

CALLS FROM EAST BAY PBX EXTENSIONS

To Call	From GLencourt 1-9000 Dial	From KELlog 2-9000 Ask Attendant for	From THornwall 3-9000 Ask Attendant For
Official PBX's:	63 and Extension	"Outside Line"	"Outside Line"
GAfield 1-9000.....	Number.....	Dial GA 1-9000.....	Give Operator Number
		"Glencourt"	"Glencourt"
GLencourt 1-9000.....	Extension Number.....	Dial Extension Number.....	Dial Extension Number
		"Outside Line"	"Outside Line"
HUmboldt 3-1880.....	55.....	Dial HU 3-1880.....	Give Operator Number
(W. E. Co.)			"Outside Line"
KELlog 2-9000.....	53.....	Extension Number.....	Give Operator Number
		"Outside Line"	"Outside Line"
MIssion 8-9000.....	*9—MI 8-9000.....	Dial MI 8-9000.....	Give Operator Number
		"Outside Line"	
THornwall 3-9000.....	51.....	Dial TH 3-9000.....	Extension Number
East Bay and		"Outside Line"	"Outside Line"
San Francisco Numbers..*9—Listed Number.....		Dial Number.....	Give Operator Number
		"Outside Line"	"Outside Line"
Out-of-Town Numbers.....	8.....	Dial Operator.....	Give Operator Number
For Assistance On Calls To:			
Local Extensions.....	Operator.....	Assistance Desired.....	Assistance Desired
East Bay and		"Outside Line"	"Outside Line", Ask
San Francisco Numbers.....*9—Operator.....		Dial Operator.....	Operator for Supervisor
Business Office.....	See Page 3.....	See Page 3.....	See Page 3
		"Outside Line"	Extension 271 (Berkeley)
Repair Service.....	*9—611.....	Dial 611.....	Extension 296 (Piedmont)
Information			
Local Extensions.....	Operator.....	Desired Information.....	Desired Information
		"Outside Line"	"Outside Line", Ask
Subscriber.....	*9—411.....	Dial 411.....	Operator for Information
		"Outside Line"	"Outside Line", Ask
For Time of Day.....	*9—RO 7-8900.....	Dial RO 7-8900.....	Operator for "Time"

*After dialing '9' wait once more for dial tone and then dial the code or number as shown.

OFFICIAL TELEGRAMS

Our Company operates a private line official teletypewriter service between San Francisco, Los Angeles, Portland, Seattle and Long Lines points and a TWX service to the other Associated Companies through the Official Message Center, Room 226 at 140 New Montgomery Street, San Francisco.

The purpose of this service is to provide for all official communications thereby clearing the commercial toll telephone and TWX facilities for the use of our customers. The official service should be used by all employees for Company business when the mails are inadequate because of the time requirements.

Official telegrams should be typed or written legibly on plain paper with the heading "OFFICIAL TELEGRAM", and should bear the sender's extension number and departmental expense code.

Between 8:00 a.m. and 5:30 p.m. Monday to Friday, inclusive, telegrams originating in San Francisco should be delivered by company mail or messenger to the San Francisco Message Center. If originated in the "140" building, they should be enclosed in a red envelope, Form S-3000-CA, and deposited in the mail chute, where collections and deliveries are made at fifteen-minute intervals.

At all other times telegrams should be telephoned to Pacific Telegraph, DOuglas 2-9000, or sent by messenger to the Pacific Telegraph office at 333 Grant Avenue. When telephoned, telegrams should be designated as "official company business". They should be followed on the next business day by a confirming copy, so marked, exactly as telephoned, and bearing the sender's extension number and departmental expense code.

From East Bay company stations, official telegrams may be telephoned by calling TEmplebar 2-9000.

NOTE:—Telegrams of a personal nature are not accepted for transmission as official company business,