

Board Meetings are Last Tuesday of each month (Jan. 31, Feb. 28, March 27, Apr. 24, May 29, June 26, July no meeting, August in Person, September 25)

2:00 pm Pacific

ATTN OCCASIONAL USERS!!! PLEASE USE THE NEW ONLINE MEETINGPLACE TELEPHONE CONFERENCE REQUEST FORM AT: [HTTP://WSU.EDU/MEETINGPLACE](http://wsu.edu/meetingplace) <<http://wsu.edu/meetingplace>>

If you are a frequent system user or have a meetingplace place profile already established, we would encourage you to use your profile. If you need to set up a system profile, please follow this link: <http://infotech.wsu.edu/help/forms/FormMPPFR.aspx>

<<http://infotech.wsu.edu/help/forms/FormMPPFR.aspx>>

Your conference has been scheduled as requested. You may want to forward this information to your conference attendees:

Name: NAEOP Board Mtg.

Date: 1/31, 2/28, 3/27, 4/24, 5/29, 6/26, 9/25/2012

Time: 2:00pm-3:30pm

Participants: 15

Meeting ID #: 4909

Dial in to: 509-335-4700 or 5-4700

Press 1 to attend meeting

Enter meeting ID number from above followed by the # sign and follow voice prompts. You should now be an active member of the conference.

Voice prompts will be heard throughout the beginning of the meeting. If you have any problems during the meeting, you may press #0 and you will be connected to our office. To return to your meeting, press #2.

To OUTDIAL to members:

Once you are in the meeting and have pressed * to end the music, press #3 - press 1 enter the phone number to be dialed (9-1-area code and 7 digits phone #, wait for the tone before inputting your authorization code, when finished press the # key. To add the dialed party to the meeting press #1 - you will also be returned to the meeting. If the calling party is not there, press #2 to disconnect the party and return yourself to the meeting. To dial next party, press #3, etc. until all are in the meeting. Once all parties are attending the meeting, you may disconnect without interrupting the meeting.

Thanks!

IT Helpdesk
Washington State University
Pullman, WA 99164-1222
509-335-HELP (4357) or 1-800-608-3839
Hours: 8am - 5pm, Monday - Friday