



Telecommunications Office 507-646-3041  
Fax 507-646-3549

## SPEAKERPHONE RENTAL FORM

You may rent a speakerphone through the Telecommunications Office to be used at any single line telephone location on campus. The speakerphone can be checked out for a rental fee of \$5.00 per day. If you like, a member of the Telecommunications Office staff can set up the speakerphone for you at any location and have it ready for your call for an additional fee of \$11.25. If you will be using the speakerphone at a public telephone location on campus, we can program the telephone line for you to be able to make long distance calls. We will bill those calls to your department account. To request a speakerphone, call our office at x3041 and schedule the date and time, or complete this form and send it through campus mail, Fax it, or deliver it to the Telecommunications Office with the following information:

Date Needed:

Time of Call:

Speakerphone Return Time:

Department Name:

Department Account #:

Building and Room Number Where Call(s) Will Be Made/Received:

Please check one of the following:

We would like to pick-up the phone and set it up ourselves.

We would like Telecommunications to set-up the phone for us.

And

Allow long-distance

Not allow long-distance

College Contact Person:

Extension:

Office Use Only

Speakerphone checked in by: \_\_\_\_\_ Charges billed by: \_\_\_\_\_

Rental Fee:\$

Set-up Fee:\$

Long Distance Charges:\$

Total:\$