

Certified Site Dial-in Instructions

The following information is needed to connect to an event. You should have received this information from your meeting coordinator.

- 6-digit Passcode:
- Event Name:
- Date:
- Start Time:

Using the remote, enter the passcode and hit enter.

NOTE: Access to the event is not available before the scheduled connect time. If you dial in before the connect time, you will not be connected after entering your extension! Please hang up and dial again after the connect time has passed.

Step by step instructions:

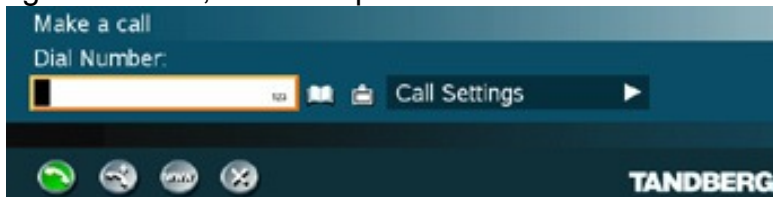
1. Press the green dial button on the remote.



2. Navigate using the arrow pad to “Make a Call” on the menu.



3. Using the remote, enter the passcode:



- A. Press and hold the # key for one second to toggle between text and number entry modes
- B. Press the 1 key twice to enter the @ symbol.
- C. Press the * key once to enter a dot in the address.
- D. Press OK on the remote, and you will be connected.