

Chris Taggart

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Sent: Friday, November 15, 2019 1:34 PM
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Subject: Dialing Instructions for IGBC Meeting

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Ravalli County Commissioners

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For those folks that will be participating via conference call or VTC please follow the below instructions.

Here are the dialing instructions for the **Bitterroot Subcommittee IGBC Video Conference on November 22 from 0900 until 1200.**

Video participants dial: 160103

505-563-9150, 160103#

ConferenceMe Participants click the link below:

http://165.221.40.43/conference_join_cme.html?name=VTC%20160103

Please forward these instructions to all the attendees and have them dial in 5 to 10 minutes prior to the start of the video conference.

Video Participant Instructions:

With the VTC remote, point at the camera and dial **160103** then press the **green** button to make the call. **All video attendees are to dial 160103 for VTC participation. NO Phone line is needed.**

Please do **NOT** accept calls from anyone during the meeting. If an attendee dials another attendee's video system instead of the 160103 number, it will interrupt the video conference.

Telephone Participant Instructions:

Using your telephone, dial **505-563-9150**. After the voice prompts, dial **160103#**

ConferenceMe Participant Instructions:

To join the video conference using ConferenceMe, click on this link:

http://165.221.40.43/conference_join_cme.html?name=VTC%20160103

Please note that you have reserved the video bridge and that attendees are responsible for reserving their own video systems and meeting rooms.

Dialing instructions do not allow calling an AT&T conference line from one of the MCU's. One of the VTC systems, with multi-site, will need to call both the MCU and call the AT&T conference line. This VTC endpoint will be used to connect AT&T phone participants into the VTC meeting.



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