

To: Group 6345 and Programmers  
From: M. Solomita  
Date: April 16, 1956  
SUBJECT: NOTES ON TAPE ROOM PROCEDURE

#### Performance Requests

Before a request is submitted it must be approved by one of the following: an SuEC staff member, Mike Solomita, or Marion Callaghan.

Once a request has been entered in the operators' book it must not be modified without first consulting the operator on duty.

All forms of output, i.e., magnetic tapes, direct printer, scope and camera, and fp tapes, must be indicated on the performance request. Also, the number of feet, lines, or frames to be used should be specified.

Stops must be indicated on the request.

Tapes must be marked fc, fb, fp, or std, on the performance request.

#### Tapes

When tapes are taken from the files by a programmer he must put a green card in the box to indicate he has the tape.

Tapes should not be taken from the operators' box whether it be in the tape room or the computer room without first consulting the operator on duty. This will avoid wasting machine time due to the last-minute disappearance of needed tapes.

#### fp Tapes

All requests for fp post-mortems must be written on the performance request.

fp tapes should be written as follows (see Memorandum M-2883, p. 15):

fp tape title      Name

Medium if other than delayed

Number system if not decimal

first register      11.10      last register

Terminated by two at sign (no carriage return)

Example:

fp 300-0-300    SMPE  
300 gd 400 //

When an fp tape is requested, a PAPM will be given automatically.

#### Performance Requests for Tapes with Multiple Start At's

If it is desired to run an fc tape which contains more than one "START AT", it is necessary for the programmer to specify on his performance request whether he desires all of the sections of the tape to be converted as a group or to be converted separately. To have the sections converted as a group, the programmer should write a bracket after the tape number; e.g.,

fc 100-0-0      RI RS (All sections converted together)

Writing fc 100-0-0    RI RS will cause only the first section to be read in. To read in each section independently, the programmer should write an RI for each section desired; e.g., if there are three sections, then write

fc 100-0-0    RI RI RI RS (Each section converted separately)

Signed: *William J. Donahue*  
W. DONAHUE

MS:gs