

**From:** Priester, Nicole <NicolePriester@gov.sc.gov>  
**To:** Haltiwanger, Katherine <KatherineHaltiwanger@gov.sc.gov>  
Adams, Chaney <ChaneyAdams@gov.sc.gov>  
Lee, Ashton <AshtonLee@gov.sc.gov>  
Baker, Josh <JoshBaker@gov.sc.gov>  
Webb, Beth <BethWebb@gov.sc.gov>  
Symmes, Brian <BrianSymmes@gov.sc.gov>  
Burns, James <JamesBurns@gov.sc.gov>  
Jones, Sheila <SheilaJones@gov.sc.gov>  
Philpott, Katie <KatiePhilpott@gov.sc.gov>  
Mottel, Haley <HaleyMottel@gov.sc.gov>  
Priester, Nicole <NicolePriester@gov.sc.gov>  
Patel, Swati <SwatiPatel@gov.sc.gov>  
Peters, Hal <HalPeters@gov.sc.gov>  
Godfrey, Rob <RobGodfrey@gov.sc.gov>  
Schimsa, Rebecca <RebeccaSchimsa@gov.sc.gov>  
Smith, Austin <AustinSmith@gov.sc.gov>  
Veldran, Katherine <KatherineVeldran@gov.sc.gov>  
Pippin, Zach <ZachPippin@gov.sc.gov>

**Date:** 10/5/2015 9:08:41 AM

**Subject:** RE: Conference Call Line

---

All,

As a reminder, below is our office conference call line information. This line is for our office only. Please flag this email or save the information as a contact in your phone for future use. If you have any questions or concerns, please let Halti know.

Thanks,  
Nicole

Sent from my iPhone

---

**From:** Haltiwanger, Katherine  
**Sent:** Tuesday, July 07, 2015 3:37 PM  
**To:** Adams, Chaney; Lee, Ashton; Baker, Josh; Webb, Beth; Symmes, Brian; Burns, James; Jones, Sheila; Philpott, Katie; Mottel, Haley; Priester, Nicole; Patel, Swati; Peters, Hal; Godfrey, Rob; Schimsa, Rebecca; Smith, Austin; Veldran, Katherine; Pippin, Zach  
**Cc:** Smoak, Carol  
**Subject:** Conference Call Line

All,

Due to the number of conference calls requested recently, we have set-up a line for our office only. The max number of people that can be on the call is 96.

*Sheila will handle booking the times, so there isn't any overlap.*

Let me know if you have any questions.

Thanks,  
Katherine

**Access Phone Number** : 1-800-753-1965

**International Access Phone Number** : 001-647-723-3964

**7-Digit Access Code** : 7340432

**Passcode** : 9520

**Web URL** : <http://www.spirit-ondemand.com>

**Lines Available Per Conference** : 96

**To Use Audio Conferencing:**

1. Inform the participants of the date and time of the conference call and give them your Access Telephone Number and 7-digit Access Code.
2. As Chairperson, you begin a desktop conference by
  - a. Dialing the Access Telephone Number and
  - b. Following the prompts to start the call. You will be asked for
    - i. Your 7-digit Access Code and
    - ii. Your Passcode.
3. Your Participants join an audio conference by
  - a. Dialing the Access Telephone Number,
  - b. Entering the 7-digit Access code when prompted using their telephone keypad.

**Chairperson Conference Controls    Audio Conferences**

**Keystrokes Action**

- |    |   |
|----|---|
| *1 | Dial out to a Participant (then follow prompts    see below         |
| *1 | Join a new participant  |
| *2 | Join a new participant to the conference and dial a new participant |
| *3 | Disconnect line and rejoin conference                               |
| *4 | Disconnect line and dial another participant                        |
| *2 | Record conference (on/off) (if activated)                           |
| *4 | Lock conference   |
| *5 | Unlock conference   |
| *6 | Mute line   |
| *7 | Unmute line   |
| *8 | Conference continuation   |
| *9 | Roll call (if activated)  |
| *# | Count participants  |
| ## | Mute all lines  |
| 99 | Unmute all lines  |
| 00 | To ask for an operator  |
| ** | List available commands   |

**Participant Conference Controls    Audio Conferences**

**Keystrokes Action**

- |    |                          |
|----|--------------------------|
| *6 | Mute line                |
| *7 | Unmute line              |
| *9 | Roll call (if activated) |
| *# | Count participants       |
| 00 | To ask for an operator   |
| ** | List available commands  |