

Happy Holidays

ON-LINE

First microNOVAs Shipped

Data General has now become the first major minicomputer manufacturer to ship its own in-house designed and manufactured microprocessor-based computer, the microNOVA.

Introduced last March, microNOVA is a family ranging from chip sets to fully buffered CPU with semiconductor memory to fully packaged minicomputers.

First deliveries were to Southern Railway of Atlanta, Georgia and Data Communications Corp. of Memphis, Tenn.

Southern Railway, with 10,500 miles of track in 13 South-eastern states, will use microNOVAs in an "intelligent" terminal system that it is installing to improve its on-line computerized distribution communications network.

Data Communications Corp. will use the microNOVAs in interactive terminals for high performance communications networks in broadcast and business applications.

On Dasher

The first DASHER™ terminal printers were shipped this month. The Data General designed and manufactured peripherals were announced in August.

Scientific Business Systems Inc. of Willow Grove, Pennsylvania is including 60 character-per-second DASHERS in NOVA 3 systems. The terminals will be used as system console, data entry stations and for low-volume report generation.

The Champions

Strong sales activity worldwide contributed to a wide representation of sales regions and countries in the final standings of the "Get Your Show On The Road" sales contest which took place during the final quarter of fiscal 1976:

In International areas: The top sales engineers were Anthony Copple of Greenford, John Paul Fily of Boulogne, Lanfranco Frat-tola of Milan and Erwin Linke of Vienna. District managers finishing 1,2,3 were Ray Piggott of Greenford, Piero di Camillo of Milan, and Jean-Claude Durget of Boulogne. Top country managers were Walter Loeffel of Switzerland, Jean-Louis Gasse of France and Ray Fortune of the United Kingdom.

In North America; Bill Russo of Denver, Jim Willenborg of Palo Alto and Bill Jones of Denver led the sales engineers. The sales activity gave Denver DM Mike Lanagan top billing followed by Marty Tatch of Palo Alto and Dave Crago of Rochester. In the regional standings, Mark Leslie of the Northwest, Ralph Wertheimer of the MidAtlantic, and Jim Morrissey of the Midwest finished 1,2,3 respectively.

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To All Employees:

The recent gathering of employees who joined the company in 1971 reminded me that "back then" most of us personally exchanged holiday greetings.

Today, with nearly 6,000 of us worldwide, such exchanges are impossible. Yet, I believe, the spirit should be the same. We still appreciate each other's efforts and wish each other well.

On behalf of Data General management, thank you for your efforts as part of the company this past year. Best wishes to you and your families for a happy holiday season and continued personal success in 1977.

Ed de Castro

Ed de Castro

President, Data General

Data General

INTERFACE

December 22, 1976

Volume 3, Issue 3

145 Cited For Service

The people gathered for lunch at the Holiday Inn in Marlboro on December 3 and another 20 of their counterparts around the world are part of a unique group. These 145 Data General employees are among the approximately 250 people who have been with the company for more than five years.

"You've helped make Data General successful," stated President Ed de Castro. "People are the secret to a company's success and we've had the dedication and efforts of a large number of people who are very competent and willing to do the job."

Personalized collages highlighting the events of 1971 when the honored employees joined the company were presented.

(Photos and
Names on
Next Page)



New Products

We Do It All

With the introduction of two high capacity disc storage units this month, Data General employees now make all of the computer system memory elements from tiny magnetic cores and semiconductors to magnetic tape storage and large disc-type storage devices.

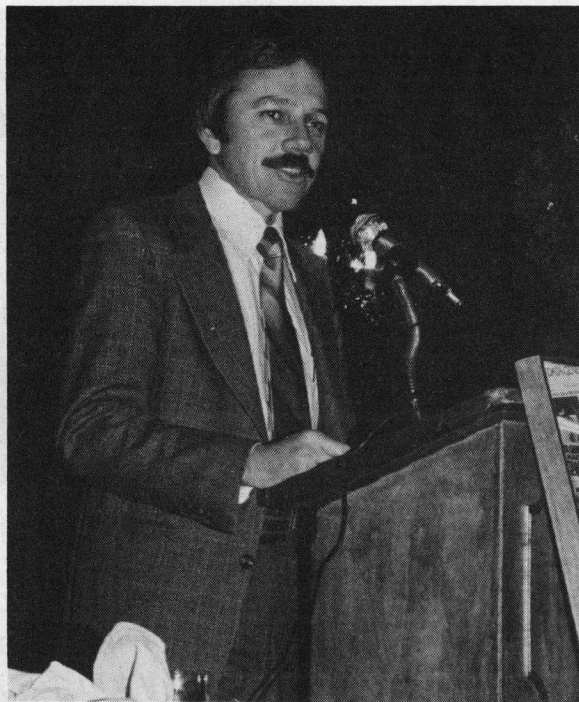
The new DG/Disc Storage Units

(6060 and 6061) are the first high capacity "3330-type" discs designed and built by a minicomputer manufacturer. The so-called 3330 technology is characterized by very high storage capacity and very high data transfer speeds.

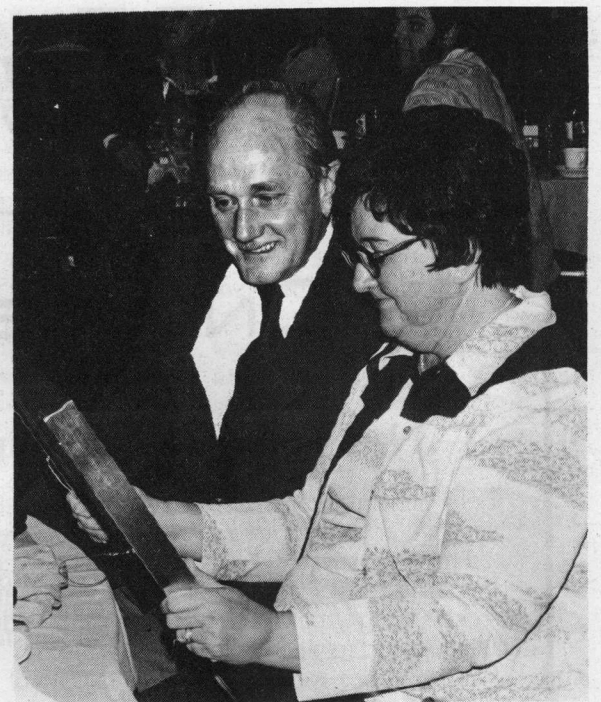
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"Thank you for your dedication and effort," says President Ed de Castro. "The success of Data General is a result of the dedication and efforts of a large number of people, very competent and willing to do the job."



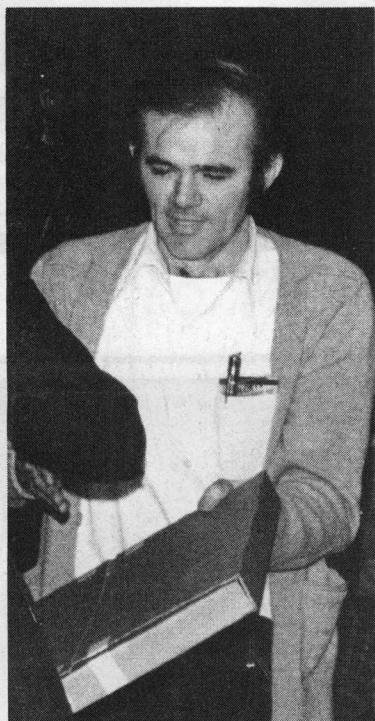
"After eight years, I'm finally a five year employee," says Bill Jobe, U.S. national sales manager. Bill sold NOVAs back in 1968 as a manufacturer's representative.



A husband and wife team from manufacturing - Joe and Rita Harvey recollect the events of 1971 together. Joe joined the company in April, 1971 and Rita came on board just three months later.



Barbara Gandolfo of Graphic Systems accepts her gift from President Ed de Castro.



It's been a busy five years for Jim Keddy who has moved through the assembler and technician ranks since joining the company in January, 1971.



Dee Bieger of Marketing Communications was one of the "senior" members among the five year people. Dee joined the company on December 29, 1970.

725 Years Of Service

Massachusetts

Antoinette Abrams
Margaret Ackley
David Adams
Frank Anastasi
Carson Applebee
Ken Bahosh
Tom Beauchamp
Carol Belmonte
Dolores Bieger
Robert Boeri
Pat Bonner
Richard Booth
Larry Bronisz
Violet Byam
Bob Cafarelli
Andrew Carbone
Chuck Caron
Tom Catmen
Helena Chaves
Maria Chaves
Bob Clifford
Bob Conlee
Josephine Coolberth
Mary Cooper
Pearl Cooper
Mike Costello
David Craft
Mike Czuczor
Byron Deane
Joe DeRuvo
Bonnie Donahue
Joanna Donahue
Larry Donovan
Clifton Drewry
Lois Evans
Laurinda Fernandes
George Franzen
Howard Froberg
Richard Fuglestad
Dick Ferris
Barbara Gandolfo
John Ganick
Ed Geithner
Malcom Gillis
Carmen Grasso
Steve Hall
Theresa Hamill
Bill Hanlon
Joe Harvey
Rita Harvey
Sandra Hewins
Mike Hobbs
Tom Horne
Barbara Howe

Nicholas Hubacker
Bill Jobe
Loretta Kay
Jim Keddy
Don Kelley
John Kelley
Nancy Kerns
Tom Kirchmyer
Richard Kirejczyk
Dave Knapp
Roger Laakso
Tony Lampasona
Leo Larocque
Jean Le Blanc
Bill Le Blanc
Mike Lepore
Jim Lindquist
Lawrence Lindvig
Paul Marino
Peter Marshall
Frank Masciarelli
Ed McManus
David Meyers
Jim Millar
Dorothy Miller
Lena Molinari
Maria Monteiro
Bill Moodie
Neli Moura
Arminda Moutinho
Craig Mundie
Tom Murtagh
John Nelson
Alan Oberle
Jim O'Leary
Elvira Pavao
Pete Peterson
Lewis Polk
Wally Raymond
Russ Rogers
Wilton Rooks
Bertha Rose
Gene Rozea
Fred Russ
Gloria Salani
John Saltamartine
Bernard Santoro
Elizabeth Satas
Judith Scheid
Michael Schneider
Stanley Schroeder
Rudolph Schwenk
Dorothy Scollay
Ralph Sherouse
Marion Sidelinger

John Singel
Suzanne Singer
Paul Stockwell
Dorothy Stone
Sylvia Story
John Sudanowicz
Margaret Sweeney
Leonard Travis
Jeanette Voyer
Gaye Weaver
Charles West
Richard Whitaker
Joe Whitner
Wilfred Widgren
Bob Winters
John Zelny

California

Bill Adams
Barbara Blundell
Ken Ross
Jim Samuelson
Marty Tatch

Georgia

Frank Cenky
John Chyzik
Jim Gordon
George Hawkins

Maine

Jack Bartelson

Michigan

Bill Nemeth

New Jersey

Leonard Canale
Bob Rabiner

Pennsylvania

Art Mackin
Cruz Ruiz

Texas

Terry Dunphy

Virginia

Stan Joseph

Canada

Tom Wilson

Germany

John Czachor
Gerd Orgeldinger



Christmas decorations provided a festive backdrop for luncheon guests (left) Helena Chaves and Elvira Pavao of Shop Operations.



From Field Engineering and Tech Support in Framingham are (left to right) Larry Bronisz, Dorothy Scollay and Marge Ackley.



All the way from Maine! Jack Bartelson, accounting manager at Westbrook, was on hand to accept congratulations.

Ken Brandt - Five Years In 1975

News apparently travels slow to and from Sao Paulo, Brazil. Ken Brandt, South America Area Manager for Data General, celebrated five years of service with the company late in 1974 and should have been honored with last year's 86 five-year veterans. It took until this year, however, for the truth to be discovered.

Ken has now received his personalized collage highlighting the events of 1969 and 1970.

Ken joined Data General as a sales engineer and later became a district sales manager in the southeastern United States. He became actively involved in setting up South American operations during 1975 and opened the office in Sao Paulo a little over a year ago.



Accepting - Sue Singer of Corporate Accounting (left) and Gaye Weaver of Systems Products.



User's Meet Down South

This fall's User's Group meeting at Orlando, Florida offered Data General's NOVA and ECLIPSE users three days to exchange systems and application informa-

tion through paper presentations, workshops and seminars. Additionally, DG representatives from software development, systems engineering, and field service discussed their respective organizations and how they can best serve the user community.

"Users felt the meeting was very worthwhile," commented Group Director Tom Streck, "and the sessions attracted many southern and mid-Atlantic users as well as DG sales and system personnel."



"SPEAKING UP" about small computers was Jack Jones, vice president of Southern Railway, an ardent user of "minis" and "micros". His discussion focused around a NOVA-based automatic railroad control system and the use of microNOVAs as intelligent terminals.



GETTING THE SCOOP -- PR Specialist Rick Goldberg (foreground) searched out a variety of ideas for application press releases from users (left to right) Nancy Churchill, psychology supervisor at the University of Massachusetts; Allen Pope of the psychology service department at Veteran's Hospital in Montrose, N. Y.; and Dr. William Synhorst, exhibit director at the Des Moines Center of Science and Industry. Their applications ranged from an ECLIPSE S/200 conducting psychology experiments, a NOVA 2 system used in nervous tension research to a microNOVA exhibit helping people understand computers.



IT'S BASIC -- Pat Mullarkey, manager of language development at Data General, conducted a seminar for users interested in the BASIC computer language.

Published monthly for Data General employees worldwide.

Submit story ideas to:
INTERFACE
MS 6-57 Southboro
Extension 2363

Editor: Mike Murphy
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Production Underway At Port City

It's like they've been doing it for years. That's the impression one gets upon a visit to Data General's six month old Portsmouth, New Hampshire plant. More than 150 employees are now assembling and electronically testing printed circuit boards.

Finished boards are shipped north from Portsmouth to the

Westbrook, Maine plant where they are joined with fabricated parts for assembly into central processors and peripheral equipment.

Portsmouth - the "Port City" of New Hampshire's 20-mile seacoast - is on the Maine border, about halfway between Southboro and Westbrook.



FOLLOW THE MAP - Newly designed production aids are utilized by (left) Denise Daigle and Donna Felder in assembling PCBs.



CHECKING IT OUT - Heleana Foster (standing with board) and Ferieda Whitney double check their work as (left to right) Pam Clemons, Rose Raitt and Barbara Pray perform hand soldering and touch-up operations.



PRE-SCREENING - Kay Burnett inspects components that will be part of a front console panel.

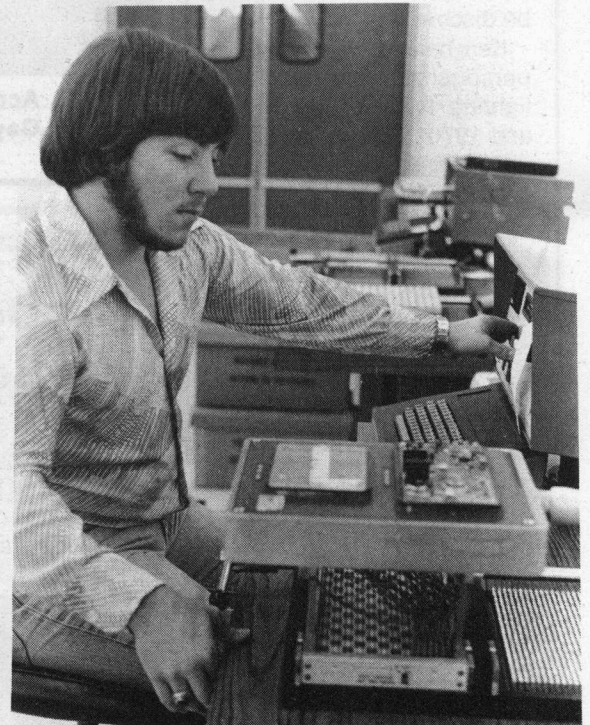
PUTTING THEM ALL TOGETHER



NEW WAVES ON THE SEACOAST - Bob Buck (left) and John Powers prepare boards for wave soldering.



LINING 'EM UP - Jolene Trefethen applies her hand soldering talent to power/fail boards.



TEST 1,2,3 - A NOVA 3 is at the heart of this PCB component fault finder manned by Dave Zrimsek.



STRONG SUPPORT - Finance, personnel, manufacturing engineering, production control and quality assurance fully support production at Data General-Portsmouth.

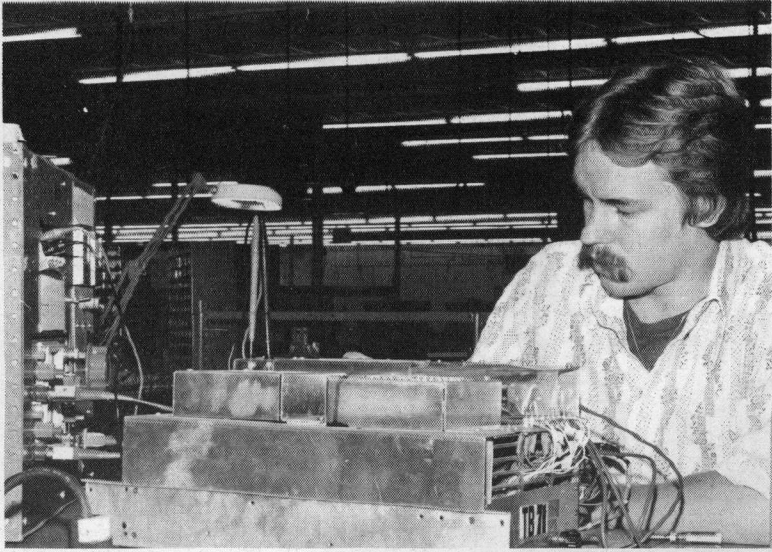
(Far left) Bill Carroll of plant accounting outlines labor reporting methods during the first day of new employee training.

(At left) Switchboard operator Jeannine Santosuosso handles an increasing flow of daily calls.

(At right) Molly Moody prepares new production aid drawings.



Westboro Move In January



NOVA POWER - Bob Drake tests power supply boards.

QUALITY IS BUILT IN AND TESTED



LOOKING GOOD - Dona Dovey (left) and Lynn Johnson perform final visual inspection of back panels.



PUNCHING UP COMPONENTS - Dottie Ostrowski activates this Data General designed automatic component insertion machine with a simple entry into a Data General CRT.

Data General's big move to Westboro is scheduled to begin January 7.

"It will take about a week to complete the entire move," explains Dom Macaione, facilities manager. "All affected personnel will be instructed how to prepare for the move through coordinators in each department who have already been working with the facilities people."

The move to Westboro comes just one year following the purchase of 76 acres of land off Route 9 in Westboro and about nine months after the start of construction. The 300,000 square foot, two-level building across from New England Electric is less than one mile from Data General's Southboro plant. It features large open space areas with modular offices, energy saving zoned heating and lighting, and a NOVA 3-based telephone system.

Occupants of the new building will transfer from the Southboro facility as well as some of the leased offices in Westboro. The space that is opened up will be used for the continued expansion of manufacturing.

Located at the new building will be the company's executive offices, corporate personnel, finance, marketing, communications, systems engineering, sales administration, manufacturing engineering, facilities, software development, special systems and engineering.

This issue of INTERFACE covers some of the main areas of interest with respect to the new building. Late breaking information of a general nature regarding the move will be forthcoming in the MINI NEWS on December 30 and January 7.

New Phone Number For Westboro; Easy Access Between Sites

A new phone number for all employees calling into Westboro will be put into service with the opening of the new building. That number is 366-8911. WATS line numbers to the facility have also been assigned and distributed to all holders of telephone credit cards. Notice will be sent when these lines are activated.

To reach Southboro from the outside, the main phone number continues to be 485-9100. Business calls destined for Westboro will be transferred by the Southboro operators.

Internal communication between Southboro and Westboro

departments will be easy. From Westboro, Southboro extensions may be accessed by dialing "220". From Southboro, Westboro will be available by dialing "75" and then the extension. Updated internal phone directories including all of the Westboro extensions will be available at the time of the move.

Initially following the move, switchboard and telex/twx facilities will be maintained at both Southboro and Westboro. Future improvements in the system may allow for some consolidations.

Slip of Lip May Hurt Company

Can You Keep a Secret?

Secrecy is one of the biggest problems facing business. Guards, television doors, property passes and padlocks help. But vital information still leaks out to competitors. Strangely enough, much of it trickles out quite innocently.

Company X wants to know what Data General is doing, how Data General is doing, what Data General's future plans are and any other information that will help Company X gain a competitive advantage over Data General in the marketplace.

Professional industrial spies who use electronic recorders, hidden cameras, and telephone wire taps can be employed to collect this information. Most firms today, however, find that they need not rely on professional spies. There are innumerable sources from which others can and do obtain valuable information about Data General.

For instance: a well-meaning employee, expressing pride in what Data General is doing, can be a valuable source of information to a competitor. The employee at the bowling alley may make a seemingly innocent remark about a product improvement coming up, a new manufacturing method or new piece of custom-built production equipment.

Success or failure for many products can hinge on one small technical advantage. Contrary to popular belief, patents do not protect everything. Much of Data General's business success can be attributed to "know-how" - technology.

A "slip of the lip" could result in the loss of hundreds of thousands of dollars worth of business. It has happened to companies in the past.

Executives are not immune, either, to being unintentional but important sources of information for competitors. Telephone conversations and informal discussions with executives of competing firms can easily lead to a well-set trap.

Trade association meetings are happy hunting grounds for fact-hungry competitors. Speeches delivered by Data General people, unless they speak from an authorized script, can be a leaking point for significant information. Hotel lobbies and restaurants are excellent for eavesdropping.

Technical seminars and other scientific meetings are also favorite listening posts for competitors. Scraps of information may be picked up on new products, basic research areas, shifts in research emphasis, or new methods. Pieced together with other bits of information, these can reveal the company's long-term plans.

In Data General offices, a continuous flow of confidential material passes daily across hundreds of desks. Engineering drawings, formulae, marketing strategy and advertising budgets, purchase orders, bid forms, sales statistics, cost data, patent data, employee information and many vital papers are routinely exposed.

Aware of the wealth of competitive information available in business offices, one noted industrial spy once said, "Give me a com-

pany's wastebasket for a couple of weeks and I'll tell you all about its operations."

It's common for competitors to use a job interview as a means of attempting to find out whether another company's research was investigating the possibilities of a certain manufacturing process.

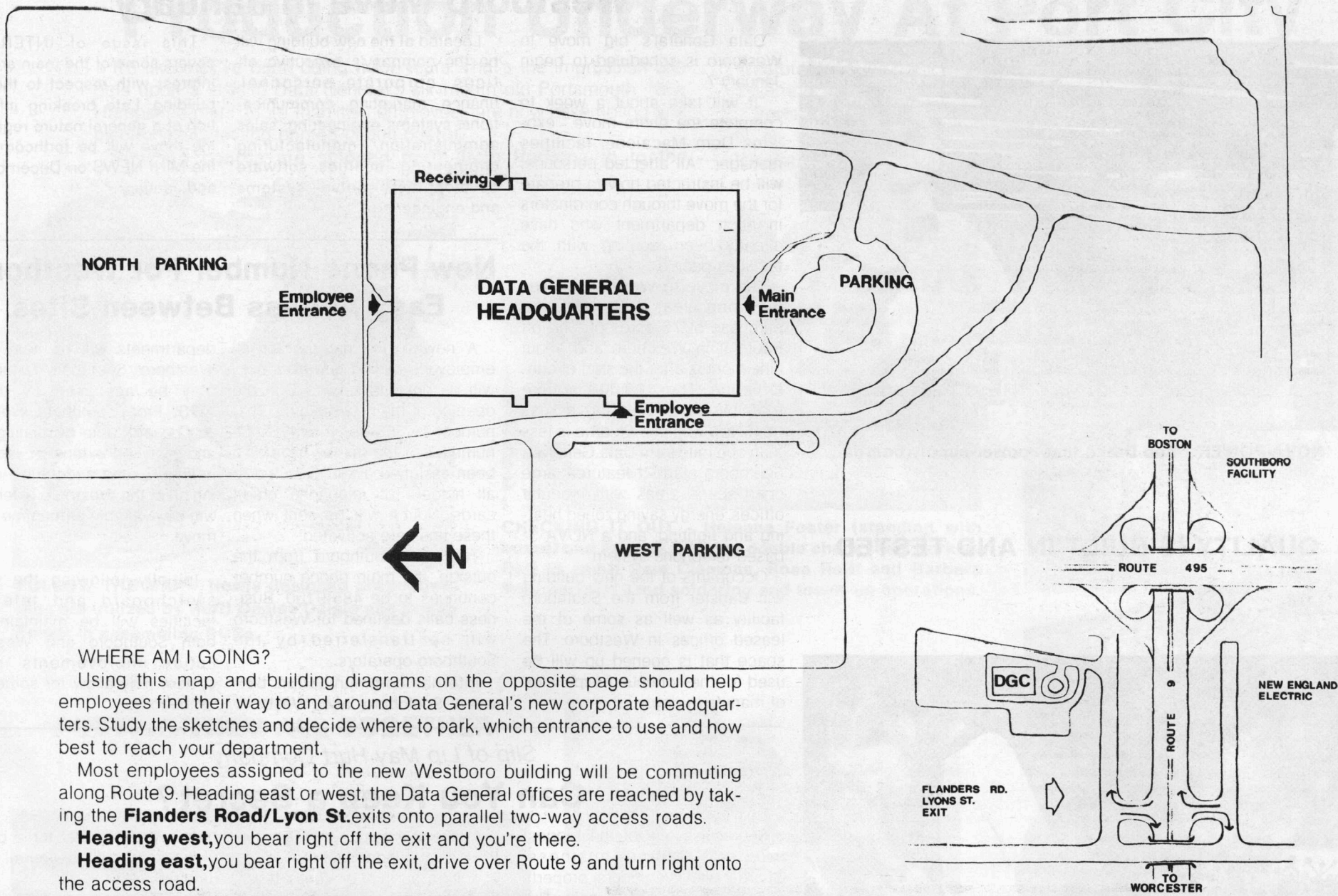
Finally, an employee's family may provide a competitor with just the information he needs. A spouse is justifiably proud of a husband's or wife's work and interested in the company. This pride is sometimes taken to the bridge table, and important company information can be passed along in complete innocence - but with damaging consequences.

When confidential matters are discussed loosely, or outside the company, it may be difficult to visualize sales being lost because of it. No one actually sees a competitor take away a good customer. But a year or two later it may happen. The treacherous thing about it is, nobody can quite figure out how it happened.

In some cases the answer is a "slip of the lip".

Adapted with permission from **3M MEGAPHONE**, an employee publication of the Minnesota Mining and Manufacturing Company.

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WHERE AM I GOING?

Using this map and building diagrams on the opposite page should help employees find their way to and around Data General's new corporate headquarters. Study the sketches and decide where to park, which entrance to use and how best to reach your department.

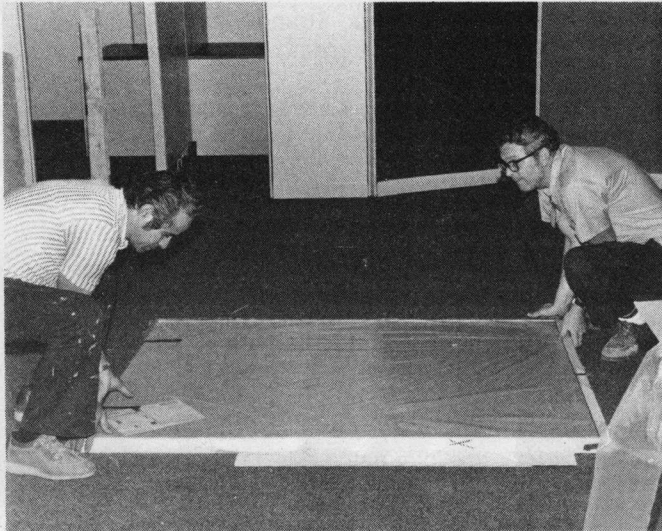
Most employees assigned to the new Westboro building will be commuting along Route 9. Heading east or west, the Data General offices are reached by taking the **Flanders Road/Lyon St.** exits onto parallel two-way access roads.

Heading west, you bear right off the exit and you're there.

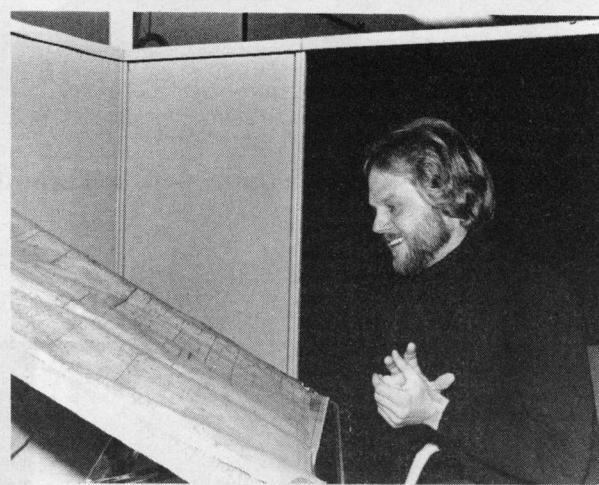
Heading east, you bear right off the exit, drive over Route 9 and turn right onto the access road.



Electrician's Helper Kerry Moore encloses all wiring in base of modular office.



Ramon Rodrigues (left) and Bob Knight lift one of the final modular wall units as they complete office assembly on the upper level of the new building.



Facilities engineer Tim Webster takes a final check on office layouts as he prepares to coordinate the move to Westboro.



Plant engineering secretary Pat Mutrie demonstrates the new closed circuit television access system which will be operational at Westboro.

New Building Has Ample Parking And Controlled Access

Parking at Westboro will be in two main lots - one to the north (rear) and one to the west (side) - and a smaller lot to the front of the building. As in Southboro, no parking will be allowed on roadways in order to maintain adequate fire lanes, pedestrian crossing and truck turning space.

Employee access will be through an entrance off each parking lot. These entrances will be manned by security officers during peak periods of the day. The remainder of the time they

will be under closed circuit television control allowing 24-hour a day, 7-day a week access.

Visitors should be instructed to report to the main lobby for proper escorted access.

Property may be moved through employee entrances when security officers are on duty. At other times, property will move in and out of the building through the receiving dock on the easterly side or through the main lobby. The dock area will allow for heavy objects to be left with the officers while employees bring their cars to the area. In all cases, properly executed property passes are required.

Corporate Personnel To Westboro; Two Offices Remain at Southboro

Corporate personnel relocates to Westboro with the opening of the new building, but employment and industrial relations activities related to manufacturing and training will continue at the Southboro site.

The corporate personnel offices on the upper level of the new building (see diagram on next page) will handle all exempt hiring, field personnel (sales, systems engineers and field service), compensation and benefits as well as personnel services for departments located in Westboro. Building 5 Personnel (John

Reinhardt and Jim Stewart) will continue to provide employment and industrial relations services for Building 5 departments and take on the additional responsibility of servicing the training department at Building 6.

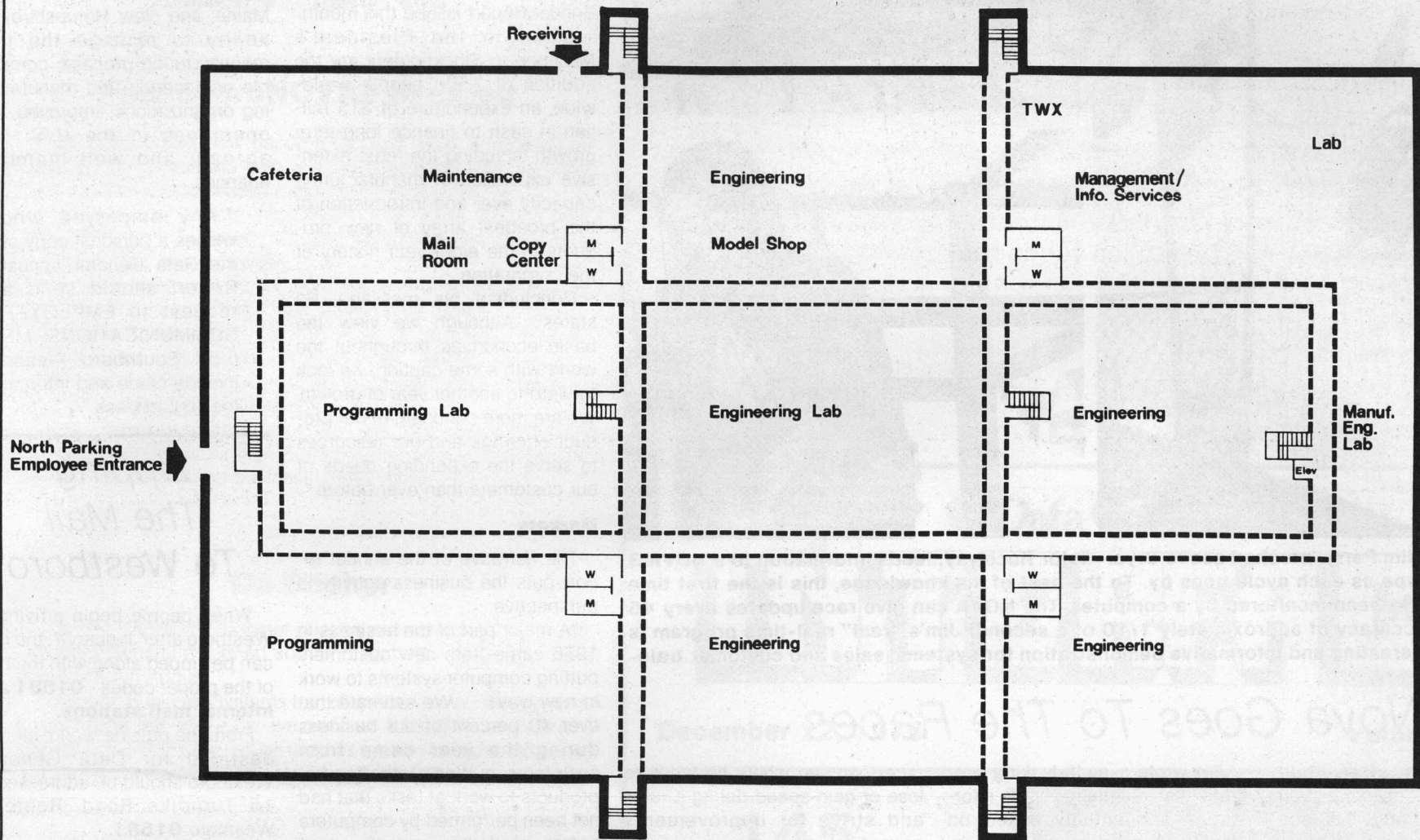
A new site personnel office to serve Buildings 1 through 4 is being established at Building 1 where corporate personnel functions are now carried on. Employment and industrial relations at that office will be under the direction of Jan Jensen, assisted by Tom Aldrich and Mike Healy.

Westboro Here We Come!

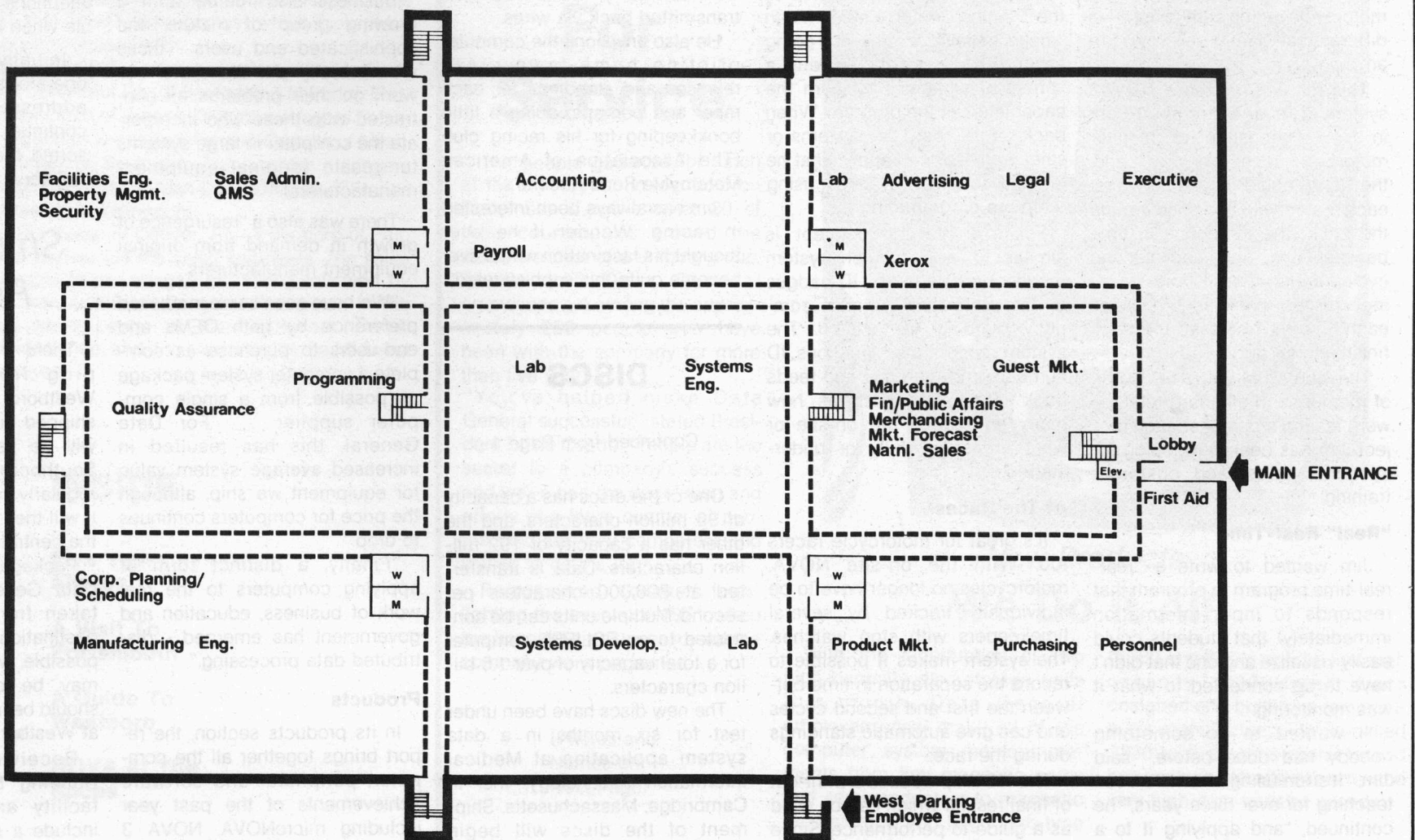
A Guide To Building 14

The Front of Building 14 facing Route 9 is on the right of these diagrams.

1st floor



2nd floor





THEY'RE OFF! Jim Perry, perched above Bryar Motor Raceway, feeds information to a NOVA 3 through a teletype as each cycle goes by. To the best of his knowledge, this is the first time motorcycles have been monitored by a computer. The NOVA can give race updates every 45 seconds with accuracy of approximately 1/10 of a second! Jim's "real" real-time program is providing an interesting and informative demonstration for systems, sales and customer training.

Nova Goes To The Races

Most people's after hours activities offer a diversion from work, but Jim Perry has successfully mixed an outside interest with his career.

Jim is a systems training specialist at the Southboro Training Center and a Grand Prix style motorcycle racing enthusiast. Two different ball games you say? Not anymore.

This fall Jim utilized a NOVA® system at Bryar Motor Sport Park in New Hampshire to monitor motorcycle races. By day's end, the NOVA could tell Jim how fast each motorcycle had sped around the track; the difference in time between the first and second cycles during a race; and standings for as many as 50 cycles each time they crossed the start/finish line for up to 100 laps.

The NOVA 3/4 with 16K words of memory and standard teletype were testing a demonstration project Jim has been developing for systems, sales, and customer training.

"Real" Real-Time

Jim wanted to write a "real" real-time program (a program that responds to input information immediately) that students could easily visualize and one that didn't have to be connected to what it was monitoring.

"I wanted to do something nobody had done before," said Jim. "It's fun using what I've been teaching for over three years," he continued, "and applying it to a real-world situation."

Jim wrote a multi-tasking program that maintains order information sequentially based on identification. As the cycles go by, Jim feeds their ID numbers into the computer through the teletype.

When the system is set up at the Training Center, a student can "make believe" cycles are going around a track and invent a variety of situations to learn the capabilities of the program. When back on the road, the systems or sales engineer can apply what he learned to other systems using real-time programming.

For example the concept is similar to a computer system monitoring employees' ID badges as they enter and depart a company building or location. The system records their locations, ID numbers and the time, and feeds back information such as how many employees are on-site or what areas are fully or understaffed.

At The Races . . .

It's great for motorcycle racers too. With the on-site NOVA, motorcycles no longer have to be individually tracked by several timekeepers with stop watches. The system makes it possible to record the separation in time between the first and second cycles and can give automatic standings during the race.

The NOVA produces a print-out of final results which can be used as a guide to performance. Since each cycle's lap times are listed, a

racer can see where he tends to lose or gain speed during a race, and strive for improvements accordingly.

Jim hopes to expand the system by placing telemetry on the motorcycles so information is automatically measured and transmitted back via wires.

He also envisions the computer printing home-town press releases and standings for each racer and perhaps, doing a little bookkeeping for his racing club (The Association of American Motorcycle Road Racers).

Jim has always been interested in racing. Wonder if he ever thought his fascination would ever become quite this sophisticated?

DISCS

Continued from Page 1

One of the discs has a capacity of 96 million characters, and the other has a capacity of 192 million characters. Data is transferred at 806,000 characters per second. Multiple units can be connected to an ECLIPSE computer for a total capacity of over 1.5 billion characters.

The new discs have been under test for six months in a data system application at Medical Information Technology, Inc. in Cambridge, Massachusetts. Shipment of the discs will begin immediately.

Annual Report Recaps '76 Looks Ahead To '77

The year 1976 was "devoted to providing capacity, products, and services to meet growth in demand. . . in all sectors of the market, both at home and abroad," states President Ed de Castro in Data General's 1976 Annual Report issued this month.

Cited in the President's Message to Stockholders are the addition of 2,500 people worldwide, an expenditure of \$15 million in cash to finance long-term growth including the most extensive expansion of manufacturing capacity ever and introduction of the broadest array of new products in the eight year history of the corporation.

Concluding his message, Ed states: "Although we view the basic economies throughout the world with some caution, we look forward to another year of growth. We are more confident of our product offerings and our resources to serve the expanding needs of our customers than ever before."

Markets

The narrative of the annual report puts the business activity in perspective:

"A major part of the business in 1976 came from new customers putting computer systems to work in new ways. . . We estimate that over 40 percent of our business during the year came from customers putting Data General products to work at tasks that had not been performed by computers before, or if they had, they had been performed only in an arduous fashion on large central systems."

Business also "came from a growing group of mature and sophisticated end users - those who actually put the system to work on their problems as contrasted with those who incorporate the computer in large systems for resale (original equipment manufacturers)."

There was also a "resurgence of growth in demand from original equipment manufacturers."

"We have seen some increased preference by both OEMs and end-users to purchase as complete a computer system package as possible from a single computer supplier. . . For Data General, this has resulted in increased average system value for equipment we ship, although the price for computers continues to drop."

"Finally, a distinct form of applying computers to the real work of business, education and government has emerged - distributed data processing."

Products

In its products section, the report brings together all the computer, peripheral and software achievements of the past year including microNOVA, NOVA 3 and NOVA 3/D, DASHER terminal

printers, ECLIPSE S/230 and C/330, COBOL, IDEA and more.

Resources

"Our Resources" in 1976 included increased manufacturing facilities in Massachusetts, Maine, and New Hampshire; the ability to manage the total manufacturing process; compatible engineering and manufacturing organizations; improved field operations in the U. S. and abroad; and well managed finances.

Any employee who wishes a personal copy of the Data General Annual Report should send a request to EMPLOYEE COMMUNICATIONS, MS 6-57, Southboro. Please include name and internal mailing address.

Zippping The Mail To Westboro

When people begin arriving in Westboro after January 7, the mail can be zipped along with the help of the proper codes - **01581 and internal mail stations.**

From the outside world, all mail destined for Data General-Westboro should be addressed to 15 Turnpike Road, Route 9, Westboro **01581.**

Within the company, all Westboro mail stations will be derived from cost center numbers. Mail stations will be listed on the telephone directory to be available when the building opens.

Initially, Data General will operate two mail rooms. Mail addressed to Southboro will continue to be received and sorted there. A new mail room will serve the Westboro facility.

Shipping and Receiving

There will be no outside shipping from Data General-Westboro. Anything that must be shipped outside of the company will be sent from Westboro to Southboro's Building 3 on a regularly scheduled shuttle truck. It will then be dispatched through the central shipping room.

Packages destined for other Data General locations will be taken from Westboro to their destination in the fastest manner possible, which in some cases may be direct. The packages should be labeled with lot stickers at Westboro.

Receiving will continue at Building 5 for the Southboro facility and be expanded to include a second receiving area at Westboro.