



ILLINOIS

George H. Ryan, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

TO: Telecommunications Coordinators

FROM: William M. Vetter, Manager  
Bureau of Communication and Computer Services

DATE: January 21, 1999

RE: Polycom Conferencing Units

Effective immediately, CMS will no longer lease Polycom Conference Phones. Agencies will be able to purchase these units by submitting a TSR. Costs are as follows:

<b>Basic Polycom:</b>	<b>\$385</b>
<b>Polycom EX with Microphones:</b>	<b>\$715</b>

As of March 1999, ownership of existing leased units will be transferred to agencies and monthly lease costs will no longer appear on your bill. Agencies should take the appropriate steps to insure that these units are added to agency inventory.

During the initial one year warranty period, CMS will repair or replace the units in case of failure. To request service for these units, please call CMS Voice Repair at (217) 524-4212 or (800) 366-8768 ext. 6. Be prepared to provide the serial number of your unit. Units not covered under warranty can be replaced by submitting a TSR for a new unit.

Please contact Jim Haycraft at (217) 782-9499 if you have any questions about this change.

WMV:dw