



DEPARTMENT OF BUSINESS AND INDUSTRY  
**NEVADA TRANSPORTATION AUTHORITY**

## WebEx and Teleconferencing Instructions

This meeting can be accessed via the video conference link or teleconference number below.

Please note your device must have microphone capabilities in order to participate in the web conference.

### **Video Conference Link Instructions for Agenda Meeting on December 17, 2020:**

Open a browser on your computer and type in the following URL:

<https://businessnv2.webex.com>

At the Join A Meeting screen, enter the following in the grey area labeled Enter meeting information: **146 521 5772**

The next screen will ask for a password. Type in the following: **UcxdxemP988**

If your device does not have the Cisco Application (App) WebEx Meeting installed, you will be prompted to download the App at this time. If so, download the app and follow the instructions. You may be asked to provide your name and email address.

### **Teleconference Call Instructions:**

On your cell phone or desk phone dial the following toll-free number:

**1-844-621-3956**

Next you will be asked for an access code or meeting number. Punch in the following: **146 521 5772**

At the next prompt push the # sign to be placed in the meeting.

Below are the instructions for use throughout the meeting.

1. Keep your phone or microphone muted until called upon by the coordinator.
2. If joining by phone, you will mute and unmute yourself by pressing star six (\*6) and you will state the following information:
  - a. Your first and last name.
  - b. The name of your company, if applicable.
  - c. Your item number on the agenda.
3. For all comments, please do the following to let us know you wish to speak:
  - a. By web, raise your hand in the participant box.
  - b. By phone, press star three (\*3).
  - c. Wait to be recognized by the coordinator before unmuting your phone/mic to speak.
  - d. State your name as you begin your comments for the record.