Battelle
Pacific Northwest Laboratories

Project Number

Internal Distribution
Jim Choate
Ernie Job
Dick Schutz
Russ Tucker
File/lb

Date June 21, 1984

To List 2

From Larry Kimmel LK

Subject IBX System Upgrade

Starting June 27 and continuing through July 7, we will be unable to provide any moves, additions, or changes in telephone service in the Battelle-Private buildings (including 2400 Stevens). Moves in DOE facilities will be unaffected.

This "freeze" period is required to provide sufficient time to convert the telephone system operating data bases to an upgraded system software load. Any moves where telephone service is needed or anticipated during this period should be rescheduled.

Major switching equipment upgrades are scheduled to take place on June 22 and June 29 to prepare for the new software. Some minimal outages will be required and are scheduled for off-normal hours.

Questions may be referred to Dick Schutz on 375-3728.

APPROVED C. L. Simpson DATE 6-25-84
C. L. Simpson, Director
Human Resources and Support Services