



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

# Teams, Video Conference and Teleconferencing Instructions

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

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

**Instructions for joining the Agenda Meeting on: **Friday, December 27, 2024****

For Teams: Open a browser and see if you have Microsoft Teams installed on your device. If not, you will need to download it. If there is a prompt to *Join the Meeting Now*, click the link and enter the **Meeting ID 245 114 226 516 Passcode Y7C9r7mu**

For the Video Conference Device: If you do not have Microsoft Teams, you can join through Zoom or Google Meet.

At the Join a Meeting screen, enter the following in the grey area labeled Enter meeting information: **Tenant Key [341858499@t.plcm.vc](https://341858499@t.plcm.vc) Video Id 113 229 295 0**

## **Teleconference Call Instructions:**

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

**1-775-321-6111 85025 954#**

Next you will be asked for an access code or meeting number. Punch in the following: **850 251 954#**

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.