

**1. DEFINITIONS OF TERMS**

Access Area

The total geographical area served from a specific central office. Central offices are grouped into three access areas, for purposes of this Guidebook, based upon the quantity of network access lines served per square mile.

Audio Response Unit

Mechanized announcement equipment, which uses synthesized speech to quote a telephone number to a customer who has called Directory Assistance Service.

Basic Local Exchange Service (BLES)

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Residential-end-user access to and usage of telephone company provided services over a single line or small-business-end-user access to and usage of telephone-company-provided services over the primary access line of service, which in the case of residential and small-business access and usage is not part of a bundle or package of services, that does both of the following:

Enables a customer to originate or receive voice communications within a local service area as that area exists on the effective date of the amendment of this section by S.B. 162 of the 128th general assembly.

Consists of all of the following services:

- Local dial tone service;
- For residential end users, flat-rate telephone exchange service;
- Touch tone dialing service;
- Access to and usage of 9-1-1 services, where such services are available;
- Access to operator services and directory assistance;
- Provision of a telephone directory in any reasonable format for no additional charge and a listing in that directory, with reasonable accommodations made for private listings;
- Per call, caller identification blocking services;
- Access to telecommunications relay service; and
- Access to toll presubscription, interexchange or toll providers or both, and networks of other telephone companies.

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Central Office

A switching unit, in one location of a telecommunications system providing service to the general public, having the necessary equipment and operating arrangements for terminating and interconnecting lines. More than one central office may be located in the same building.

Central Office Area

The specific section of an exchange area served by a particular central office or by a particular group of central offices.

Circuit

The term applied to a channel used for the transmission of electrical energy in the furnishing of telephone service. In the case of battery circuits and generator circuits, each pair of wires or fraction thereof is considered as a separate channel.

/1/ Material now appears on 1<sup>st</sup> Revised Sheet 2 of this Guidebook

**1. DEFINITIONS OF TERMS (Cont'd)**

Class of Service

The term used in describing exchange service with respect to the character of use to be made of such service. The Company furnishes two classes of service: residence and non-residence.

Common Battery Service

The type of telephone service in connection with which electrical energy for talking and signaling is supplied from a central point.

Connecting Company (Independent Company)

A corporation, association, partnership or individual (other than an Associated Bell Company) owning or operating one or more exchanges and with whom traffic is interchanged.

Continuous Property

The continuous plot of ground, including any buildings thereon, occupied by a customer and which is not separated by public highways or by property occupied by others, except that where a customer owns or leases properties on both sides of a street, alley, highway, body of water, railroad right of way, etc., which properties otherwise would be continuous, such properties are considered continuous property provided poles or conduit are not required for the placing of wire facilities between the properties or, if required, are provided and maintained by or at the expense of the customer.

Costs Incurred

Wherever rates or charges based upon "costs incurred" are applied in this Guidebook, such rates or charges consist of an estimate of the following items to the extent that they are applicable:

- a. Cost of maintenance.
- b. Cost of operation.
- c. Depreciation on the estimated cost installed of any facilities provided, based on the anticipated useful service life of the facilities with an appropriate allowance for the estimated net salvage.
- d. Administration, taxes and uncollectible revenue on the basis of reasonable average charges for these items.
- e. Any other specific items of expense associated with the particular situation.
- f. A reasonable amount, computed on the estimated cost installed of any facilities provided, for return and contingencies.

Estimated cost installed, as mentioned in c. and f. above, includes cost of equipment and material specifically provided or used plus the estimated cost of installing, including engineering, labor, supervision, transportation, rights of way and any other items which are chargeable to telephone plant accounts.

/1/ Material formerly appeared on Original Sheet 1 of this Guidebook.

**1. DEFINITIONS OF TERMS (cont'd)**

Customer

The individual, firm, partnership, association, corporation, municipality, cooperative organization, governmental agency, etc., which contracts for telephone service and is responsible for the payment of charges and compliance with the rules and regulations of the Company.

Derived Local Channel

Derived Local Channel is an arrangement that permits multiple and simultaneous use of a single exchange service for voice and/or data communications. The arrangement consists of equipment located in the central office and on the customer premises.

Directory Listing, see Listing

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Exchange

A basic unit for the administration of communication service in a specified area, called the exchange area. It usually consists of one or more central offices together with the associated plant used in furnishing communication service in that area.

Exchange Area

The territory included within the boundaries of an exchange, as shown on maps on file with The Public Utilities Commission of Ohio.

Exchange Service

The furnishing of telecommunications service to individual residence and non-residence customers within a specified geographical area for local calling and access to the message toll network. Exchange Service is comprised of three components - network access line, central office termination and local usage. Exchange service is furnished as follows:

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/1/ Material now appears on Sheet 5.

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**1. DEFINITIONS OF TERMS (cont'd)**

Exchange Service (cont'd)

- a. Flat Rate Service: Exchange service in connection with which a stipulated monthly charge is made covering all local message use within a defined area.
- b. Message Rate Service: Exchange service in connection with which local message use is measured in terms of local messages for purposes of charging for the service.
- c. Measured Rate Service: Exchange service in connection with which local messages are measured in terms of four measured elements, i.e., the total number of outgoing completed local messages, the distance and the duration of each local message and the time of day each local message is originated.

Expense Incurred By The Company

Wherever "expense incurred by the Company" is applied in this Guidebook, such expense consists of an estimate of the expenditure by the Company for labor, material, engineering, supervision, motor vehicles, tool and any other expenditure incident thereto, to the extent that any or all of such items are applicable in the particular situation involved.

**1. DEFINITIONS OF TERMS (cont'd)**

Family

A group of persons, related either by blood or by marriage or adoption. In addition, single persons living alone and small groups of unrelated persons sharing the same living accommodations as "partners" shall be considered as families.

Foreign Central Office Service

Exchange service furnished from a central office other than that regularly serving the central office area in which the customer is located.

Foreign Exchange Service

Exchange service furnished from an exchange other than that which regularly serves the exchange area in which the customer is located.

Grade of Service

The term used in describing exchange service with respect to the number of customers which may be connected to a line. The Company furnishes the following grades of service: individual and PBX trunks.

Individual

An exchange service connecting one customer's premises with the central office.

Initial Contract Period

The minimum length of time for which a customer is obligated to pay for service and facilities whether or not retained by the customer for such minimum length of time.

Joint User

An individual, partnership, association or corporation sharing a customer's exchange service according to the provisions of this Guidebook for such shared use.

Listing

A listing consists of a name, address and telephone number of a listed residential or business customer.

Listing Information System

A database that contains the listed names, addresses, and telephone numbers of AT&T residential and business customers and, where available, listings of residential and business customers served by other local providers.

Loading Coil

A device added to a circuit to improve transmission by reducing attenuation.

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**1. DEFINITIONS OF TERMS (cont'd)**Local Access and Transport Area

A geographic area established by the Company for the provision and administration of communications service. A Local Access and Transport Area encompasses designated exchange areas which are grouped to serve common social, economic and other purposes.

Local Message

A communication between a calling station and any other station within the local service area of the calling station.

Local Service Area

The area within which a customer may make calls without payment of message toll charges. A local service area may include one or more exchange areas of the Company or of other telephone companies. In certain exchange areas, customers may select either:

1. basic local service which provides local service with the basic local service area, or
2. an optional local service which provides one-way local service to specified exchange areas in addition to local service within basic local service area.

Miscellaneous Common Carriers

A Miscellaneous Common Carrier, as defined in part 21 of the Rules and Regulations of the Federal Communications Commission, is a person engaged in rendering communications service for hire to the public who is not engaged in the business of providing either a public landline message telephone service or public message telegraph service. For purposes of this and all other Company Guidebooks, the term "Miscellaneous Common Carrier" shall apply only to such carriers, as defined above, who are duly licensed by the Federal Communications Commission and have tariffs filed with that Commission and The Public Utilities Commission of Ohio.

Network Access Line

The connecting facility between a customer's premises and a serving central office that provides customer access to the public switched network for placing and receiving calls.

**1. DEFINITIONS OF TERMS (cont'd)**Network Interface (NI)

The network interface is a unit provided as part of the network access line. The network interface will be installed on the customer's premises at a location determined by the Company which is accessible to the customer. The normal location of the network interface would be in close proximity to the protector or point of minimum penetration where the Company facilities enter the customer's premises.

Network Wiring

Wiring on the network side of the Network Interface at the customer's premises which is used for the termination of network access lines.

Normal Exchange

The exchange which normally serves the exchange area in which the customer is located.

Normal Working Days

All days except Sundays and except Christmas Day, Memorial Day, Independence Day, Labor Day, New Year's Day, Thanksgiving Day, day after Thanksgiving, Washington-Lincoln Day, and Good Friday.

Other Common Carrier

Specialized Common Carriers, Domestic and International Record Carriers and Domestic Satellite Carriers engaged in providing such private line voice, data, or video services or other services as such carriers may be authorized by the Federal Communications Commission to provide.

PBX Trunk

A class of exchange service used when connecting switching equipment located at the customer's premises to the central office.

Premises

1. The building, or portion or portions of a building, occupied at one time by a customer either as a residence or for non-residence use.
2. Two or more entire buildings which are used and occupied by the same customer are also considered to be the same premises if such buildings meet the conditions in either a, b or c following:

**1. DEFINITIONS OF TERMS (cont'd)**Premises (cont'd)

## 2. (Cont'd)

- a. The buildings are connected by enclosed, lighted and heated passage- ways (overhead bridges, subways, or at ground level), or by common basements, permitting access from one building to the other, and such passageways or common basements are suitable for the routing and proper protection of inside cable or wire type facilities.
- b. There is full access between adjoining buildings by means of doorways or open archways and such doorways and archways are suitable for the routing and proper protection of inside cable or wire type facilities.
- c. The buildings have not been made continuous as described in a. and b. preceding however the airline distance between the building in which the main station, attendant position or switching equipment is located and each of the other buildings is not in excess of 150 feet, and the customer furnishes a pathway connecting the buildings which is suitable for the routing, placing, and proper protection of inside cable and wire type facilities, or buried cable or wire.

Where the pathway is underground, it may be a tunnel, conduit, or a closed trench for buried cable or wire. Where the pathway is overhead, it must be a continuous rigid support, such as to make electrical and mechanical protection of the cable or wire unnecessary.

3. Portions of two or more buildings which are used and occupied by the same customer are also considered to be the same premises if these portions of the buildings meet the conditions in either a. or b. following:
  - a. The portions of the buildings are made continuous between the areas used and occupied by the customer by means of enclosed, lighted and heated passageways (overhead bridges, subways, or at ground level), or by a common basement used and occupied solely by the customer, and such passageways or common basements are suitable for the routing and proper protection of inside cable or wire type facilities.
  - b. There is full access by means of doorways or open archways between the areas used and occupied by the customer in adjoining buildings, and such doorways or archways are suitable for the routing and proper protection of inside cable or wire type facilities.
4. If a customer refuses to allow the Company to install inside cable and wire type facilities in the passageways, pathways, basements, doorways, or archways, referred to in 2 or 3 preceding, the buildings or portions of buildings involved shall be considered as separate premises.



**1. DEFINITIONS OF TERMS (cont'd)**Premises Wiring

Interior wiring on the customer's side of the Network Interface at the customer's premises which is used for the connection of terminal equipment. The installation and maintenance of premises wiring is provided on a non-regulated basis.

Private Property

The continuous plot of ground owned or leased and occupied by a customer and not separated by public highways or by property occupied by others.

Public Highway

A road, street, highway, way, lane or alley under the control of and kept by the public.

Rate Center

A centralized point within a central office area or exchange area which is established for the purpose of measuring airline mileage between central office areas or exchange areas. Each rate center is assigned a unique pair of vertical and horizontal coordinates as described in Part 9, Section 2 of this Guidebook.

Relay Circuit

An arrangement of circuits to provide for electrical separation, but at the same time allow for the transfer or passage of operations from one circuit to one or more circuits, and also to provide where necessary, additional sources of energy.

**1. DEFINITIONS OF TERMS (cont'd)**

Repeater

A combination of one or more amplifiers together with their associated equipment, so arranged as to provide for two-way transmission in a telephone circuit.

Residence Location

A place in which a person actually lives continuously and which is considered to be the person's home is a residence location.

**1. DEFINITIONS OF TERMS (cont'd)**

Right Of Way

The right which the Company obtains to use the land of another for the purpose of installing, constructing, operating and maintaining its facilities. The phrase "right of way" also means a strip of land which the Company has acquired the right to use for its facilities.

Private right of way is right of way on private property, not a part of a public highway.

Rotary Service

An arrangement under which two or more exchange services of the same class and grade, or PBX trunks of the same class, served from the same central office and furnished to the same customer, are grouped so that calls to the first number of the group are automatically routed to the first non-busy number of the group, and a busy signal or busy report is not given unless all the grouped numbers are busy.

**1. DEFINITIONS OF TERMS (cont'd)**

Service Area Function - See Part 15, Section 1 of this Guidebook.

Shared Tenant Service

The resale or sharing of local exchange service in a multi-tenant single building, or a contiguous complex of buildings under common ownership or management, on non-residence individual and PBX trunks, and Centrex stations.

The Company

The Ohio Bell Telephone Company d/b/a AT&T Ohio (C)

Terminal

The designation given the equipment with which a circuit is connected or the equipment on which a circuit terminates.

**1. DEFINITIONS OF TERMS (cont'd)**Termination Charge

A charge applied when a contract for service is terminated before the expiration of the initial contract period.

Termination Liability

A specific charge associated with an item of service from which the applicable termination charge is computed.

Toll Message

A communication between a calling station and a station located in a different local service area.

Toll Office

A central office used primarily for completing and supervising toll calls.

Two-Wire - See Part 15, Section 1 of this Guidebook.

Type Of Service

The term used in describing exchange service with respect to each of the following:

1. The use to be made of such service, i.e., by the customer, his family, employees, etc.
2. The comparative limitation which the Company places on the number of times customer service may be used for the stipulated monthly charge. With respect to this use of the term, the Company furnishes three types of service: flat rate (or unlimited) service, message rate service and measured rate service.
3. The physical characteristics of the services, with respect to this use of the term, the Company furnishes only common battery dial service.
4. The scope of the service, i.e., the area throughout which service is rendered to a calling station without the application of toll charges. With respect to this use of the term, the Company furnishes two types of service: basic local area service and optional local area service.

**1. DEFINITIONS OF TERMS (cont'd)**Usual Working Hours

The hours between 8:00 A.M. and 5:00 P.M. on all normal working days, together with, in the case of maintenance and repair forces, all other regularly scheduled work hours on normal working days.

**2. ABBREVIATIONS USED IN THIS GUIDEBOOK**

BLES -- Basic Local Exchange Service  
CCSA -- Common Control Switching Arrangement  
C/I -- Concentrator-Identifier  
CO -- Central Office  
COC -- Central Office Code  
DA -- Directory Assistance  
DID -- Direct Inward Dialing  
FCO -- Foreign Central Office  
FX -- Foreign Exchange  
FXE -- Foreign Exchange Extension  
HNPA -- Home Numbering Plan Area  
LATA -- Local Access and Transport Area  
LSA -- Local Service Area  
MCC -- Miscellaneous Common Carrier  
MTS -- Message Telecommunication Service  
NEC -- National Electric Code  
NESC -- National Electrical Safety Code  
NPA -- Numbering Plan Area  
NRC -- Nonrecurring Charge  
PBX -- Private Branch Exchange  
USOC -- Universal Service Order Code (See Note)  
V and H -- Vertical and Horizontal  
WATS -- Wide Area Telecommunications Service

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Note: The Company does not use the Universal Service Order Codes for Centrex Services (Part 5 of this Guidebook). The local codes used for these services are available in departmental practices.