1. Call 207-386-5971

2. Tell us:
   - Your name
   - Your department
   - A phone number where you can be contacted the day of the assignment
   - The name of the deaf person involved
   - The name of the hearing person involved
   - The reason for the call (meeting, make an appointment, etc.)

3. We suggest a test call prior to the appointment to ensure connectivity. Please make arrangements for a test call prior to the scheduled appointment time.

4. On the day of the appointment go to www.zoom.us

5. Click “Join a Meeting” on the top right — First time users can also follow prompts/pop-ups to Download the Zoom launcher.

6. Enter the meeting number. You can locate this number on your confirmation email/ fax

7. Make sure you have your microphone on by checking in the lower left corner of the window

Upon final approval by the Division of Procurement Services, a case details page will be made part of this contract.