



**Call Office
Maintenance**

Call Office Maintenance

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Call Office Maintenance

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Call Office Maintenance

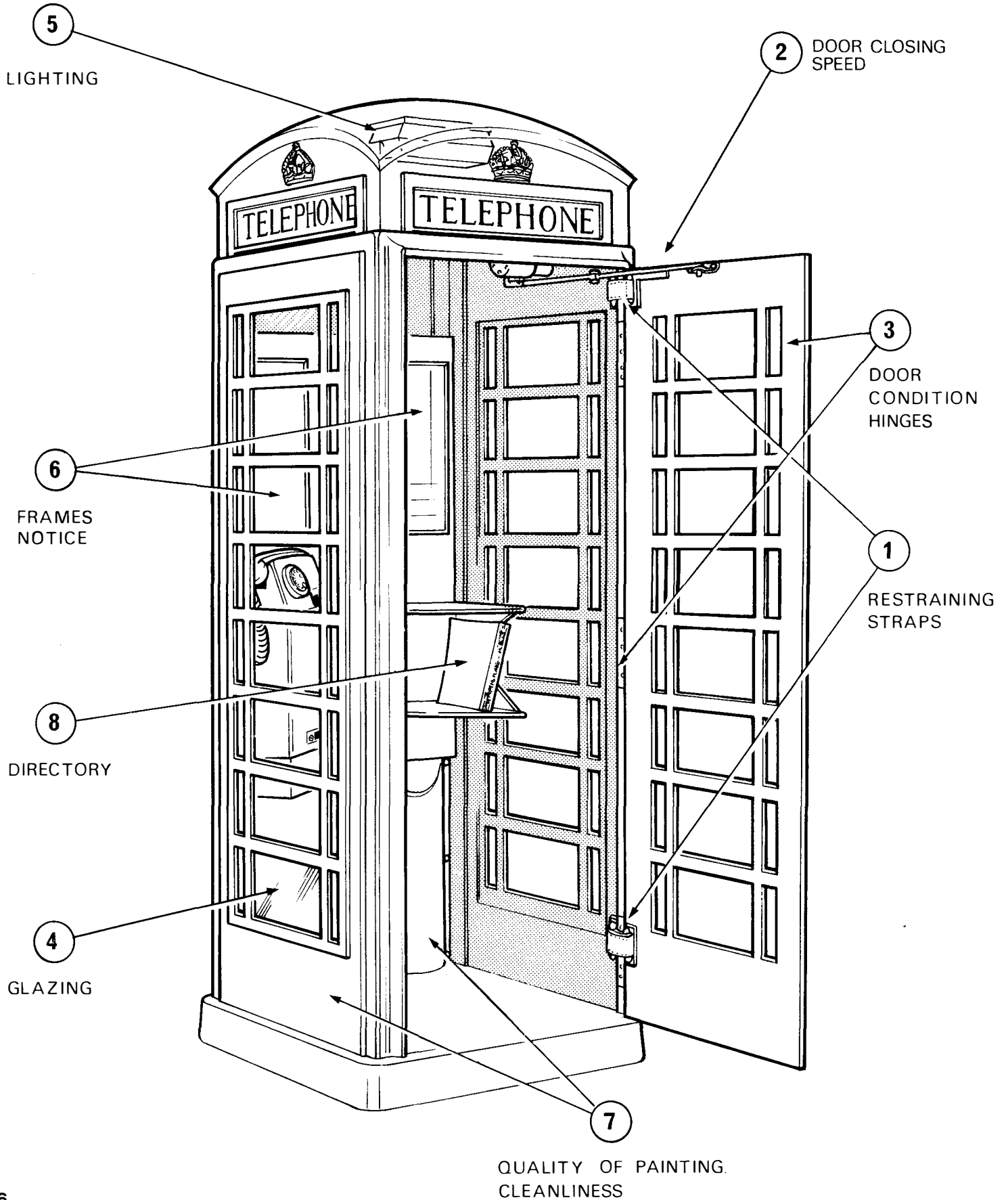
Introduction

Public call offices by their very nature are subject to considerable use by the public, resulting in heavy wear and tear on the installation, which is often aggravated by misuse and vandalism.

Therefore to give a good service and avoid public criticism, it is necessary that we set a high standard of maintenance at all times.

These notes are intended to be of some assistance to the maintenance officer in obtaining the standard of maintenance that we should be giving to our public call offices.

Call Office Fabric



Call Office Maintenance

Call Office Fabric

On every visit to a public call office check:—

Door

1. Open the door to its full extent and check that the restraining straps prevent the two arms of the closing spring on the door pulling into line.
2. Release the door and check that its closing speed over the last 4'' to 8'' is slow and that it closes completely.
3. Check that the door is sound and hinges not worn.

4. Glazing

Remove any broken glass and make safe. (Wear eyeshields and gloves)

5. Lighting

Check that the lighting is functioning correctly.

6. Notices

Check that correct notices are displayed, frames are secure and glass is clean and whole.

7. Appearance

Be satisfied with appearance of call offices.

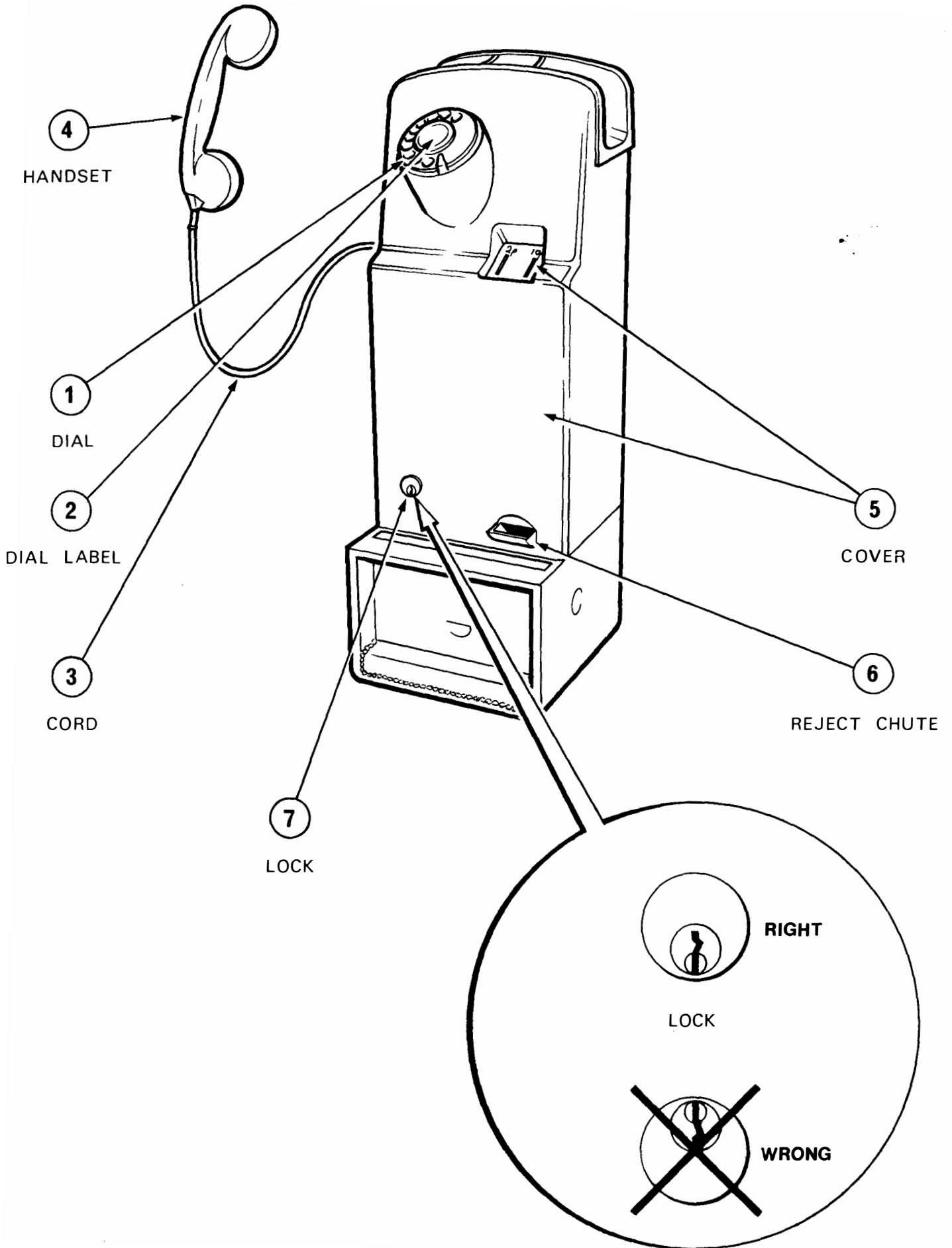
Check — Quality of painting
Wall boards for damage
Cleanliness of Call Office.

8. Directory

Check that there is a hard cover directory and its condition.

Report faults and discrepancies that cannot be dealt with to the Repair Service Control.

Telephone Equipment



Call Office Maintenance

Telephone Equipment

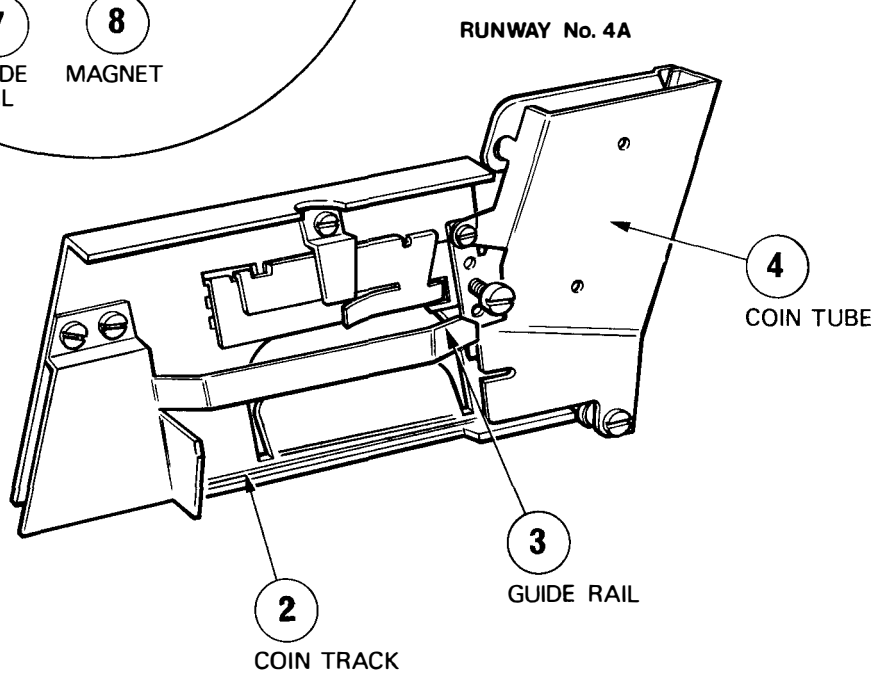
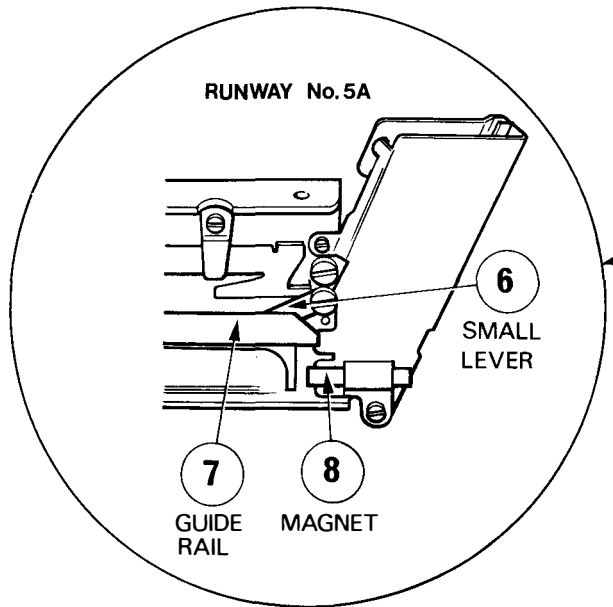
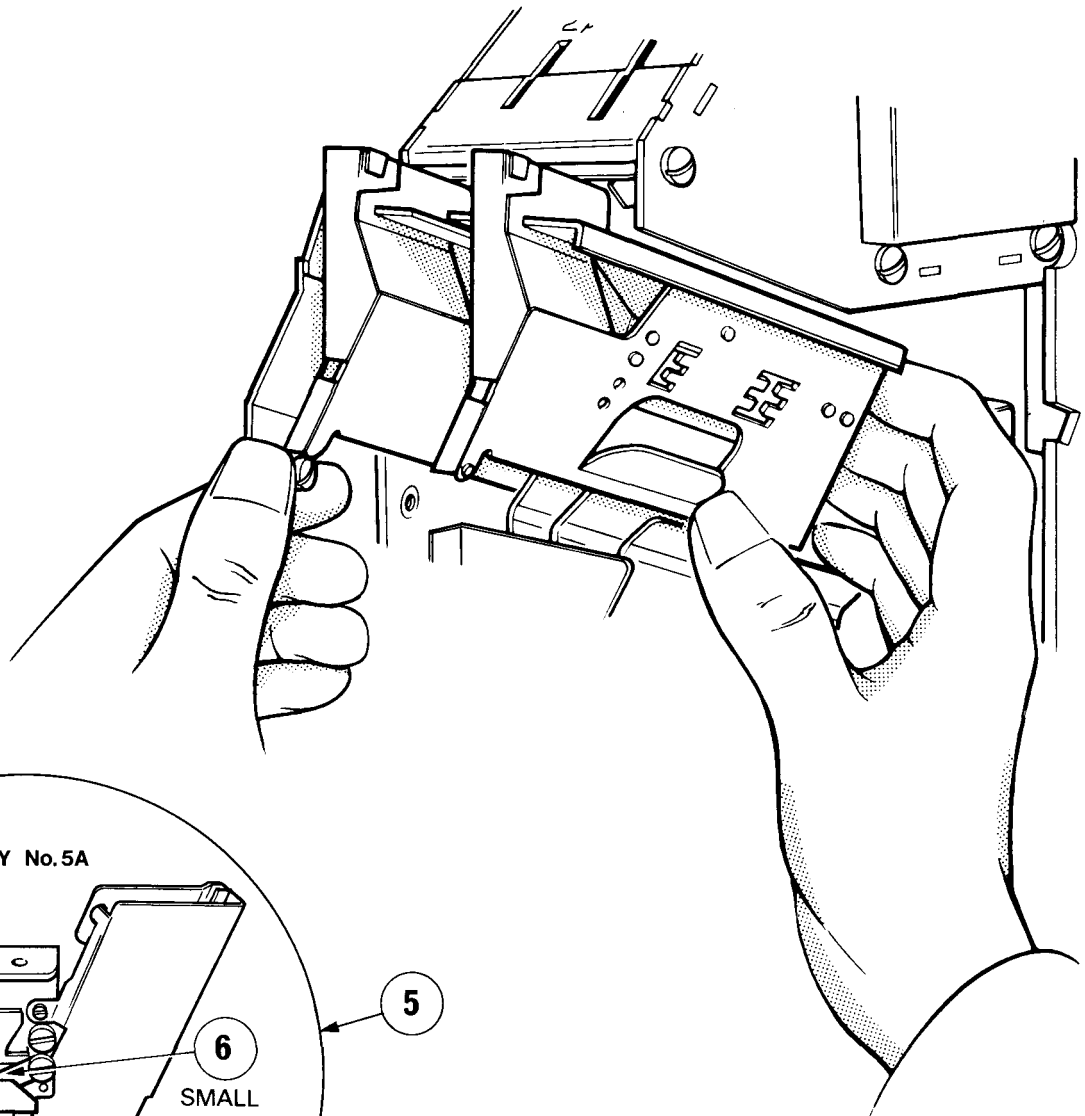
On every visit check:—

1. **Dial**
Dial is metal and not plastic (dial auto No. 21 FA Steel)
2. **Dial label**
Dial label is legible.
3. **Handset Cord**
Condition of handset cord, if necessary to change it, replace with handset No. 11A.
4. **Handset**
Lift handset and check for dial tone.
Acoustic suppressor is fitted in receiver (Rectifier element No. 205).
Earpiece and mouth piece cannot be unscrewed (use pliers handset)
5. **Cover**
Ensure cover is secure with minimum backward and forward play.
Cover 50 C does not bind against coin entry plate.
6. **Reject Chute**
Check mechanism reject chute lines up with reject chute in cover.
Insert a thin screwdriver into reject aperture and check that a 'step up' is encountered when the screwdriver reaches the mechanism reject chute.
7. **Lock**
Lubricate cover lock, when necessary. (Sprays, Silicone No. 1)
Lubricate brass locking bolt on cover 50C when necessary. (Dry Lubricant)
Check lock on cover 50 C is not fitted upside down.

Report faults and discrepancies that cannot be dealt with to the Repair Service Control.

Coin Runway Unit

1 METHOD OF REMOVING COIN RUNWAY UNIT



Call Office Maintenance

Coin Runway Unit

On every visit check:—

1. Runway Removal

To prevent damage to runways they should be removed by holding the retaining screw support bracket and apply pressure at the rear end of the runway mounting plate at the top side.

2. Runway Cleaning

Clean dirty runways with white spirit using a brush uniselector cleaning and tape bank cleaning No. 1.

3. Guide Rail

Check 2P Guide Rail is lightly tensioned against the bottom of the coin tube. (Runway No. 4A).

Check 10P Guide Rail is straight and parallel to coin track.

4. Coin Tubes

Check coin tubes are not distorted.

5. Runway No. 5A (Inset)

With improved anti-fraud facilities.

6. Check lever is free on pivot.

7. 2P and 10P Guide Rails are straight and parallel to coin track.

8. The magnets may be repositioned in their clips to give the best effect on rejection of ferrous discs.

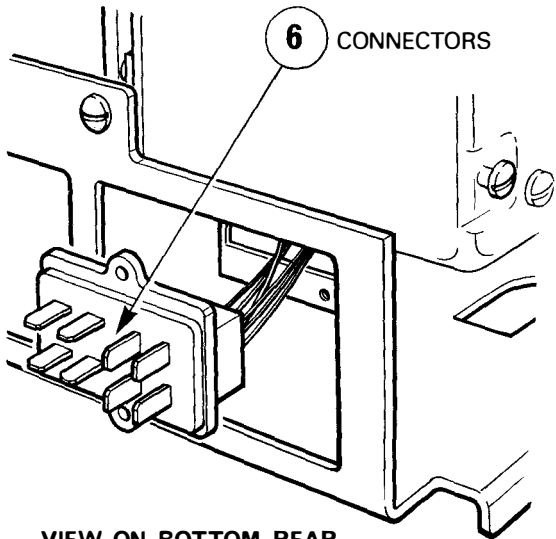
Change Runway Unit if 3-7 are suspect.

Runway Position

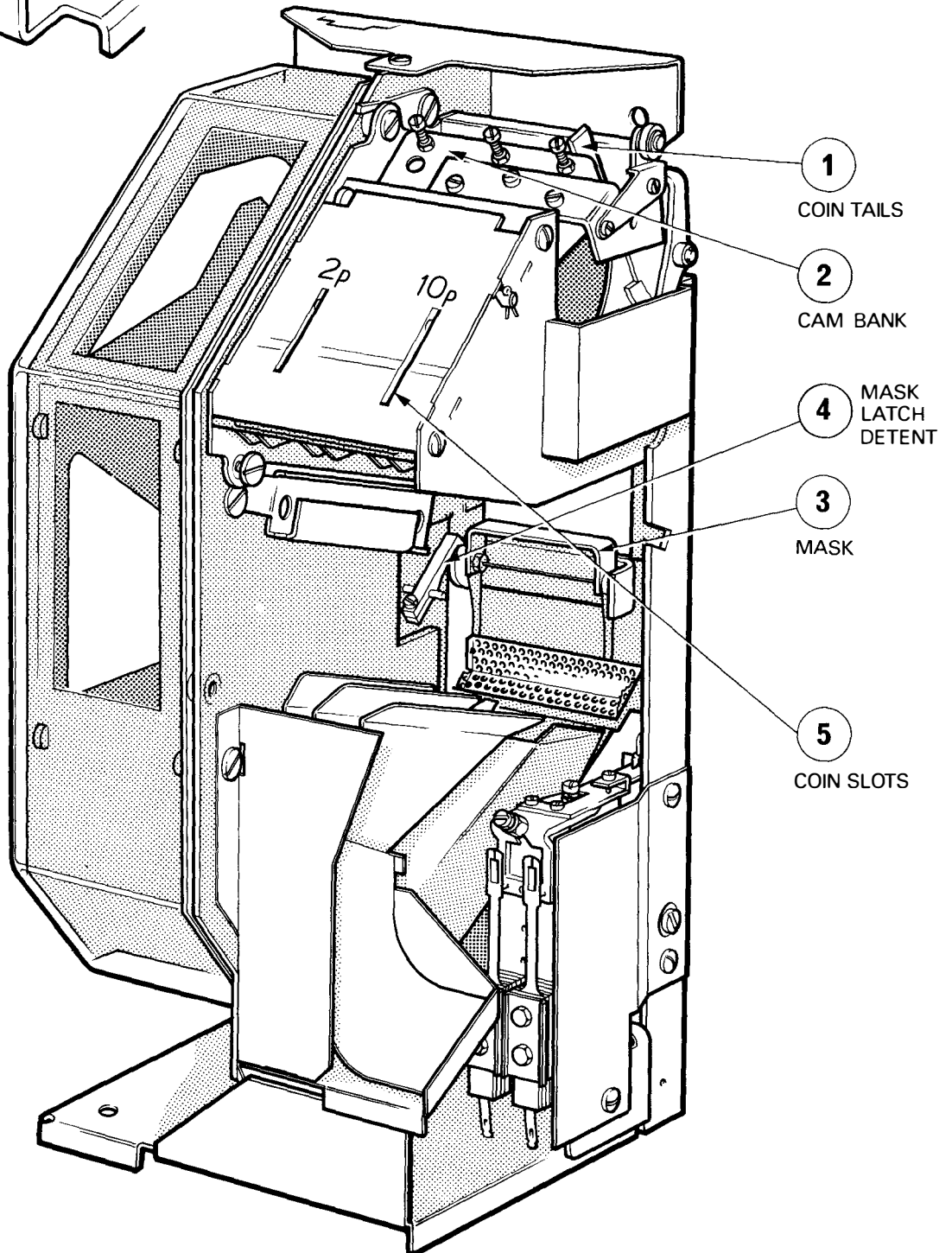
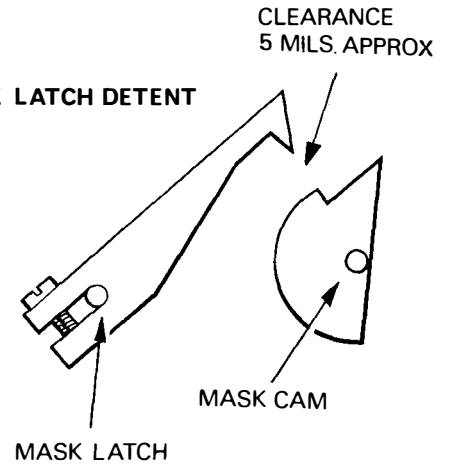
Check that when the runway is in position the ends of the runway do not foul mask plate.

The tops of the coin tubes are parallel to the bottom edge of the coin entry plate. If not adjust the support bracket.

Mechanism



DETAIL OF MASK LATCH DETENT
ITEM 4



Call Office Maintenance

Mechanism

Outrig the mechanism and test using SALT. Make calls to 100 and a test number to verify correct functioning of circuit.

1. Coin Tails

Check that 2p and 10p coin tails are not sticking.

2. Carriage

Raise the carriage and ensure it falls smoothly.

3. Mask

Check free movement of mask trip plate.

4. Mask Latch Detent

Check 5 mil gap between mask latch detent and mask trip plate.

5. Coin Slots

Manually operate SU relay, insert 2p coin in 10p slot and check that the coin is rejected.

6. Connectors

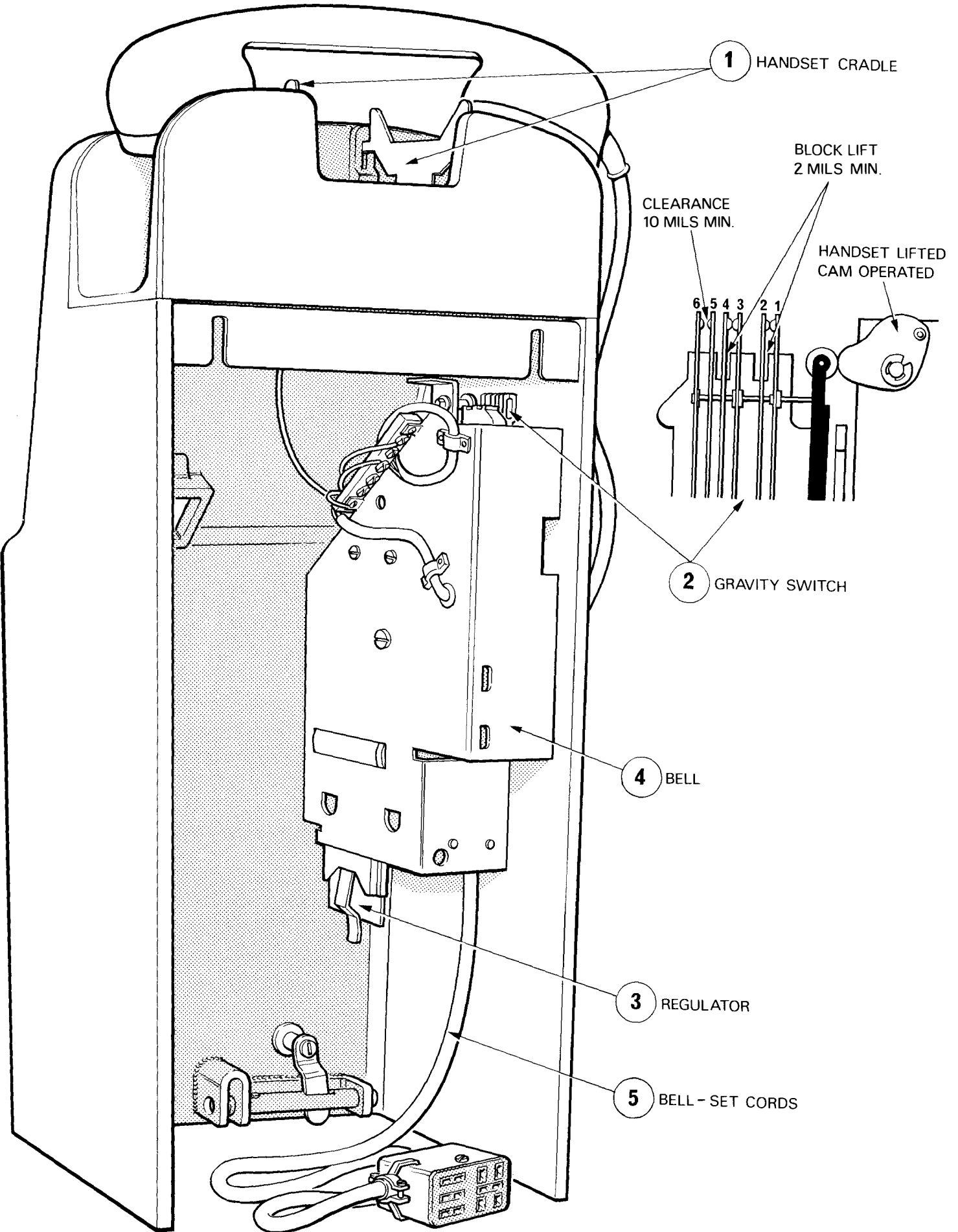
Check connector assembly pins are not loose.

Earth Connection

Check earth connection on mechanism.

Change Mechanism if suspect and attach a meaningful fault label.

Gravity Switch and Bell-Set



Call Office Maintenance

Gravity Switch and Bell-Set

On every visit check:—

1. Handset Cradle

Check cradle arms move freely on their pivots.

The cradle arm springs hold the arms firmly against their upper stops.

If either cradle arm is depressed the other arm remains fully lifted.

2. Gravity Switch

Check operation of gravity switch.

With handset on there should be a 2 mil minimum block lift on spring No. 5

With handset off there should be a 2 mil minimum block lift on springs No. 2 and 4.

3. Regulator

Check that the regulator is rigidly fixed in its 'working' position.

4. Bell

Ensure bell rings on ring back test.

5. Bell-Set Cords

Ensure bell set cords are stowed correctly when replacing cover.

Call Office Maintenance

Tools

The tools required for subscriber apparatus and call office maintenance are listed in T.I. E5 G 0011.

The tools for call office maintenance are:—

Adjusters, Spring: No. 1–3

Brushes:—

Cleaning No. 1
Sash Tool, No. 6A
Uniselector, Cleaning

Cleaners, Contact No. 1

Cords, Test No. 12/12A

Eyeglasses Watchmakers

Eyeshields No. 3

Gauges, Feeler: No. 1 and 9

Gloves, Leather: No. 1

Hammers, Joiner's, 1 lb.

Keys:—

No. 2 for Case, Time Switch
For Fittings E.L.
Frames, Notice No. 29
Lock No. 39/. . .
Lock No. 42/. . .

Knives:—

Pocket No. 1
Putty 5".

Nippers Diagonal Cutting 5"

Oilers Small

Outriggers, No. 4

Pliers, Adjusting No. 1–4

Pliers, Handset No. 1

Pliers, Wiring No. 2

Punches Carpenter's

Screwdrivers:—

Cabinet, 3in and 8in.
Instrument, No. 1–6

Spanner, Box No. 10

Spanners, Flat No. 1-5.

Spanners, Quick Grip No. 1.

Strippers, Wire No. 2

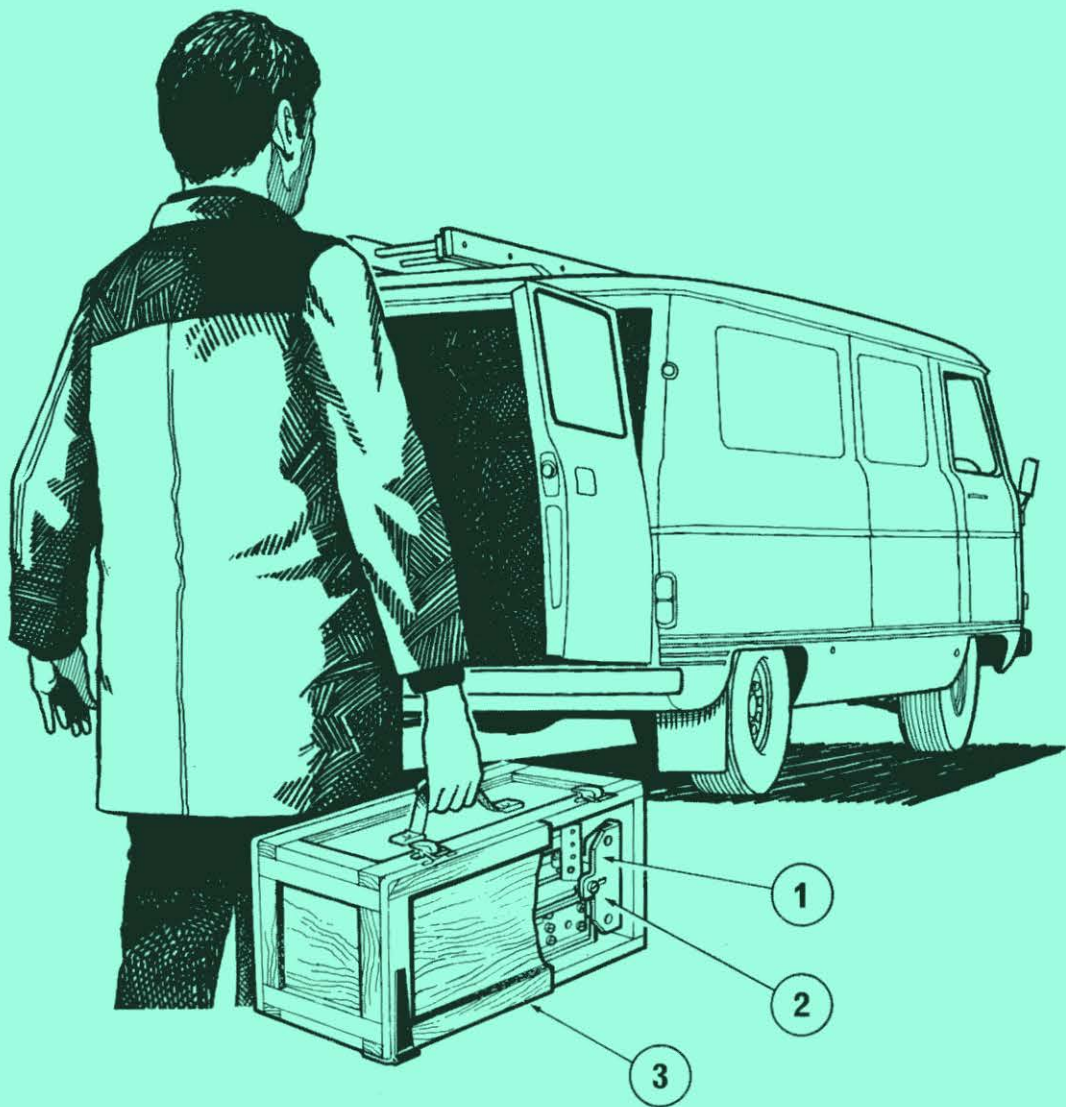
Tester, SA 9083 or

Meters, Mult-Range No. 12A

Tape, Bank Cleaning No. 1

Wrenches Hexagon No. 7

Wallets, Tool No. 6



1. Ensure Carriage is secured before Transporting mechanism.
2. Insert mechanism this way. Upper frame bracket to top.
3. Always transport mechanism in case No. 206.

Store mechanism in polythene bag in upright position.