What is NLU Meeting Place?
NLU Meeting Place is an in-house voice conferencing system designed to be used by NLU Faculty and Staff. The system is reachable via a toll free phone number and each faculty and staff are entitled to an account upon request. Prior to the implementation of NLU Meeting Place, NLU was encountering roughly $11,000 per month in audio conferencing fees. That cost has been eliminated and the new system only incurs a 2 cent per minute charge for participants who are calling in from off-campus. This has resulted in a documented savings of more than $10,000 per month in telecommunications bills.

Getting Access to NLU Meeting Place
To request a conference account either for individual use, for a committee or for a department, have your budget head send a written request via email to OIT. The request should include the budget code for the department. If your request is for an institutional committee, please indicate the name of the committee that in the request.

- When inviting users to join your conference call, you only need to send them the dial in number and your Meeting ID number. You should not send them your profile password as participants only need the meeting ID number (same as profile number) to attend.

Using NLU Meeting Place
Starting a Meeting
The “Meeting Leader” is the only person who can start a meeting. If you are the meeting leader, follow these steps to start your meeting.

1. Dial in to 1-888-338-6900
2. Press 1, then #.
3. Enter your Profile Number (same as Meeting ID), then #.
4. Enter your password, then #.
5. Your meeting will now begin. You will hear hold music until another participant joins.

NOTE: Conference passwords should be kept strictly confidential, and should never be shared with other individuals.

Joining a Meeting Led by Someone Else
1. Dial in to 1-888-338-6900.
2. Enter the Meeting ID, then press #.
3. The system will ask you to record your name, then press #.
4. You will now be joined to the meeting.

In Meeting Options
During your meeting, these options are available to leaders and participants by pressing the # key.

1 - Enter a breakout session
   - Breakout sessions cannot be recorded
   - Breakout session numbers should be assigned by the leader
2 - Roll Call
   - Plays the names recorded by the participants when they join the meeting
   - Includes the recorded name of the last caller to speak
4 - Admittance Options
5 - Mute your phone
6 - Record the meeting (excluding breakout rooms)
8 - Advanced Options
   - 3 to end the meeting
   - to return
   - Press * to return to the meeting