

Massey University Information Technology Services
Audio Conference Equipment Hire Request

Session

8am – 12noon Morning

12noon – 5pm Afternoon

Building / Room Number _____

Conference Extension Number

Date required _____

Hire Charge \$25.00

Delivery / Collection if required Yes / No if yes \$10.00 charge applies

Making of calls is the responsibility of the Customer

If only one participants off campus, this requires dialling a call in the normal way (tolls calls may be lodged through the operator or with the use of an authorization code).

If not familiar with conferencing of more than one participant, operator assistance may be obtained by dialling 0.

Between 3 and 6 on campus participants may be added providing the feature is allowed from the extension being used by the unit (check with the Telecommunication Administrator extn 5292 if this feature is allowed).

A call may have to be booked through the Telecom network if more than one external participant is required. Check with the operator (dial 0) well before call is required, as time allotment may not be available with Telecom.

Account Details

Purchase Order Number

Account

Department _____

Authorising Signature  _____

Contact Person _____ Extension

FAX - Form to Extension 5607 for Palmerston North
Form to Extension 9100 for Albany