Jefferson County Commission
Employee Teleconference Instructions

Host (Employee)

1. From your Cisco desk phone you may dial extension 7770 to access the teleconference attendant. If you are using a mobile device or off-site, you will dial 205-327-7387 or 205-325-5055 to access the teleconference attendant.
2. You will be asked to enter your Meeting Number, which is your four-digit extension followed by #.
3. Next you will be asked if you are the host to enter your Host PIN, which is the four-digit code provided by the ITS Communications Team followed by #.
4. This will start your conference call.

Attendee (Employee or someone outside organization)

1. From your Cisco desk phone (if attendee is a county employee) you may dial extension 7770 to access the teleconference attendant. If you are using a mobile device or off-site (for any and all attendees), you will dial 205-327-7387 or 205-325-5055 to access the teleconference attendant.
2. You will be asked to enter your Meeting Number, this is to be provided by the host and you will provide your four-digit phone extension to the attendee, they will enter that number followed by #.
3. Next you will be asked if you are the host and if not, to press #. Attendee will press #.
4. Then, attendee will be asked to enter the meeting Attendee PIN, which is the four-digit Attendee code provided by ITS Communications Team followed by #.
5. If the Host has not joined, you will hear on-hold music until the Host joins the conference.

If you have any questions or problems connecting to your Teleconference, please contact one of the members of the ITS Communications team.

Jere Bensko, Communications Coordinator
Email: benskoj@jccal.org
Desk: 205-325-5111
Extension: 5996
Cell: 205-368-9385

Telecommunication Technician On-Call (24x7x365): 205-325-5969