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## Follow instructions carefully for a pleasant experience

Your name must be registered on the Kingdom Hall USERS ID list in order to join meetings. Names NOT on list will hear the message "That PIN is not available"

Connect ONLY to your OWN meetings on its scheduled day, one or two minutes before it is to begin.

Do NOT join the other congregations meetings in your KH. Meetings are recorded, If you miss a meeting it can be made available by your group overseer.

Do NOT login just to see if there is a meeting in progress. Your name is recorded each time you login to this service, so please use it wisely!

### INTERNET AND DIAL-IN CONNECTIONS:

See [www.Mymeetings.org](http://www.Mymeetings.org) >PUBLISHERS HELP >INTERNET CONNECTION

When you dial in or connect by computer you **MUST** listen to the **ENTIRE** message or you will **NOT** be admitted to your meeting!

**IMPORTANT:** If you have a PC computer, laptop, Smart phone etc. go to [www.Mymeetings.org](http://www.Mymeetings.org) > PUBLISHERS HELP to join meetings.

**Conference ID** ( \_\_\_\_\_ #) Enter your personal USER ID when requested.

**You MUST** enter the number of listeners at your location when asked to do so.

PRESS the number and **#**. *If connecting more than once during same meeting, enter the number of listeners at that time. This gives the KH attendant an accurate count of listeners in real time.*

*You must enter number of listeners in order to hear your meeting!*

**SEE:** [www.MyMeetings.org](http://www.MyMeetings.org) **Click:** PUBLISHERS HELP

Streaming Audio Connections [www.mymeetings.org/secure-pages/pub-login-stream.htm](http://www.mymeetings.org/secure-pages/pub-login-stream.htm)

**PUBLISHERS WITH PC & Android join with WebCall instruction below**



**MyMeetings.org**

SEE: [www.MyMeetings.org](http://www.MyMeetings.org)  
**PUBLISHERS HELP**

Conference ID  
conference ID # your USER ID

Name  
Your Name

Email  
Your email address

**Place the # between the CONFERENCE ID and your USER ID**

Example: 100333#2345  
Your Conference ID # Your USERS ID  
After you enter the correct info it will be remembered the next time you login.

You **MUST** enter your correct Name and Email address or you will be booted from meeting.

Your name **MUST** be on the congregation list to hear meetings.  
Name **NOT** on list will hear "That Pin is un-available!"

[Play Test Sound](#)

Call



**MyMeetings.org**

SEE: [www.MyMeetings.org](http://www.MyMeetings.org)  
**PUBLISHERS HELP**

Host Waiting  
00:00:07

DTMF Keypad

CLICK KEY PAD TO ENTER NUMBER OF LISTENRS AT YOUR LOCATION

Host Waiting  
00:00:37

IMPORTANT:

Login one or two minutes before your meeting begins.

Login **ONLY** to your **OWN** meetings.

Do **NOT** login, just to see if there is a meeting.

Enter the number of listeners at your location, include yourself in the count.

Click **END** to **EXIT** meeting immediately after final prayer.

End

**PUBLISHERS WITH APPLE & iOS devices CLICK: [Connect with Hangouts](#)**

SEE: [www.MyMeetings.org](http://www.MyMeetings.org)

> KH HELP > INTERNET INSTRUCTIONS

## LISTENER DIAL-IN INSTRUCTIONS

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Your BOE have determined that you qualify to listen to meetings remotely.

**These instructions are ONLY for the person or family name shown below**

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The way you connect to your meeting from a remote location is very important. Follow these instructions carefully and do not deviate.

**Computer Connections:** See [www.Mymeetings.org](http://www.Mymeetings.org) >PUBLISHERS HELP >[INTERNET CONNECTION](#)

By following these instructions carefully you help to reduce the cost of this service and save dedicated funds. When you dial in or connect by computer you **MUST** listen to the **ENTIRE** message or you will **NOT** be admitted to your meeting!

**IMPORTANT:** Skype calling, Voip, Cell or Landline phone with Unlimited Long Distance (ULD) dial number in the BOX below for your language. You must always dial one of these numbers.

Dutch 720-403-9703	Italian 720-403-9706
English 213-233-3913	Portuguese (Brazil) 720-403-9701
French 720-403-9704	Portuguese (Portugal) 720-403-9702
German 720-403-9705	Spanish 213-493-0959
EMERGENCY DIAL IN NUMBER 612-808-8634	

### THERE IS NO LOCAL DIAL IN NUMBER FOR YOUR AREA

Conference ID ( \_\_\_\_\_ #) If your meeting requires a personal USER ID enter it when requested.

**WAIT FOR THE PROMPT:** You **MUST** enter the number of listeners at your location. PRESS the number and **#**. *If dialing in more than once during same meeting, enter the number of listeners at that time. This gives the KH attendant an accurate count of listeners in real time. [Enter number of listeners to hear meeting!](#)*

Listeners using **speakerphone**, **MUST** mute their phone for better sound quality. This will prevent your telephone microphone from picking up room sounds and shutting the speaker off, resulting in the meeting sound cutting in and out.

**HEARING IMPAIRED:** Dial **\*83** increases your personal volume each time you dial it & **\*84** decreases your volume each time you dial it. *There is **NO** limit on the number of times you can dial **\*83** increase your personal volume.*

### INTERNET CONNECTION

**Join your congregation meetings by Internet!**

SEE: [www.MyMeetings.org](http://www.MyMeetings.org) Click: PUBLISHERS HELP