

## **SUGGESTIONS FOR INCREASING THE EFFICIENCY OF OUR LONG DISTANCE FACILITIES:**

1. Place long distance calls only when absolutely necessary and avoid placing calls during the busy hours—9 to 11 A.M. and 4 to 5 P.M. Long distance calls should be placed on a station basis.
2. Keep conversations brief.
3. Remain on the line when placing toll calls.
4. If a delay is encountered at the distant telephone, identify the call as a long distance call by giving your name and the calling point.

## **STATION CALLS HANDLED BY LOCAL OPERATOR**

Station calls from GARfield 1-9000 extensions to the following points should be placed by number with the local operator (reached by dialing "7"):

<b>Belmont</b>	<b>Mill Valley</b>	<b>San Jose</b>
<b>Belvedere</b>	<b>Moraga</b>	<b>San Mateo</b>
<b>Burlingame</b>	<b>Mountain View</b>	<b>San Rafael</b>
<b>Corte Madera</b>	<b>Orinda</b>	<b>Santa Clara</b>
<b>Crockett</b>	<b>Palo Alto</b>	<b>Sausalito</b>
<b>Hayward</b>	<b>Redwood City</b>	<b>Sharp Park</b>
<b>Lafayette</b>	<b>Richmond</b>	<b>South San Francisco</b>
<b>Larkspur</b>	<b>Rodeo</b>	<b>Sunnyvale</b>
<b>Los Altos</b>	<b>San Anselmo</b>	<b>Walnut Creek</b>
<b>Martinez</b>	<b>San Carlos</b>	<b>Woodside</b>

## **CONFERENCE SERVICE**

PBX conference service is available on GARfield 1-9000 and GLencourt 1-9000 official PBXs.

PBX conference connections may include extension numbers and any telephone numbers reached by long distance, "A" board, interzone or zone channels, subject to the capacity of the conference equipment as follows:

GARfield 1-9000 official PBX—12 lines,  
3 of which may have "Outside" telephone  
numbers.

GLencourt 1-9000 official PBX—6 lines,  
2 of which may have "Outside" telephone  
numbers.

To obtain PBX conference service, dial "Operator" and give details of the call to the PBX attendant.

If no extensions other than your own at your PBX are involved in a conference connection including out-of-town points the call should be placed with Long Distance and not with the PBX attendant. In such cases dial "8" and place your request for conference service with the Long Distance operator.

## **FOR THOSE SUBJECT TO CALL**

Employees subject to call at home should notify the appropriate P.B.X. Chief Operator if they are to be reached at another telephone.

Extension numbers on which official visitors to company offices may be reached should be reported to the appropriate P.B.X. Chief Operator.