

NCHC Conference Line Info:

Toll Free Phone Number	1 (877) 273 4202
Toll Phone Number	1 (631) 992-3444
Room Number:	7090488
Organizer pin Number (DO NOT PROVIDE TO PARTICIPANTS)	3142807

Steps:
1) Reserve the line on the all staff calendar.
2) Send an email to participants with the selected phone number(s) and the room number. Do not include the organizer pin.
3) When you are ready to start your meeting call one of the number. You will be prompted to enter the room #. You will then be prompted to enter the organizer pin. Your conference will begin.
4) To end the conference, simply hang up