**Web Conferencing**

If you are presenting a talk (need to share your desktop) use the Presenter URL ( the computer in the conference room will need to use this.

If you are an attendee, use the attendee URL.

**Room C-152**

**Web-conference**

|  |  |  |
| --- | --- | --- |
| Occurrence: |  | Ongoing meeting |
| Presenter URL: |  | <https://www.livemeeting.com/cc/ornl/join?id=SNS-C152&role=present&pw=Presenter> |
| Attendee URL: |  | <https://www.livemeeting.com/cc/ornl/join?id=SNS-C152&role=attend&pw=Audience> |
| Meeting ID: |  | SNS-C152 |
| Presenter Entry Code: |  | Presenter |
| Attendee Entry Code: |  | Audience |

**Toll free phone for C-152:**

Number 866-713-0144

**Passcodes:**

**Leader: 4287973**

**Participant: 8567141**

**Joining a conference:**

|  |
| --- |
| 1. You must use a touch-tone phone to participate in an Instant Meeting Conference. |
| 2. Dial the appropriate phone number, then  Participants: Enter numeric passcode followed by a "#"   Leaders: Enter your numeric leader passcode followed by a # sign |

**Room C-156**

**Web connection:**

|  |  |  |
| --- | --- | --- |
| Occurrence: |  | Ongoing meeting |
| Presenter URL: |  | <https://www.livemeeting.com/cc/ornl/join?id=SNS-C156&role=present&pw=Presenter> |
| Attendee URL: |  | <https://www.livemeeting.com/cc/ornl/join?id=SNS-C156&role=attend&pw=Audience> |
| Meeting ID: |  | SNS-C156 |
| Presenter Entry Code: |  | Presenter |
| Attendee Entry Code: |  | Audience |

**Toll free phone for C-156:**

Number 866-659-9607

**Passcodes:**

**Leader:** 3018684

**Participant:** 8561648

**Joining a conference:**

|  |
| --- |
| 1. You must use a touch-tone phone to participate in an Instant Meeting Conference. |
| 2. Dial the appropriate access number , thenParticipants: Enter numeric passcode followed by a "#"  Leaders: Enter your numeric leader passcode followed by a # sign |

Some phone features you probably will not use

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|  |  |
| --- | --- |
| **Leader Instant Meeting Subscription Settings:**

|  |
| --- |
| Quick Start: Yes Name Record: No Auto Continuation: Yes Conference Entry: Tone In/Tone Out Waiting Room: No Participant List: No Reference Code Call-By-Call: No |

  |
| **Touch-tone commands:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Command** | **Description** | **Leader command** | **Participant command** |
| \*1 | Private help menu | X | X |
| \*2 | Roll call (in conference) | X |  |
| #2 | Sub-conferencing | X |  |
| \*3 | Private roll call | X | X |
| \*4 | Mute all | X |  |
| \*5 | Conference continuation | X |  |
| \*6 | Self mute/unmute | X | X |
| \*7 | Lock/unlock | X |  |
| \*8 | Dial out (US leaders only) | X |  |
| \*9 | Guest entry | X |  |

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