STATION NUMBER CARDS AND HOLDERS

1. GENERAL

1.01 This section describes station number cards and tells how to order and install them.

1.02 This section is reissued to:

- Clarify ordering information
- Delete Forms E-1164-G, E-1165-G, and E-4047-G
- Add number card for TRIMLINE® telephone sets
- Add information on installation of number card in one piece plastic fingerwheels and in TOUCH-TONE® telephone sets and TRIMLINE telephone sets

2. STATION NUMBER CARDS

2.01 Forms E-4203-G (Fig. 1) and E-4203-GEZ are 2-line gray number cards with three guide lines for numbering machines. Form E-4203-G is a permanent number card to be mounted in the card holder or fingerwheel. Form E-4203-GEZ has an adhesive back and is a temporary card to be pasted on the window.

Note: EZ is used as a suffix to order any standard number card with an adhesive back.

2.02 Forms E-4204-G (Fig. 2) and E-4204-GEZ are 3-line, gray number cards with three guide lines for numbering machines. Form E-4204-G is a permanent number card to be mounted in the card holder or fingerwheel. Form E-4204-GEZ has an adhesive back and is a temporary card to be pasted on the window.

2.03 Form E-5002A (Fig. 3) and E-5002B are used on TOUCH-TONE telephone sets and TRIMLINE telephone sets. E-5002B is the same as E-5002A except it includes ***EXT***.

Special Number Cards

2.04 Special number cards include cards for private line numbers and air police (Fig. 4 and 5). Order these cards by form number only.

2.05 Forms E-4204-G may be ordered with special instructions as shown in Fig. 6. There is a limited amount of space for instructions.

3. ORDERING STATION NUMBER CARDS

3.01 Order station number cards by form number, followed by a sample of the desired printing.

3.02 When ordering, the quantity is determined by the individual number card and not the number of forms.

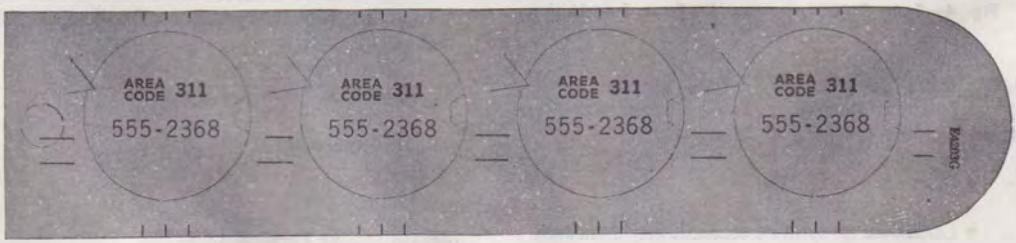

Fig. 1—Form E-4203-G (Quantity of Four)

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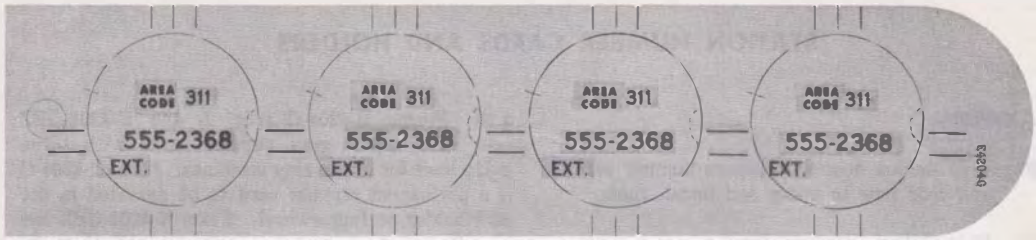

Fig. 2—Form E-4204-G (Quantity of Four)

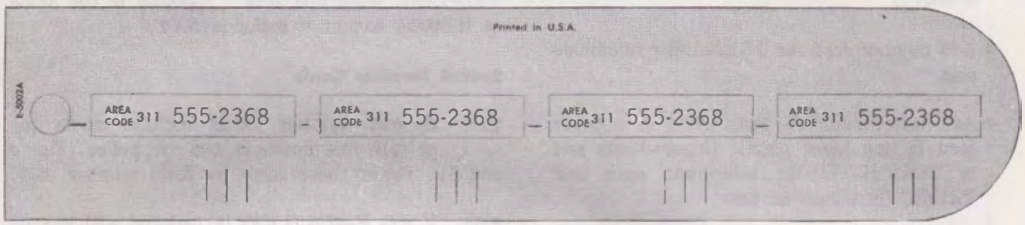

Fig. 3—Form E-5002A (Quantity of Four)

Fig. 4—Form E-4099-G

Fig. 5—Form E-4141-G

3.03 When ordering EZ forms, specify which finish is desired. These forms may be ordered in the following finishes:

- Plain
- Laminated (preprinted consecutively numbered forms only)

3.04 The adhesive on the EZ forms is permanent and leaves a sticky residue when removed.

3.05 A sample order is as follows:

(a) (Quantity) Form E-4203-G

Area Code 311
555-

(b) (Quantity) Form E-4203-G

Area Code 311
555-1000 through 2000 (of each)

Note: Number cards are numbered consecutively beginning with first number ordered (555-1000, 555-1001, etc).

(c) (Quantity) Form E-4204-G

Area Code 311
555-
Ext.

(d) (Quantity) Form E-4204-GEZ

Area Code 311
555-
Answer Ring(s)

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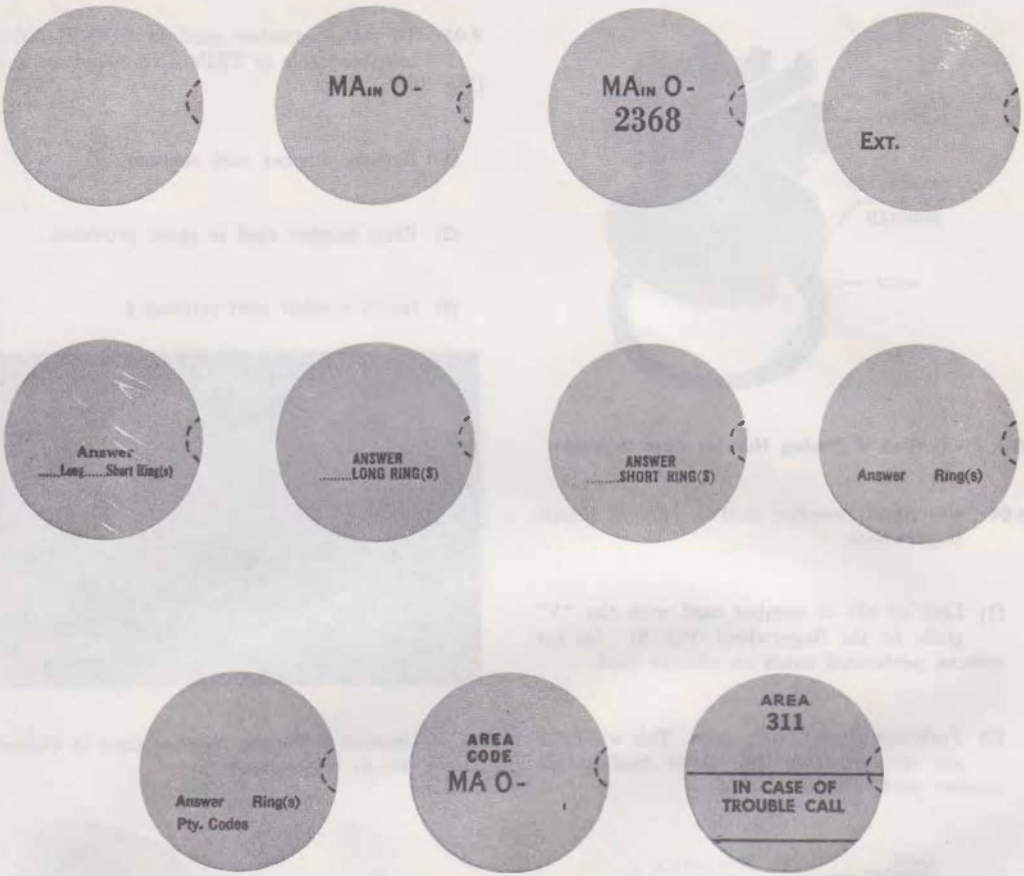

Fig. 6—Form E-4204-G Examples of Special Instruction Cards

4. STATION NUMBER CARD INSTALLATION

4.01 Station number cards are held in place by a card holder on metal fingerwheels or in space provided on plastic fingerwheels.

4.02 To install number card in metal fingerwheel (Fig. 7):

(1) Place window in holder.

(2) Remove perforated notch from number card.

(3) Place number card in holder engaging notch with guide.

(4) Press card support into place.

4.03 To install number card in MD plastic fingerwheel:

(1) Place window in fingerwheel.

(2) Line up slit in number card with the "V" guide on the fingerwheel (Fig. 8). Do not remove perforated notch on number card.

(3) Push number card into place. This will force slit on card over the guide holding the number card in place.

(4) Press card support into place.

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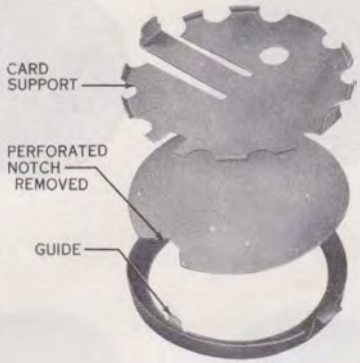

Fig. 7—Method of Placing Number Card in Holder

4.04 To install number card in current plastic fingerwheel:

(1) Line up slit in number card with the "V" guide on the fingerwheel (Fig. 9). Do not remove perforated notch on number card.

(2) Push number card into place. This will force slit on card over the guide holding the number card in place.

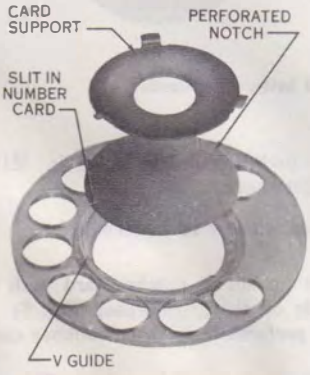

Fig. 8—Method of Placing Number Card in MD Plastic Fingerwheel

4.05 To install number card in TOUCH-TONE telephone sets or TRIMLINE telephone sets (Fig. 10):

(1) Remove number card retainer.

(2) Place number card in space provided.

(3) Insert number card retainer.

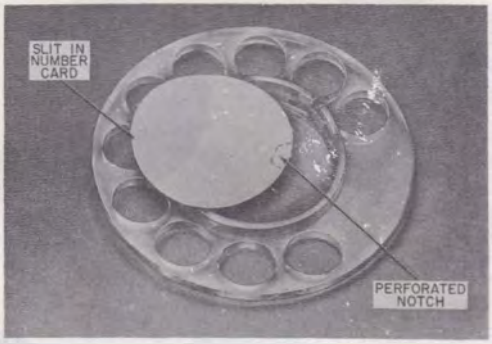

Fig. 9—Method of Placing Number Card in Current Plastic Fingerwheel

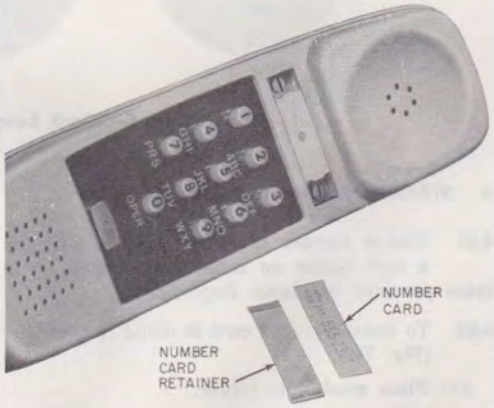

Fig. 10—Method of Placing Number Card in TRIMLINE Telephone Set

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