OPERATING INSTRUCTIONS FOR LINE OPERATING SETS

Preliminary Instructions

1. See that paper is in printer and tape in keyboard perforator and machine perforator.

2. Observe time and number stamps and see that they are properly set.

3. Turn on power by pushing in white buttons of switches marked "PRINTER" and "110-V" in the order named.

4. Connect set to line by throwing "LINE-TEST" key to position marked "LINE". ("LINE-TEST" key on emergency machine should be left in position marked "OFF".)

Handling Short Outgoing Messages

Message tape will be received from cipher bureau in an envelope on the outside of which will be written the destination of the message. Perform the following operations:

1. Remove message tape from envelope.

2. Stamp message serial number on envelope with number stamp.

3. Perforate a preamble tape in the following order:

    a. The message serial number

    b. Space

    c. The letter indicating the originating office

    d. The name of the destination office (spelled out.)

    e. The phrase - CIPHER FOLLOWS

    f. Carriage return.

    g. 10 line feeds.

For example, a preamble tape might read as follows:

    46 C NEW YORK CIPHER FOLLOWS   (carriage return, 10 line feeds)

4. Gum the message tape to this preamble with the line feeds at the beginning of the message tape overlapping those at the end of the preamble taps. Press the tape together carefully so that the feed holes and edges of tapes will match evenly.

5. Insert the combined tape in the transmitter and transmit in the usual way.

6. Replace the combined tape in the envelope and hold until receipt of message is acknowledged.

° Note: When start-stop printer sets are used the preamble may be transmitted directly on the keyboard. In this case the cam switch will first be turned for direct keyboard operation and the message tape inserted in the tape transmitter. A preamble similar to that described above should then be transmitted on the keyboard. Immediately after the 10 line feed signals have been transmitted on the keyboard the cam switch should be turned for tape operation which will immediately start the message tape.

Handling Long Outgoing Messages

When messages are long enough to cover more than one sheet when deciphered, the cipher operator will perforate a succession of carriage return and line feed signals at the end of each sheet. In such cases it will be necessary to send a preamble for each sheet of the message.

Handling Incoming Messages

On receiving the phrase "CIPHER FOLLOWS" the receiving operator should perform the following operations:

1. Throw key on front edge of shelf to position marked "TAPE." This operation must be performed while the line feed signals following the words,

"CIPHER FOLLOWS" are coming in.
(This shuts off the printer and
starts the machine perforator.)

2. Feed up the paper in the printer and
tear off the preamble. Stamp the
time and date on the preamble.

3. Watch the machine perforator. When
a succession of carriage return sig-
nals are perforated, allow the perfora-
tor to run until at least three carriage
return signals have advanced past the
tearing edge on the machine perforator,
then throw the key on the front edge of
the shelf to position marked "PRINT".
(This stops machine perforator and starts
printer.)

4. Tear off tape, fold it loosely and place
in an envelope with the preamble for de-
livery to cipher bureau.