

FROM: J L TOWNSON
Acting Talks Administrator
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TO ALL ATTENDING STRAND II TALKS AT LANCASTER HOUSE

STRAND II TALKS: TELEPHONE ARRANGEMENTS IN LANCASTER HOUSE

A short telephone directory of the personnel using Lancaster House has been prepared and has been distributed. To call another extension within the building simply dial the 4-figure extension indicated.

It is possible to transfer incoming calls between extensions. To do so, depress the "R" button and key in the extension required, when it is answered replace the handset and the call is automatically transferred to that extension. To call a number outside the building, press "9" to obtain an outside line and continue dialling in the normal manner.

For incoming calls, each handset operates as an exchange line with its own individual number. It is not intended to publish a list of such numbers although you may wish to alert some contacts outside the building of your individual number which is 071-321 0031

In addition a fax machine is available in the Talks Administration Office in Room 109. Material can be sent from this location and incoming messages will be delivered to delegations offices. The fax number is 071-321-0673.

JOHN TOWNSON
Acting Talks Administrator