

**PUBLIC CALL-OFFICE AND SUBSCRIBERS' COIN-BOX INSTALLATIONS**

**Instruction Cards, Publicity and Emergency Notices  
and Commercial Advertisements**

★ [NOTE:—As this Instruction has been completely revised, individual paragraphs have not been "starred"]

1. General. Particulars are given of the various types of instruction cards, notices, etc., which may be displayed at a call office and, where necessary, the method of fitting them. Other related information is as follows:—

- Call Office Signs . . . . . A 3005
- Notices on Toughened Glass for Fitting into Kiosk Glazing Frames:—
- " There is another Call Office inside the Post Office " . . . . . C 3902
- Foreign Language Notices . . . . . C 3903
- Installation of Wallboards in Kiosks and Cabinets . . . . . D 3003
- Dial-Centre Labels . . . . . Stations, A 3202

2. Responsibilities. Initially the cards and notices are received from the Sales Divn., with the Advice Note, and are put in place by the fitter at the time the equipment is installed. The position in which cards or notices are to be placed will be indicated when they are supplied. Replacements and renewals are the responsibility of the Head Postmaster, or Telephone Manager in the London postal area.

3. Notice Frames and their use in Public Call Offices. In all except magneto areas, " Wallboards D1/60577 or D1/63747 " are the standard fitting and are supplied with the following frames:—

(a) Two " Frames, Notice, No. 29 " (the large frames). One is used for the Instruction Card, the second is for Foreign Language Instructions or Commercial Advertisements, or Post Office Publicity Notices.

(b) One " Frame, Notice, No. 30 " (medium-size frame). This is used for Post Office Publicity Notices, or Foreign Language Instructions, if required, when a commercial advertisement appears in the " Frame, Notice, No. 29 ", or Instructions in Welsh.

(c) One " Frame Notice No. 31 " (small frame), used for Emergency Call Instructions.

In C.B. areas, a " Press-button G " is fitted centrally in the " Frame, Notice, No. 31 " and is surrounded by a " Label No. 231 ". New issues of this label are engraved on both sides so that it can be reversed when the first side becomes dirty or defaced. The label is secured by two screws which also serve to hold the stainless steel disk of the press button.

NOTE:—A " Key, Frames, Notice, No. 29 "—which fits all of the above—must be used to unlock and refit the notice frames—see D 5901.

In magneto areas, " Frames, Notice, No. 8 " are used to contain instruction cards, and " Frames, Notice, No. 18 " the emergency notice. This frame is fixed by placing the notice, glass, and frame in position, and holding in place while the frame is secured by the six screws provided. For the layout of the notices in the magneto case, see Dgm. EC 1852 for the Kiosk No. 6, and Dgm. EC 1586 for cabinets.

4. Notice Frames used in Subscribers' Premises. There is, at present, no standard wallboard for subscribers' installations although one is being developed. Meanwhile a " Frame, Notice, No. 31 " (a " Frame, Notice, No. 18 " in magneto areas) may be provided to display an emergency notice. If, in C.B. areas, an emergency press button is to be fitted, a " Label No. 231 " will replace the emergency notice (see par. 3).

Upon request, a " Frame, Notice, No. 30 " may be fitted to take an instruction card. To enable the subscriber to change the cards without the use of a key, one " Bracket, Mounting, DH, 6½ in. " and one " Bracket, Mounting, FC " should be fitted. The brackets are fitted with the " DH " vertically above the " FC "; the vertical spacing between the centres of the locating pins must be 7½ in. The frame is affixed as follows:—The lugs are positioned behind the springs of the top bracket, and the bottom of the frame pushed into place. This engages the pins at the bottom of the frame in the holes in the spring of the " Bracket FC ", thus holding the frame in position. It does not lock, however, and can be removed by pulling the bottom of the frame outwards and then lifting it off the top bracket.

[NOTE:—Supplies of " Bracket, Mounting, FC " may not be available immediately, and until they are, a normal " Frame, Notice, No. 30 " (i.e. using " Brackets, Mounting, DH and DQ ") may be used.]

It will be appreciated that, after installation, the position of the end of the frame which contains the holes for the insertion of a " Key, Frame, Notice, No. 29 " will indicate the method of removal of the frame. If this end is at the top, the frame will be removable without the use of a key. A normal " Frame, Notice, No. 29 " may continue to be provided for the present at installations connected to London director exchanges.

5. Notices affixed to Coin-collecting Boxes at Public or Subscribers' Installations. A notice instructing callers not to insert coins until asked by the operator to do so is fitted to all post-payment coin boxes. On the older pattern it takes the form of a vitreous enamel label affixed to the front. As far as current

types of boxes are concerned, a "Box, C.C., Part: Label No. 306" is fitted beside the coin denomination plate. New "Boxes, C.C., No. 16, B & C, complete" will have this label already fitted. When it is necessary to fix a label to an existing container the procedure is:—

(a) Remove the denomination plate by unscrewing the four fixing screws whose heads appear inside the container.

(b) Lay the label on the top of the container so that the four holes in the label coincide with the holes in the container.

(c) Using the four  $\frac{7}{32}$  in. Csk. Hd., No. 4 BA screws supplied with the label, refix the denomination plate, trapping the label between container and plate. Tighten screws fully home after checking that the label is lying parallel to the front of the container and is flat.

A similar notice for use on pre-payment boxes, and worded "Do not insert coins when calling operator", is on field trial. The present pattern, coded "Box, C.C., Part: Label No. 335", is fitted in the same way as the "Label No. 306", but will not be generally available until it appears in the Rate Book.

#### 6. Notices Affixed to Cabinets.

(a) *Folding door cabinets.*

(i) *Emergency-release flap.* On existing cabinets, bolts or turn-buttons are used to secure these flaps. For new and repaired cabinets the turn-button only will be used (see B 1001). When the turn-button is used, "Label No. 255" should be screwed to the centre of the flap. A "Label No. 256" was used with the bolt; stocks of these are exhausted and are not being replaced. A "Label No. 255" is now supplied in lieu.

(ii) A "Label No. 301" worded PULL TO OPEN is available for use inside folding door cabinets, and should be mounted centrally on the door stile, immediately above the door handle. The Sales Divn. will advise the Engineering Divn. of those cabinets in which these labels are to be fitted.

(b) *Any cabinets.*

Notices in French or German, indicating that the call office contains operating instructions in the language concerned, are applied to the glass of the door by a transfer (T 45). Instructions to apply such a transfer will be received from the Traffic Divn. who will also supply it, but, except in the London postal area, the Hd. Pmr. will maintain them.

#### 7. Notices Fired onto Toughened Glass for use in Kiosks.

(a) A range of notices in foreign languages ("Glasses No. 59 . . . to No. 62") is now available for all types of kiosks. For details of use and for fitting instructions, see C 3903.

References:—A 3005, A 5002, B 1001, B 3002, C 3002, C 3902, C 3903, D 5901 (S1/3). Stations, A 3202

(b) Notices indicating that another call office is available in the Post Office may be fitted in kiosks situated outside a Post Office in which call office facilities are available (see C 3902).

(c) The "Telephone" sign for a Kiosk No. 6 is a "Glass No. 47" and is of toughened glass. For obsolescent kiosks the signs (which are of decorated plate glass) are as follows:—

Kiosk No. 2 . . . . .	"Glass No. 25"
Kiosk No. 3 (Mark 1) . . . . .	"Glass No. 25"
Kiosk No. 3 (Mark 2) . . . . .	"Glass No. 43"
Kiosk No. 4 "Telephone" . . . . .	"Glass No. 25"
"Post Office" . . . . .	"Glass No. 26"
"Stamps"— . . . . .	"Glass No. 25"
No longer . . . . .	used in lieu.
available . . . . .	

(d) A "Push-Pull" notice for the door of a Kiosk No. 6 is available. It may be of toughened glass, or in the form of a plastic sandwich, but in either case is known as a "Glass No. 63". The notice will be fitted as standard on future supplies of Kiosk No. 6. Where complaints from the public about difficulty in identifying the door make it desirable, the notice may be fitted in existing kiosks. It replaces the small pane of glass just above, or adjacent to, the door handle.

8. Dial-centre label. Normally a "Label No. 160" is used, but at a subscriber's installation at which no emergency notice is displayed the dial-centre label appropriate to a D.E.L. should be fitted, unless the installation is connected to a C.B. exchange (see Stations, A 3202).

#### 9. Miscellaneous Notices.

(a) "Wet Paint" notice (Card T 544) is available for display during painting operations. When the work is not done by direct labour, notices may be issued to the contractor for his use (see B 3002, C 3002 and form T 543).

(b) "Out of Order" notice is also available and may be displayed (or removed) as appropriate by either postal or engineering officers (see A 5002). Both these notices are stationery items and may be obtained in quantity from the Supplies Dept.

10. Importance of maintaining notices in good condition. Many people form their impression of Post Office telephones from their use of call offices, and it is important, therefore, that these are well maintained and, in particular, that correct notices in a good condition are displayed. Any responsible engineering maintenance officer seeing a defect should correct it if possible, or at once advise the appropriate Maintenance Control of the need for attention.

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