

CALL OFFICES IN OR ADJACENT TO POST OFFICE BUILDINGS

(This TI is MANDATORY)

(As this Instruction has been completely REVISED, individual paragraphs have not been "starred".)

1 **GENERAL** Provision of public telephone call office service is usually by means of kiosks accessible at all hours (D5 H0010 refers). It is not considered desirable that public call offices be sited internally or in the lobbies of any postal or telecommunications building. However, the public expects to find public call office facilities at a Post Office and therefore it is desirable that street kiosks should be sited as near to them as possible. In busy urban locations this may not always be possible and if no alternative exists, short of depriving the locality of public telephone facilities, arrangements may be made to instal PCOs housed in acoustic booths or hoods inside Post Office buildings open to the public. Public call offices should not be provided in external recesses of any postal or telecomms building but existing recessed PCOs may remain if considered desirable.

2 Areas should not undertake extensive programmes of re-siting externally all existing call offices in Post Offices, but no new internal provisions should be made unless the circumstances preclude the provision of street kiosks within the immediate vicinity. If, however, a Postmaster or other authorised officer expresses concern about existing installations consideration should be given to making suitable changes, either by re-siting externally or replacing the existing housing by acoustic booths or hoods.

3 **SECURITY** Guidance on the siting of kiosks on the public highway is given in TI D5 H0012. From a security viewpoint care should be taken to avoid siting kiosks too close to any entrances or windows of a Post Office (Postal or Telecomms) building. It is also advisable to consider the proximity of vital equipment or other vulnerable points within the building which might be damaged in the event of the kiosks being chosen as a depository for a bomb. Consultation with the occupants of the building should precede the siting of any kiosk where such risks seem likely or possible.

SvD/Sv1.1.2

E N D

KIOSKS NO. 6A, B, C OR D
Requisitioning Instructions

1. General. This Instruction explains the procedure for requisitioning complete Kiosks No. 6 and for requisitioning replacement spare parts for repairing damaged Kiosks No. 6. The equipment to be installed in Kiosks No. 6 is described in TELEPHONES, Call Offices, D 3001 and D 3003. A definite date for delivery must be stated on all requisitions and such terms as "early as convenient" and "early as possible" must not be used.

2. Demands for complete kiosks. Kiosks No. 6 are supplied in four types, 6A, 6B, 6C and 6D, according to the position of the door and back panel (see Fig. 1). All requisitions must show the appropriate suffix letters of the types required.

3. When the kiosks are to be erected in Scotland, the words "Scottish Crown Required" should be added in the "Remarks" column of the requisition.

4. When a Kiosk No. 6 is required to replace a damaged kiosk the requisition should be marked "Urgently required to replace damaged kiosk". Such demands will be executed immediately.

5. Replacement parts for Kiosk No. 6. To satisfy general maintenance requirements the following Rate Book items are available from the Supplies Dept.:-

- (a) Capping, Steel, No. 6
- (b) Disks, Fibre
- (c) Frames, glazing, Nos. 1 and 2
- (d) Glasses, No. 47, 47A, 62A, 62B, 62D and 63
- (e) Handles, Pull, No. 1
- (f) Hinges, Brass, No. 2
- (g) Kit No. 35 - see par. 7 and schedule
- (h) Part No. 1/SPI/189
- (j) Pendant, Brass, P4
- (k) Plates, Mounting, No. 1A
- (l) Pins, Glazing, No. 1A - for Kiosks No. 6 Mk. 2 only
- (m) Shackles, No. 5
- (n) " , No. 6
- (o) Socket, Soldering, Type 1
- (p) Springs, Door Closing, No. 5 LH or RH
- (q) Straps, Restraining, No. 2.

6. Non-Rate Book parts. In addition to the Rate Book items referred to in par. 5 the following Non-Rate Book parts may be obtained on requisition from the Supplies Dept., Birmingham Depot for use where complete replacement of a kiosk is unnecessary.

As these items have to be specially manufactured, requisitions may take up to three months to complete.

(a) Doors. Requisitions must state whether right-hand or left-hand. Kiosks No. 6A and 6C have left-hand doors and Kiosks No. 6B and 6D have right-hand doors. The manufacturer's name or code need not be indicated as all doors are supplied slightly oversize and need to be fitted.

- | | | | |
|--------------------------|---|-------------------|-------------|
| (b) Dome top | } | See Notes 1 and 2 | |
| (c) Sill frame | | | |
| (d) Side panels | | | |
| (e) Back panel | | | |
| (f) Front corner pillars | | | |
| (g) Rear corner pillars | | | |
| (h) Front transom rails | | | |
| (j) Rear transom rails | | | |
| (k) Side transom rails | | | |
| (l) Front crown panels | | | |
| (m) Rear crown panels | | | |
| (n) Side crown panels | | | |
| (o) Crown ornaments | | | See Note 3. |

NOTE 1. Requisitions must state the type of kiosk for which the part is required, i.e. 6A, 6B, 6C or 6D and, as an additional aid to identification, the section number of the part, e.g. the left-hand rear corner pillar for a Kiosk No. 6A should be described as "Rear Corner Pillar, No. 5 for a Kiosk, No. 6A", (See Fig. 1).

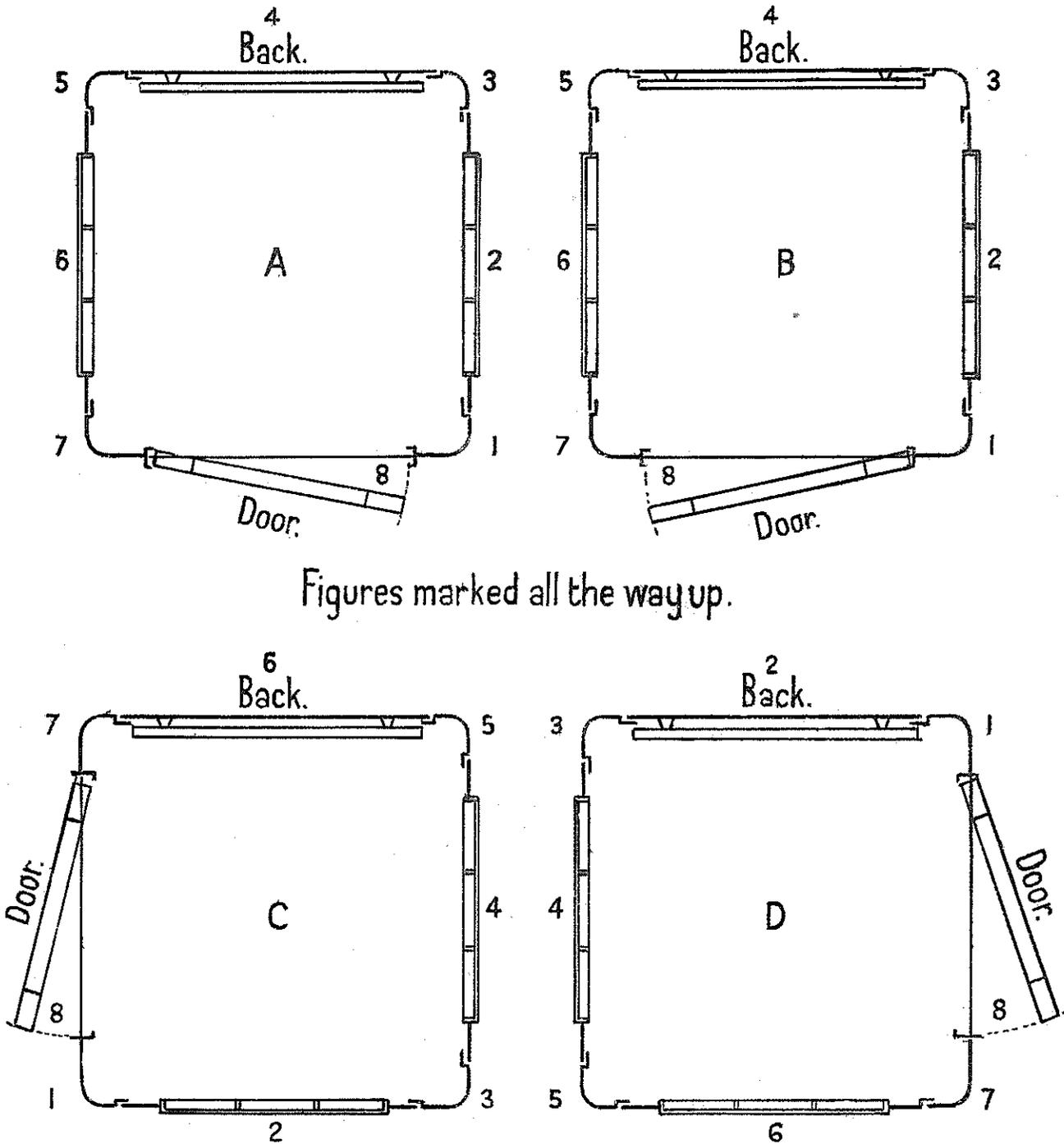
NOTE 2. Requisitions must state the manufacturer's name or code letters, e.g. The Carron Co., CC or CCA; The Lion Foundry Co., LF or LFA; Walter Macfarlane & Co., MF or MFA. The manufacturer's name will be found on the outside of the back panel and the code letters on the inside. The code letters will also be found on individual parts of kiosks of recent manufacture.

NOTE 3. Crown ornaments are used only on the latest type crown panels with interchangeable ornaments. If the kiosk is in Scotland the requisition should state "Scottish Crown required". Otherwise a St. Edward's Crown will be supplied.

7. Kit No. 35 contains all the screws and bolts necessary for the erection of a Kiosk No. 6 and is intended for use where the original supply sent with a kiosk has been lost, or to supply a pool of screws, etc., for kiosk erection parties. The contents of Kit No. 35 are listed below.

No.	Screw size and description. (All have B.S.W. threads and are of steel unless otherwise stated)	Use
4	$\frac{1}{2}$ in. x 3 in. Conical Hd.	Levelling Screws, [Used with 4 pieces of M.S. Plate, 3 in. x 3 in. x $\frac{1}{4}$ in]
8	$\frac{3}{8}$ in. x $1\frac{1}{8}$ in. Rd. Hd.	Corner Pillars to Base
62	$\frac{1}{2}$ in. x $1\frac{1}{2}$ in. Rd. Hd.	Door Transom to Corner Pillars
61	$\frac{5}{16}$ in. x 1 in. Csk. Hd.	Transoms to Corner Pillars
9	$\frac{3}{8}$ in. x $1\frac{1}{2}$ in. Rd. Hd.	Sides to Transoms
8	$\frac{5}{16}$ in. x 1 in. Rd. Hd.	Sides to Corner Pillars
1	$\frac{3}{8}$ in. x $\frac{3}{4}$ in. Hex. Hd. Brass	Crown Panels to Corner Pillars
6	$\frac{1}{4}$ in. x $\frac{1}{2}$ in. Csk. Hd. Brass	Sides to Base
15	$\frac{1}{4}$ in. x $\frac{5}{8}$ in. Csk. Hd. Brass	Dome to Crown Panel
2	$\frac{1}{4}$ in. x $\frac{3}{4}$ in. Csk. Hd. Brass	Earth Bolt - (includes two Washers, Brass, $\frac{3}{8}$ in. inside Dia. x $\frac{7}{8}$ in. outside Dia.) Used with Socket, Soldering No. 8D
4	$\frac{1}{4}$ in. x $1\frac{1}{2}$ in. Csk. Hd. Brass	Hinge to Corner Fillar - Short
8	$\frac{3}{16}$ in. x $\frac{5}{16}$ in. Rd. Hd. Brass	{ 9 for Hinge to Corner Pillar - Long 6 for Shackles, Strap Restraining
4	$\frac{1}{4}$ in. x $\frac{5}{8}$ in. Csk. Hd. Brass	Time Switch to Back Panel
8	$\frac{1}{4}$ in. x 1 in. Rd. Hd. Brass	Hardwood Block (E.L. Co.'s Cut-Out) to Back Panel
3	$\frac{3}{16}$ in. x $\frac{3}{4}$ in. Rd. Hd. Brass	Cable Cleats - Lighting Conduit to Back Panel
4	$\frac{3}{16}$ in. x $\frac{5}{8}$ in. Csk. Hd.	Door Closer to Transom
4	$\frac{3}{16}$ in. B.S.W., x $\frac{3}{4}$ in. Hex. Hd.	Wallboard to Back Panel
6	$\frac{5}{16}$ in. B.S.W. 2 in. Grub-screw	E.L. Pendant
4	Screws, Wood, No. 6, Csk. Hd. Stainless	Crown panes to transom
2	Carriage Bolts, Large Mushroom Hd. $\frac{1}{4}$ in. x $1\frac{1}{2}$ in.	For fixing Capping, Steel, No. 6 to Back Panel
6	Screws, Wood, No. 12 $1\frac{1}{4}$ in. Brass	Slotted one end. To hang Coin-box Container while securing
15	" " No. 14, $1\frac{1}{4}$ in. "	Handle, Pull, to Door
16	Glazing Pins, Brass $\frac{1}{8}$ in. x $\frac{3}{4}$ in.	Door closer, Door Bracket to Door (includes two Hex. Nuts).
4	Pieces M.S. Plate 3 in. x 3 in. x $\frac{1}{4}$ in.	Shackles, Strap Restraining to Door
2	Washers, Brass $\frac{3}{8}$ in. inside dia. x $\frac{7}{8}$ in. outside dia.	Hinges to Door
1	Socket, Soldering, No. 8D	Preliminary securing of Glasses No. 47 & 47A
		Levelling plates for sill
		} For use with earth-bolt

NOTE:- Screws marked 4 can be obtained by local purchase. Those marked ϕ are Rate-Book items; otherwise these screws are supplied only as a complete kit under the Rate-Book title "Kit No. 35".



Figures marked all the way up.

FIG. 1. - "KIOSK No. 6." - SHOWING NUMBERING OF THE VARIOUS SECTIONS

References:- TELEPHONES, Call Offices, C 5904, D 3001, D 3003
(S1/3)

E N D

INDEX TO THE "TELEPHONES, CALL OFFICES" SUB-DIVISION

[NOTE:—Copies of E.I.s referred to in this Index should not be requisitioned for inclusion in a file unless it has been confirmed that they are proper to that file.]

Accommodation, recessed, for Public call offices	A 3010	Coin boxes: (contd.)	
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directories, provn. and fitting	A 3004		
foreign users, signs for guidance	C 3903	Erection:	
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— appts.	D 3003	Kiosks	
— tests and adjustments	D 3006	— No. 3	C 3302
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— gen. instns.	A 5002	gen. instns.	A 3006
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— cash container, fitting of locks	D 3002	Glasses Nos. 60A, 61A and 62A, use and fitting	C 3902
— Extension Plan 5A, auto areas, cct. descr.	A 4001	Glazing, kiosks, measures to reduce damage	C 5904
— Extension Plan 5A, C.B. areas, cct. descr.	A 4002		
— Extension Plan 5A, C.B.S. and magneto areas, cct. descr.	A 4003	Hinges, Brass, No. 2, repair procedure	C 5907
— Frames, Notice, Nos. 29, 30 and 31, removal and replacement	D 5901	Hospitals, call-office facilities for patients	A 3009
— mtce. responsibilities	A 5001		
— recessed accommodation	A 3010	Installation, call offices:	
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— auto areas, cct. descr.	A 4001	forcible removal, prevention	C 5905
— C.B. areas, cct. descr.	A 4002	obstruction of coin-chute, prevention	C 5903
— C.B.S. and magneto areas, cct. descr.	A 4003	prevention by children	C 5906
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— gen. instns.	D 3003	Hinges, Brass, No. 2, repair procedure	C 5907
— tests and adjustments	D 3006	installation	
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P.O. ENGINEERING DEPT.
ENGINEERING INSTRUCTIONS

TELEPHONES
CALL OFFICES
A 0002

Kiosks: (contd.)

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— Spring, Door-closing, No. 5, fitting	C 5902
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— sealing of unused entry holes	C 3901
No. 3			
— erection instns.	C 3302
— Glasses No. 61A, use and fitting	C 3902
— No. 61B and C, provn.	C 3903
— leading-in arrgts.	C 3302
No. 4, Glasses No. 60B and C, provn.			
....	C 3903
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— erection instns.	C 3001
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— leading-in arrgts.	C 3001
— sealing of unused entry holes	C 3901
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Leading-in arrgts., Kiosks:

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— public, renovation	A 5001
— „ responsibilities	A 5001
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P.B.X. extns. with coin-boxes:

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Plan Nos.:

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— „ „ „ „ C.B. areas, cct. descr.	A 4002
— „ „ „ „ C.B.S. and magneto areas, cct. descr.	A 4003
— standard arrgts.	A 3001
standard dgms.	D 3002
subrs.' ccts. with coin-box, standard arrgts.	A 3002
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Recessed call-offices	A 3010
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Responsibilities:

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— provn. and mtce.	A 1001
— public ccts., mtce.	A 5001
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wayleave negotiations	A 1001

Self-sealing cash containers (see *Cash containers, self-sealing*)

Signs:

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Specification, decoration of cabinets	B 3002

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No. 3, replacement by No. 5 type	C 5901
No. 5, fitting in Kiosk No. 1	C 5902

Subrs.' ccts. with coin-boxes (see *Call-offices, subrs.' coin-box ccts.*)

Telephones, types	D 3001
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Terms (see <i>Definition of terms</i>)	
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C.B.S. and magneto exchs.	A 3111
standard dgms.	D 3002

Ventilation, cabinets	B 3001
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Wayleave negotiations, responsibilities	A 1001
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Reference:—None
(OE3)

END

CALL-OFFICE SIGNS

NOTE:- As this Instruction has been completely revised, individual paragraphs have not been 'starred'

1. Scope of Instruction. This Instruction deals with all signs employed to advertise and indicate the position of Public Telephone Call Offices, and also describes signs suitable for fitting internally or externally on a subscriber's premises where the subscriber desires a sign to advertise the availability of his telephone for public use.

GENERAL

2. Responsibilities. The Ministry of Works and Buildings is responsible for the provision and maintenance of all signs at Class 1 Crown Offices.

3. The Engineering Dept. is responsible for the provision and renewal of signs and brackets for signs at all other Post Offices, all call offices not on P.O. premises, and for subscribers' premises where the subscriber has asked for a sign. Subsequent to the initial provision and renewal of signs, the Head Postmaster will be responsible for maintenance.

4. Advice Notes, issued by the T.M., for the provision of call-office circuits or for signs on subscribers' premises, should give particulars of the number of signs to be provided and the type and precise location of each sign.

5. The traffic staff are responsible for obtaining permission for the erection and *should do so before the Advice Note is issued.*

6. Signs on subscriber's premises. The position of each sign and the method of fitting should be discussed with the subscriber before the work is commenced and, provided that a secure fixing is obtainable and due prominence is given to the sign, the subscribers reasonable requirements should be met.

7. Signs on telegraph poles. Signs will be fitted by the Engineering Dept. to poles designated by the traffic staff, provided there is no engineering objection, e.g., a more suitable site is available or that the local authorities may object to the proposed site.

8. where the pole in question is situated on a public highway, the consent of the local authority to the attachment of the sign will not normally be sought. where, however, it is known that the local authority desires to be advised of such attachments, the Area Engr. will, before the work is put in hand, ascertain that the Surveyor to the local authority does not object.

9. Signs on kiosks and cabinets. suitable signs, where necessary, have been embodied in the structural design of kiosks and cabinets, and signs other than those of standard type should not be fitted.

10. Standard signs for fixing to the exterior walls or buildings, on telegraph poles, tramway or street-lamp standards, etc., and for fitting inside subscriber's premises are detailed on pages 2 and 3 and a reference to the paragraph dealing with the method of fixing and the relevant illustration is given in the "Remarks" column against each item.

Rate Book title	Details	Remarks
Sign, Call-Office, No.1	Enamelled iron, 22" x 9" worded both sides TELEPHONE in white letters on blue ground	} See par.11 and Figs. 1 and 3
Sign, Call-Office, No.1A	Enamelled iron, 22" x 9" worded both sides TELEPHONE, TELEGRAMS MAY BE TELEPHONED in white letters on blue ground	
Sign, Call-Office, No.1B	Enamelled iron, 23" x 5½", arrow shaped, worded both sides TELEPHONE in white letters on blue ground	} see par.12 and Figs. 1 and 2
Sign, Call-Office, No.2	Enamelled iron. Similar to No.1 but worded one side only in white letters on blue ground	} see par.13 and Fig.1
Sign, Call-Office, No.3	Enamelled iron. Similar to No.1 but 12" x 9" in white letters on blue ground	} see par.14 and Fig.1

Rate Book title	Details	Remarks
Sign, Call-Office, No.5	Enamelled iron, 22" x 9", worded both sides YOU MAY TELEPHONE FROM HERE, in white letters on blue ground	} see par.11 and Figs.1 and 3
Sign, Call-Office, No.6	Enamelled iron, 15" x 6", worded both sides WHEN THIS OFFICE IS CLOSED CALLS MAY BE MADE FROM in white letters on blue ground	
Sign, Call-Office, No.7	Enamelled iron, 15" x 6", worded both sides FOR NIGHT AND SUNDAY SERVICE ONLY in white letters on blue ground	
Sign, Call-Office, No.8	Enamelled iron, 15" x 2½", with arrow in white on blue ground.	} see par.15 and Fig.1
Sign, Call-Office, No.8A	Enamelled iron. Similar to No.8 but 4" deep and with arrow and ½ MILE in 1½" letters	
Sign, Call-Office, No.8B	Enamelled-iron. Similar to No.8A but with ½ MILE	
Sign, Call-Office, No.8C	Enamelled-iron. Similar to No.8A but with ½ MILE	
Sign, Call-Office, No.8D	Enamelled-iron. Similar to No.8A but with 1 MILE	
Sign, Call-Office, No.10	18½" x 8½", worded YOU MAY TELEPHONE FROM HERE reverse way on vitreous blue enamel back- ground, backed white opal. Duplex glass tablet framed in oak.	} see par.16 and Fig.1
Sign, Call-Office, No.12	Enamelled iron, 22" x 10", worded both sides TELEPHONE in white letters on blue ground	} see par.17 and Figs.1 and 4
Sign, Call-Office, No.12A	Enamelled iron, 22" x 10", worded both sides TELEPHONE TELEGRAMS MAY BE TELEPHONED in white letters on blue ground	
Sign, Call-Office, No.16	14" x 7", worded TELEPHONE, with arrow pointing to left. Flashed glass tablet framed in Oak	} see par.18 and Fig.1
Sign, Call-Office, No.16A	AS No.16, but arrow pointing to right	

11. Signs, Call-Office, Nos.1 and 1A and 5 are fixed to walls by means of "Brackets, Sign, No.1", when fixing the bracket, particular care must be exercised to ensure that the holes for the screws are well plugged and the plate of the bracket is fixed firmly to the wall. Where it is found that a secure fixing cannot be obtained on the wall direct, a batten should be fixed to the wall and the bracket should then be firmly fixed to the batten, see Fig.3.

12. Sign, Call-Office, No. 18 is suspended from a "Bracket Sign, No.18", which is attached to poles and standards by means of a strip of 1½ in. x 1/16 in. mild steel. The steel strip should be bent round the pole or standard and terminated in the block of the bracket. In this termination, the ends of the steel strip are turned back against the nut which holds the tightening screw. If the pole or standard tapers sharply, it may be found necessary to fit a narrow compensating strip in the upper edge of the main strip, see Fig.2.

13. Signs, Call-Office, Nos.2 are fitted in position by means of wall spikes which hold the sign flat against the wall.

14. Sign, Call-Office, No.3 does not require brackets for fitting. Fixing is effected by nails or screws, driven through a flange on the sign. The flange is part of the main plate of the sign bent at right angles. This type of sign is used at railway stations and where a "Sign, Call Office, No.1" is too large.



Nos 1 & 2.



No. 1A.



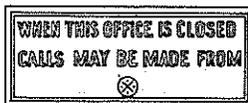
No. 1B.



No. 3.



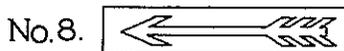
No. 5.



No. 6.



No. 7.



No. 8.



No. 8A.

CHNR



No. 8B.



No. 8C.



No. 8D.



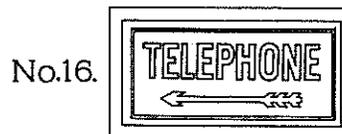
No. 10.



No. 12.



No. 12A.



No. 16.



No. 16A.

FIG. 1.

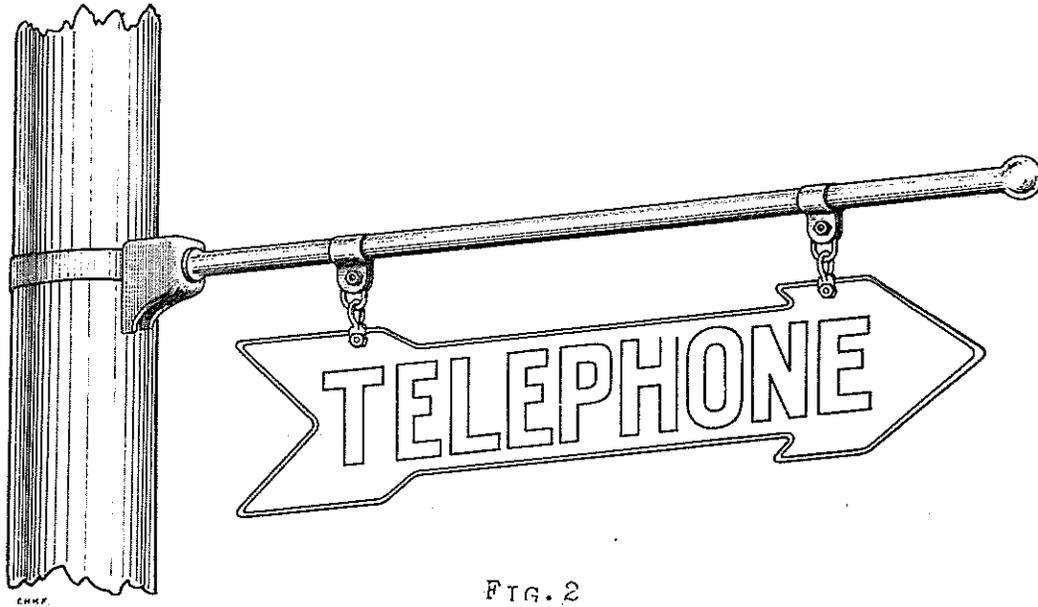


FIG. 2

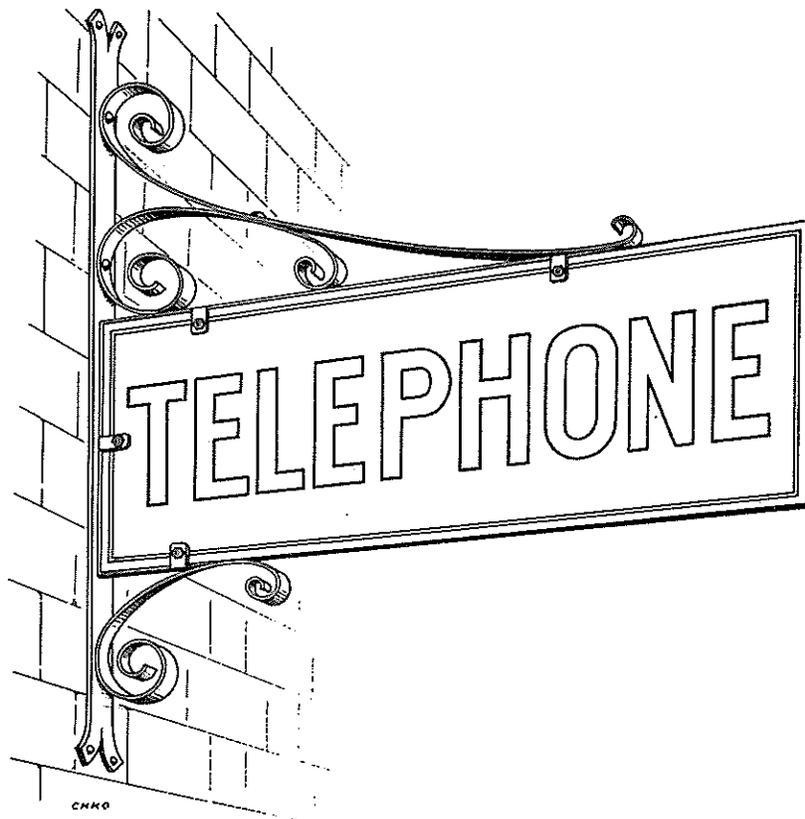


FIG. 3

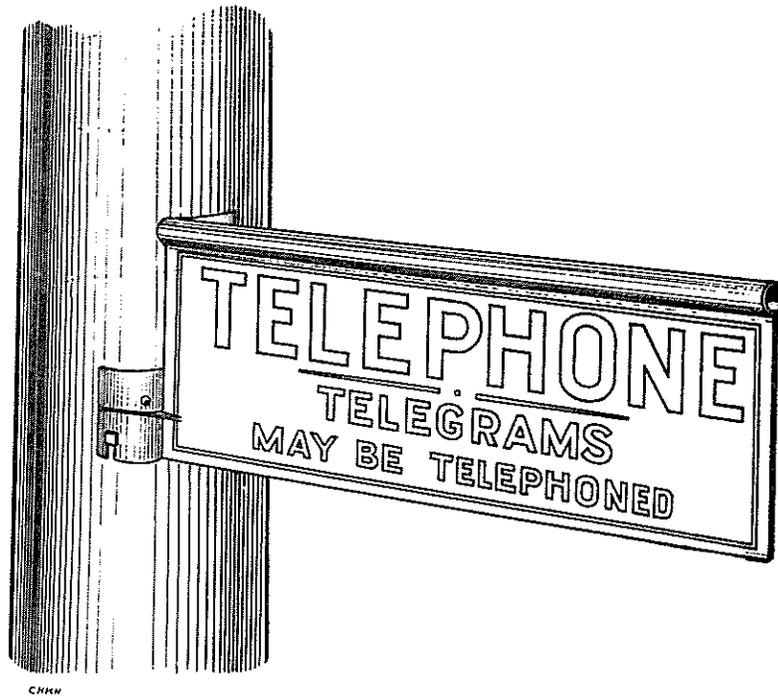


FIG. 4

15. Signs, Call-Office, Nos. 6, 7, 8, 8A, 8B, 8C and 8D are used in conjunction with signs, call-office, Nos. 1, and 12 and 12A. They are suspended from these signs by means 'S' hooks. Eyeletted holes are made in each of the signs to accommodate the hooks.

16. Sign, Call-Office, No. 10 is framed in oak and used inside subscribers' premises. Eyeletted holes are provided in the frame, to allow the sign to be suspended in a convenient and prominent position.

17. Signs, Call-Office, No. 12 and 12A are self-contained signs for fixing to wooden poles. Two curved flanges are provided in the sign as a means of fixing the sign to the poles. A hole and a slot exist in each flange, the slot accommodating a $\frac{3}{16}$ in. coach screw and the hole a No. 23 - 2 in. wood screw. Prior to erecting the sign, the two coach screws are driven into the pole for a length approximately within $\frac{1}{2}$ in of the head of the screw. The slots in the flanges are then passed over the coach screws underneath the head. This will afford a temporary support for the sign while the coach screws are driven right home. The sign is secured firmly in position by means of the wood screws, driven through the holes in the flanges. Fig. 4 shows the sign attached to a pole.

18. Signs, Call-Office, Nos. 16 and 16A are provided primarily for use in large stores and similar premises. The sign is provided with two screw-eyes so that the sign can be suspended in a convenient and prominent position.

Reference:— None
(S1)

E N D

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 $\frac{7}{8}$ 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 many 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.

END