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Date: 9/14/2015 4:27:14 PM
Subject: RE: Phone 1st floor conference room phone is not working - a technician will be out w/in 24 - 48 hours to repair the line

I will be out tomorrow AM & all day Wed. & Thurs. In case the technician comes and I am not here, please take him to the 1st floor conference room (121) and let Cynthia know when the line is repaired.

> -----Original Message-----

> From: Dannels, Cynthia

> Sent: Monday, September 14, 2015 3:05 PM

> To: Jones, Sheila

> Cc: Ham, Paul

> Subject: Phone 1st floor conference room

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> Sheila - the phone isn't working in the first floor conference room. We had an important call scheduled and could not use the room. Please put in a work order ASAP.