Continuous Conference Name: Nutting 204 - Cynthia Paschal

**Meeting ID #: 5710**

Access #: [207-581-5674](tel:207-581-5674)

Please follow your locations dialing pattern to access US:IT Cisco Meeting Place conference software, which is located in Orono, Maine, USA.

           On campus:               1-5674

           With-In Maine:         (207) 581-5674

Outside of Maine:    [207-581-5674](tel:207-581-5674)

Outside the USA:      use your locations dialing pattern to access

 Basic instructions are as follows:

Email all conference information to each participant, along with the date and time of the conference. Each participant will dial the MeetingPlace Access Number, listen and follow the prompts.  **You will be asked to enter the Meeting ID Number**, followed by the # key. You are then asked to speak your name and/or location so that the system may announce your arrival.    
  
If you happen to be disconnected, reconnect using the steps listed above.   
  
As attendees leave the conference it will be announced. I do recommend that the host/hostess be the first to connect to be able to keep attendance, if necessary.

To disconnect, hang up the phone.

If you have any questions, please feel free to contact me at 581-1609.

Lorelei Kennedy

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