

From: Walls, Courtney
To: Veldran, Katherine <KatherineVeldran@gov.sc.gov>
Pitts, Ted <TedPitts@gov.sc.gov>
Date: 11/20/2012 10:42:07 AM
Subject: Conference Call at 1:50pm on Nov. 20

Date: November 20, 2012

Time: 1:50pm

Length: 45 minutes

Meeting ID: 054704

Phone Number: 803.896.9993

Number of ports: 15

DIRECTIONS FOR JOINING A MEETING

The following directions are necessary for the successful completion of your requested conference call reservation. Prior to joining a meeting, please forward this document to all conference call participants. Each participant joining the call will dial 803-896-9993 and enter the meeting id number (access code). Please contact the Service Center at 803-896-0001 if you experience any difficulties or have questions regarding the conference bridge.

- 1.Dial the following conference bridge number 803-896-9993 to join a meeting.
- 2.The conference bridge will state the following: "Welcome to Meeting Place".
- 3.To attend a meeting, please press "1".
- 4.The conference bridge will state the following: "enter the meeting id number followed by the # key."
- 5.Enter the "meeting id number" followed by the # key.
- 6.The conference bridge will state the following: "you are about to attend the meeting with the ID number (xxxxx)".
- 7.If the "meeting id number" is correct, please press "1"; otherwise press the * key.
- 8.The conference bridge will state the following: "at the tone please speak your name or location."
- 9.When finished, please press the # key.
- 10.You will hear an audible tone, notifying you that you have successfully entered the meeting.