

# Telex Service



DESCRIPTIVE  
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GENERAL INFORMATION  
ISSUED DECEMBER 1963

This leaflet describes the Post Office telex service and gives details of the rentals and charges for a simple installation, together with the general conditions under which the service is provided.

The telex service is a teleprinter automatic switching system which provides a fast and reliable method of printed communication for business, industry and commerce. Connexion to the service can be arranged anywhere in the

United Kingdom. Subscribers to the service can call each other at any time—day or night—and can also call telex subscribers in other countries which operate a telex service.

A subscriber is provided with a telex installation connected to an automatic telex exchange. The installation consists of a teleprinter and dialling unit in hammer-finish grey, mounted on an attractive, matching teleprinter table.



## **GENERAL METHOD of OPERATION**

Each telex installation has a telex number and an individual identification signal known as the 'answer-back' code, both of which appear in the United Kingdom telex directory. To call another subscriber the caller presses a button on the telex dialling unit and dials a number. As soon as the connexion between the two installations has been set up, the called subscriber's 'answer-back' code—which briefly identifies his machine—is automatically printed on the calling teleprinter to confirm that it is through to the required number. The message is then typed on the calling teleprinter and copies are produced simultaneously on both the sending and the receiving machines.

Telex messages can be sent to another subscriber even when his office is closed and the teleprinter unattended. Receipt of his 'answer-back' code confirms that the connexion has been correctly established.

Calls to telex subscribers in certain other countries can also be dialled direct by United Kingdom subscribers but calls for some countries have to be made through the International Telex Exchange in London.

Each installation needs a power supply from AC or DC mains through a suitable 3-pin socket outlet of 5 amps rating provided by the customer. Power consumption is low.

## **RENTALS**

The rental for a telex installation, which consists of a teleprinter, dialling unit, teleprinter table and a line to the automatic telex exchange is £40 per quarter; this includes full maintenance. An additional rental is charged for installations more than 30 miles from the nearest telex centre. There are no installation or connexion charges.

## **TERM of SERVICE**

The minimum period of service for a telex installation is one year.

## **TEMPORARY SERVICE**

Temporary service for periods of less than one year can be arranged. The rental for this service is £13 6s 8d per month, subject to a minimum charge of one month's rental, plus a fixed charge of £24 to cover the cost of providing and recovering the installation.

## **REMOVALS and ALTERATIONS**

Removal of a telex installation within the same building or to another building on the same site can be arranged. A charge is made to cover the cost of doing this work.

When the removal is to a different site the existing installation is recovered without cost and re-provided under a fresh agreement for a minimum period of one year.

## **CALL CHARGES—INLAND and INTERNATIONAL**

For inland telex call charging arrangements the United Kingdom has been divided into 50 separate telex charging areas mainly centred on principal towns.

Inland telex calls are charged for in 2d units. The amount of time bought for 2d depends on the distance of the call as follows:

Between subscribers in the same telex charging area	—60 seconds
Between telex centres up to 35 miles apart	—60 seconds
Between telex centres 35 to 50 miles apart	—30 seconds
Between telex centres 50 to 75 miles apart	—20 seconds
Between telex centres over 75 miles apart	—15 seconds

For overseas calls, dialled direct, charging is also in 2d units. The amount of time bought for 2d varies with the country to which the call is made.

Overseas telex calls which cannot be dialled direct and have to be connected through the International Telex Exchange are charged for a minimum period of three minutes from the time the wanted number is connected, and in one minute intervals thereafter.

The preface of the telex directory contains information about the call charges and the hours of service to all overseas countries to which telex service is available from the United Kingdom.

### **SUPPLEMENTARY SERVICES**

When a telex installation is provided the subscriber's operator is given instruction on how to operate the machine by a Post Office Telegraph Service Representative. A comprehensive operating handbook is also provided for reference. The Telegraph Service Representative periodically visits each installation to ensure that satisfactory service is being given, and an engineer regularly inspects the installation. No charge is made for these visits.

### **TELEGRAMS**

Inland and overseas telegrams can be sent by telex to the Post Office or Overseas Telegraph Offices. No charge is made for the telex call to the office and normal telegraph rates are charged for the message. Arrangements can be made for telex subscribers to have their telegrams 'delivered' to them by telex.

### **RADIOTELEGRAMS**

These can be sent to ships at sea by telexing the message to a Post Office coast radio station. Details of these stations are given in the preface of the telex directory.

### **DIRECTORIES**

Fully revised and reprinted United Kingdom telex directories are issued in April and October, and directory supplements in January and July, each year. A standard edition of each directory and a copy of each supplement is supplied to each subscriber, free of charge. Extra copies of the standard telex directory can be provided at a charge of 3s each. Directories with stiff covers are available at 6s 6d each and one such copy can be provided, on request, instead of the free standard copy, at a charge of 3s 6d.

Telex directories for other countries can be purchased through the Telephone Manager.

### **STATIONERY**

Subscribers are responsible for providing stationery and teleprinter ribbons for their telex installations.

These can be purchased from :

The Controller  
Post Office Supplies Department  
Mount Pleasant  
LONDON EC1  
Telex 21255 (POSTOREMP LDN)

Stationery and ribbons can also be obtained from other suppliers providing subscribers get assurance that they conform to Post Office standards.

### **ACCOUNTS**

Telex accounts are normally sent out quarterly and cover one quarter's rental in advance and the cost of the calls made during the previous quarter.

### **ADDITIONAL FACILITIES**

The Post Office provides a number of additional items of apparatus that can be associated with a telex installation. Separate leaflets are available describing these. There are also some approved devices which can be provided by private firms for use on Post Office teleprinters. Generally these devices are used in connexion with certain types of teleprinter paper, such as hectograph carbon rolls, etc. and the Telephone Manager's advice should be sought before they are fitted.

When multi-ply paper which produces more than two under-copies is to be used in the teleprinter a loaded type-hammer will be fitted, free of charge.

Spare teleprinters and other stand-by telex apparatus can be rented by a subscriber at two thirds of the normal rental of the apparatus concerned.

**THE TELEPHONE MANAGER  
WILL GLADLY SUPPLY  
ANY FURTHER INFORMATION**