Scurfied Hall Polycom Teleconference Phones

Procedures

1. Book the Room
   a) It is your responsibility to book the room if needed
   b) See Contacts in table below room bookings
2. Arrange for a Teleconference Number if needed (see below for further detail) 568.28-269.78
   a) FYI, Moderator is the person setting up the teleconference
3. Return Phone to originating location and plug in for charging
   a) When fully charged the Polycom has approx. 3 days of standby time and 12 hours of talk time; therefore should be plugged in when done using it

<table>
<thead>
<tr>
<th>Boardroom Location</th>
<th>Room Booking Contact (If needed)</th>
<th>Phone Number</th>
<th>Conference Capability?</th>
<th>Can Accept incoming Long Distance Calls?</th>
<th>Can Make Outside Long Distance Calls?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH121</td>
<td>Haskayne Faculty &amp; Staff have access to book this</td>
<td>403-220-4415</td>
<td>Yes □</td>
<td>Yes □</td>
<td>No ◊</td>
</tr>
<tr>
<td>SH221 (Pan Canadian Room)</td>
<td>Haskayne Faculty &amp; Staff have access to book this</td>
<td>403-220-8585</td>
<td>Yes □</td>
<td>Yes □</td>
<td>No ◊</td>
</tr>
<tr>
<td>SH337 (Dingle Room)</td>
<td><a href="mailto:karen.sipko@haskayne.ucalgary.ca">karen.sipko@haskayne.ucalgary.ca</a></td>
<td>403-220-7903</td>
<td>Yes □</td>
<td>Yes □</td>
<td>Yes □</td>
</tr>
<tr>
<td>SH310 (RBC Room)</td>
<td><a href="mailto:hsbroombooking@ucalgary.ca">hsbroombooking@ucalgary.ca</a></td>
<td>403-210-7470</td>
<td>Yes □</td>
<td>Yes □</td>
<td>Yes □</td>
</tr>
<tr>
<td>SH300B</td>
<td>Haskayne Faculty &amp; Staff have access to book this</td>
<td>403-441-2812</td>
<td>Yes □</td>
<td>Yes □</td>
<td>Yes □</td>
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<tr>
<td>SH300J</td>
<td>Haskayne Faculty &amp; Staff have access to book this</td>
<td>403-441-2813</td>
<td>Yes □</td>
<td>Yes □</td>
<td>Yes □</td>
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<tr>
<td>SH447</td>
<td>Haskayne Faculty &amp; Staff have access to book this</td>
<td>403-220-8111</td>
<td>Yes □</td>
<td>Yes □</td>
<td>No ◊</td>
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<tr>
<td>SH473</td>
<td>Haskayne Faculty &amp; Staff have access to book this</td>
<td>403-220-2628</td>
<td>Yes □</td>
<td>Yes □</td>
<td>No ◊</td>
</tr>
<tr>
<td>SH465 (RGO Room)</td>
<td><a href="mailto:hsbroombooking@ucalgary.ca">hsbroombooking@ucalgary.ca</a></td>
<td>403-220-8627</td>
<td>Yes □</td>
<td>Yes □</td>
<td>No ◊</td>
</tr>
</tbody>
</table>

How do I arrange for a Teleconference Number?

1. Call Premiere Global Services at 1-800-563-4743.
2. They will set up an account, a 1-800 number, and provide direct billing
3. You may have to provide them with you Pcard information before you can proceed
Polycom is specific to each room therefore are not transferable for use in any other room other than assigned

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