

Digital Computer Laboratory
Massachusetts Institute of Technology
Cambridge 39, Massachusetts

To: S & EC Group, Cape Cod System, Systems Technicians
From: F. M. Verzuh
Date: Revised 19 September, 1955
SUBJECT: THE TAPE PREPARATION FACILITY AT BARTA

ABSTRACT: To alleviate the congestion and confusion that sometimes occurs in the Tape Preparation Facility by reason of certain irregularities, a recapitulation of some of the conventions that are most flagrantly misused is listed below to eliminate any misconceptions.

1. Manuscripts for tape preparation will be accepted between the hours of 0800 and 1630 Monday through Friday.
2. The only tapes that will be prepared by Tape Room personnel are those that are approved by an S&EC Staff member, Marion Callaghan or Joe Thompson. Tape preparation requests must be deposited in the file located on the counter in Room 110. No tape requests should be given to the tape typists directly. Any special instructions should be written on the tape request. If additional explanation or comments are necessary, these should be directed to either Marion Callaghan or Joe Thompson.
3. Any complaints pertaining to tape preparation should be directed to either Marion Callaghan or Joe Thompson and not to the typist who erred.
4. During the hours of 0800 and 1700 on weekdays, the Tape Preparation Room (Room 112) and the Tape Room (Room 110) will be out of bounds to everyone excepting those who are specifically assigned to Tape Preparation and its supervision, computer operators, and maintenance technicians. Any others desiring admittance beyond the swinging doors may be permitted on request through Marion Callaghan or Joe Thompson. Material desired from the files may be obtained by request from Marion Callaghan or Joe Thompson.
5. All Laboratory personnel and approved outsiders may use the tape room facilities in room 109 from 1700 to 0800 on weekdays and all day Saturday and Sunday for tape preparation. Any material removed from the files should be returned to its proper place. If anything is borrowed, a note should be left in its place. Anyone using the Tape Facility is required to leave the area in a clean and orderly condition.
6. The Flexowriter equipment located in the Barta Building should be kept at the following settings. The marginal stops will be placed at

14 and 176, and the tabular stops will be set at 24, 34, 44, 54, 64, 74, 84, 94, 104, 114, 124, 134, 144, 154, and 164. If for any reason the stops have to be changed, they must be returned to the above listed standard positions upon completion.

The paper used in the Flexowriter must be of double thickness with or without carbon to avoid damaging the type bars.

Only authorized personnel are to repair or adjust the Flexowriter equipment and other devices located in Rooms 110 and 112. Call one of these technicians if any of the machines fail to operate properly.

7. Library subroutine notebooks and other manuals should not be removed from room 110 without permission from Joe Thompson or Marion Callaghan.

Signed:

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