



21<sup>st</sup> CCLC 2014 Request for Proposals Webinar  
Wednesday, May 14, 2014  
11am-12pm

In preparation for tomorrow's webinar, here are some helpful hints and instructions:

- Please arrive at the virtual meeting a few minutes ahead of schedule. The webinar will begin promptly at 11am.
- Please download the InterCall Unified Meeting application to your computer: [click here to install](#).
- *Once you have downloaded the software, you may receive an error message that states:*

***"An error has occurred. Schedule not found. No meeting has been scheduled in the room at this time."***

**PLEASE HIT *CONTINUE* AND CARRY ON WITH THE LOGIN PROCESS!**

- Once you have successfully downloaded the software please go to the webinar's webpage: [www.intercall.com/iumGo](http://www.intercall.com/iumGo)
- Click "JOIN MEETING" on the top right-hand side corner of the page
- The next screen will ask for the Conference code. Please type in **7388199704** and "Join Meeting as Participant."
- The next screen will ask for your name and how you wish to be dialed into the meeting. Our recommendation is to dial in yourself and choose the "Already Dialed In" option. However, others choices may work. The phone number to dial is 1-855-297-3227. You may be prompted to enter the Conference code: 7388199704 and add the # symbol.
- Once you have entered the meeting, be sure to use \*6 to mute yourself on the phone.

We're looking forward to a successful meeting!