ← In the Los Angeles Extended Area the local ← alphabetical with classified section shall be supplied from local stocks to substitute for the particular alphabetical directory furnished as part of the set. The replaced alphabetical directory shall be placed in a 25-lb. paper bag and returned to the supplies department.

2.04 Sets of these directories shall be stored in the local lockers and supplied from there as needed, except in those instances where it is known that field forces will be on the premises when the directories are delivered.

2.05 In the Los Angeles Extended Area the rod position shown in the table will vary depending on the size of the local directory to be installed.]

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Los Angeles Exchange

<u>Rod Position No.</u>	<u>Separator</u>	<u>Directory</u>
1	-	Southern
2	Western - Southern	-
3	-	Western
4	Central - Western	-
5	-	-
6	-	Central Alphabetical
7	-	-
8	Central - Classified	-
9	-	-
10	-	Central Classified
11	-	-
12	Northwestern - Classified	-
13	-	Northwestern
14	Northeastern - Northwestern	-
15	-	Northeastern

Los Angeles Extended Area

<u>Rod Position No.</u>	<u>Separator</u>	<u>Directory</u>
1	-	-
2	-	-
3	-	Southern
4	Western - Southern	-
5	-	Western
6	Central - Western	-
7	-	-
8	-	Central Alphabetical
9	-	-
10	Northwestern - Central	-
11	-	Northwestern
12	Northeastern - Northwestern	-
13	-	Northeastern
14	-	-
15	-	-

TELEPHONE DIRECTORIES

INSTALLATION

DISTRIBUTION

1. GENERAL

1.01 This appendix replaces Appendix 3, C46.102, Issue C. It specifies the directories to be furnished to the customer at the time of installation of service, and covers the Personal Telephone Number Booklet Plan. This appendix is reissued to change the number to agree with the general outline.

1.02 At the time of installation of residence, business, and semipublic service, the installer shall furnish the customer with the directory or directories which contain the alphabetical and classified listings for the serving exchange.

1.03 For foreign exchange service, in addition to the serving exchange directory, the directory containing the alphabetical and classified listings for the local exchange shall be furnished, except where both the serving and local exchange listings are contained in the same directory.

1.04 If the customer has extension or PBX service, the installer shall inquire if a directory is required for each telephone and shall furnish only the number of directories requested by the customer.

1.05 Requests for directories of the serving exchange over and above the number of stations installed, and requests for directories of other exchanges, shall be referred to the commercial department.

2. PUBLIC TELEPHONE SERVICE

2.01 As covered in the main section, the commercial department will specify the directories to be furnished at public telephone locations.

3. PERSONAL TELEPHONE NUMBER BOOKLET PLAN

Description

3.01 These booklets provide alphabetically indexed sheets with spaces convenient for listing frequently called numbers, names, addresses, and new numbers that may be obtained from information service. For convenience of customers they will be provided in two sizes. The large booklet, size 4-3/4 inches by 7-1/8 inches with approximately 35 pages is designed for office or home usage. The small booklet, size 2-5/8 inches by 4 inches with approximately 48 pages can be carried in pocket or handbag.

Advantages of the Plan

3.02 From the standpoint of the company it will be advantageous to obtain a maximum distribution and usage of the booklets with these objectives in view:

- (a) Increase the number of toll calls placed by called telephone number.
- (b) Reduce calls to information bureaus.
- (c) Minimize the need for secondary directories, i. e., directories for other than the immediate serving area. Also, the booklets may be offered as substitutes for additional directories at extension station locations.

3.03 From the standpoint of the customer a more economical, efficient, and faster telephone service will be enjoyed by

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APPENDIX 3

those who make real use of the booklets, for example:

- (a) The correct telephone number is readily available, reducing wrong number calls placed from memory.
- (b) The time lost in looking up telephone numbers from large or multiple directories is reduced.
- (c) The delay of waiting for a busy information service is decreased.
- (d) The customer's own telephone facilities are more accessible for incoming and outgoing calls.
- (e) The booklets are compact and can be retained in such a manner as to be readily accessible.

Distribution of Booklets

3.04 An all-out effort should be undertaken to interest every telephone user, both business and residence, to adopt the use of the

Personal Telephone Number Booklet Plan; therefore, it should be generally understood that customers are to feel free to request additional or replacement booklets whenever needed. The plan is adopted as a continuing project so all discussions should be on the basis of permanency, and booklets will be available for any future requirements.

Plant Department Participation

3.05 The installer shall deliver one large booklet with each directory at the time of making an installation of new main service, and an additional supply shall also be carried in order to supply customers who may want more than one of the large booklets. Requests received by the installation and repair forces for small booklets as well as requests for an appreciable number of large booklets, shall be referred to the commercial department for mailing. Motorized repairmen shall carry a supply of booklets to handle customer's requests for replacements and additional booklets. Walking repairmen shall request the customer to please call the commercial department.