Web Conference Participant Instructions

SC DuE Project
Behavioral Health Focus Group Meeting
Monday, February 13, 2012
2:00 PM – 3:30 PM

Step 1 – From your web browser:
• Go to http://autorecord.cfer.com/spirittelecom

Step 2 – From Spirit On-Demand Web Moderator screen:
• Click on Join A Conference

Step 3 – Enter the conference phone number and access code:
• Phone Number 8007531965
• Access Code 8984631
• Click on the Submit tab

Step 4 – Participant Registration:
• Enter your name (as required to join this web conference)
• Enter an E-Mail Address, and Phone number (if possible).
• You should now be connected to the videoconference.

Step 5 – To Join the Audio Conference:
• Call 1-800-753-1965
• Enter Access Code 898-4631

If you experience problems and/or technical difficulties, please contact Greg Mattison by telephone at (803) 898-2766 or E-mail at Mattison@scdhhs.gov.