

## 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](mailto:Mattison@scdhhs.gov).

#### ***Freedom of Information Act/Americans with Disabilities Act Compliance Pledge***

This meeting is in compliance with the Freedom of Information Act's mandate that the public be notified when the public's business is being done and that furthermore, the public has been notified that this facility is accessible to individuals with disabilities, and special accommodations could have been provided if requested in advance.