

Procedure for Returning PolyCom Video Equipment

AgIT Call Center

Procedure No. C7.3.22

Procedure Statement

When you have finished with your old PolyCom video equipment, please return it to AgIT. This procedure will explain what you need to return as well as how to return the equipment. Please return equipment to:

AgIT
Attention Donna Gaylord
615 W State St
West Lafayette, IN 47907

Reason for Procedure

New PolyCom video equipment will be replacing your existing set of equipment.

Returning Equipment

The following instructions explain exactly what needs to be returned to AgIT and provides an explanation of each piece of equipment.

Equipment to be Returned

1. USB Cable



2. Power Cable



Procedure

Procedure for Returning PolyCom Video Equipment

AgIT Call Center

Procedure No. C7.3.22

3. Small Mini Cable



4. Camera itself



5. Earpiece



Procedure

Procedure for Returning PolyCom Video Equipment

AgIT Call Center

Procedure No. C7.3.22

Procedure Specifics

Complete the information on this form. Make a copy to return with your PolyCom Video equipment. Keep one copy for your department records.

Name _____

Department _____

Phone number _____

Email address _____

Date device was returned _____

Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

Procedure