

# Scurfield 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

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

## How do I arrange for a Teleconference Number?

1. Call Bell at **1-800-268-9072** (This is a 24 hour/day by 7 days/week service).
2. You will be asked for the following information:
  - a) Moderators' Office # and University of Calgary Address
  - b) Moderator's Name, email and phone number
    -  FYI, Moderator is the person setting up the teleconference
3. Bell will provide the teleconference number and if desired, will provide Operator Assisted teleconferencing
4. **Note:** Arranging for a Teleconference Number is date and time sensitive and must be done for each teleconference required by the Moderator