

POLYCOM TELECONFERENCE CALL PROCEDURES

- SCURFIELD HALL -

1. Review the available Polycom sources listed below:

Scurfield Hall Location	Booking Process	Phone Number	Conference Calling	Can Accept Incoming Long Distance Calls	Can Place Outgoing Long Distance Calls
SH121	Faculty & Staff self-book*	403-220-4415	✓	✓	✗
SH221	Faculty & Staff self-book*	403-220-8585	✓	✓	✗
SH300B (Centre Suite)	Career Services only	403-441-2812	✓	✓	✓
SH300J (Centre Suite)	Faculty & Staff self-book*	403-441-2813	✓	✓	✓
SH337 (Dingle Room)	Contact Dean's EA	403-220-7903	✓	✓	✓
SH310 (classroom)	Online booking form	403-210-7470	✓	✓	✓
SH447	Faculty & Staff self-book*	403-220-8111	✓	✓	✗
SH473	Faculty & Staff self-book*	403-220-2628	✓	✓	✗
SH465 (RGO classroom)	Online booking form	402-220-8627	✓	✓	✗

* Faculty & Staff self-book procedures are listed on the Haskayne Room Booking online site.

2. Book an Internal Meeting Room, or submit the Haskayne Room Bookings request online via the **SERVICES** menu for a Classroom.
3. To arrange for a Teleconference Number, you will be required to provide the following information to Bell®:
 - a. Moderators' Office Number and University of Calgary Address
Example: SH221 & University of Calgary, 2500 University Drive NW, Calgary AB T2N 1N4
 - b. Moderators' name, email address and phone number
4. Place your call to Bell® conferencing services at: **1-800-268-9072**
5. You will be provided with a Teleconference Number. If requested, Operator Assisted teleconferencing is available.
 - a. Each Teleconference Number is date and time sensitive. A new request is required for each instance and they are non-transferrable between rooms.