



NEWFOUNDLAND AND LABRADOR  
MEDICAL ASSOCIATION

**Basement Room**  
**Guide**

*Capacity 10 | Services Audio Conferencing | Mic Tabletop | Speakers Tabletop*  
*Version 2019.05.22*

**Audio Conferencing**

Audio conferencing is provided by Bell Conferencing Solutions. There are three always-on bridges for NLMA House; ensure you use the one you booked.

- Click the telephone icon button on the Polycom device.
- Dial the conference number. Once connected, enter the conference ID followed by the moderator PIN when prompted (if applicable).
  - **Conference Number** (855) 453-6962 (Canada/US)
  - **Technical Assistance** (800) 561-7338
  - **Bridge 1**
    - **Conference ID** 9821478# | **Moderator PIN** 3758#
  - **Bridge 2**
    - **Conference ID** 4628928# | **Moderator PIN** 3935#
  - **Bridge 3**
    - **Conference ID** 8147793# | **Moderator PIN** 6653#
  - To mute/unmute mic, click the mic button on the Polycom device.
  - To mute/adjust speaker volume, click the speaker buttons on the Polycom unit.
- To end the audio conference, click the telephone icon button on the Polycom device.

For more information, see *Bell Reservationless Audio Conferencing Guide*.