

## Conferencing Portal

### Quick Start Guide – Administrator

As a Ready-Access Chairperson, you now have more ways to manage users and their Ready-Access accounts across your company conveniently online!

#### GET STARTED TODAY

Write down your account info and keep this guide handy! Log into your account using your Ready-Access account information:

Your Conferencing Portal site: <https://conf.cfer.com>

Your Ready-Access Number:

Your 7-Digit Access Code:

Your Chairperson Passcode:

*Administrative rights must be provisioned by Global Crossing. Contact your conferencing administrator or sales/account team for assistance.*

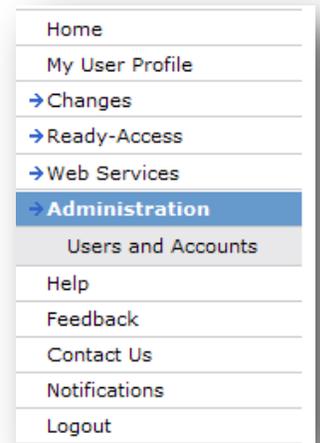
#### ADMINISTRATIVE FUNCTIONALITY AT A GLANCE

A user must be created before a Ready-Access account can be provisioned.

#### Manage Users

Add new users, search for users and view and edit user details.

1. Log into the Conferencing Portal at <https://conf.cfer.com> using your Ready-Access account information or Username and Password.
2. Click on **Administration** and then **Users and Accounts**.
3. Add a user by clicking on **Add a new user**. Enter all details and click **Save**.
4. Search for a User by their last name, access code, billing account name or number, or other customized fields.
5. Once you have found your user, click on the name to View their details. Click **Edit** to edit their user details.
6. If the user has a Ready-Access account, it will be displayed with their user details.



**First Name:** ROBERT Edit User  
**Last Name:** SMITH  
**Address Line 1:** 111 Ave  
**Address Line 2:**  
**Address Line 3:**  
**Town/City:** Anywhere  
**Country:** UNITED STATES  
**State:** CO  
**Zip/Postal Code:** 12345  
**Phone:** 3035555555  
**Email:** R.SMITH@ABCCOMPANY.COM  
**Username:** r.smith@abccompany.com  
**Time Zone:** Mountain Standard Time  
**Invoice Reference:**  
**SP Unique ID:**  
**Billing Account:** GLOBAL CROSSING TELCOM INTERNAL / /  
**Subaccount:**

Ready- Access Account(s):						
Edit Account	Access Number	Access Code	Chairperson	Passcode	Max Conns	Delete Account
<span>Edit Account</span>	8005551234	5555556	3434		8	<span>Delete Account</span>

[Add another Ready- Access Account to this User.](#)  
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## Manage Ready-Access Accounts

Search for Ready-Access accounts, View and Edit Ready-Access account options and Delete an Account.

1. Search for Ready-Access accounts either by the Access Code or the user information.
2. Once you have identified the account you wish to view or edit, click on **Edit Account**. You can also delete the account by clicking on **Delete Account**.
3. All of the account options will be displayed. Some settings may not be editable per your company's settings.
4. The blue question marks provide descriptions of the feature
5. Click **Next** through the account options screens and then confirm your edits by clicking **Submit**.
6. Congratulations, the account has been updated!

**Step 1a: Account Options**

**Edit Account for User:** ROBERT SMITH  
ABC COMPANY  
Billing Account: XXXX  
Phone: 3035555556  
Email Address: R.Smith@abccompany.com  
Address: 111 Ave., Anywhere, CO 12345 UNITED STATES

NOTE: The default values of these account options are configured as part of your company profile. If you need to make changes to your default options, please contact

<input checked="" type="checkbox"/> Auto Continuation	<input checked="" type="checkbox"/> Maximum Number of Connections 150	<input checked="" type="checkbox"/> Entry/Exit Announcement Tone
<input checked="" type="checkbox"/> Conference Continuation	<input checked="" type="checkbox"/> Dial-Out* On	<input checked="" type="checkbox"/> Prompt for Conference Security Code Optional
<input checked="" type="checkbox"/> Quick Start	<input checked="" type="checkbox"/> International Dial-Out* On	<input type="checkbox"/> Chairperson Passcode Aging
<input type="checkbox"/> Account Codes - Phone Entry	*Denotes billed features	
<input type="checkbox"/> Account Codes - Web Entry		
<input type="checkbox"/> Name Record		
<input type="checkbox"/> Listen-Only Mode		
<input type="checkbox"/> Post Conference Summary Email		
<input type="checkbox"/> Participant PIN		
<input type="checkbox"/> Subconferencing		

<<Step 1   Next>>

## Add a Ready-Access Account

1. To add an account, find or create the user first (as described above). Then, click on the **Add a Ready-Access Account** link.
2. The Access Code will be displayed. If not, you can enter your own access code or click to **Generate a random Access Code**. Enter or click to **Generate a random Passcode**.

## Create Ready-Access Account

You're Here: Account Setup » Account Options » Web Conferencing

**Step 1: Account Setup**

**Create Account for User:** ROBERT SMITH  
ABC COMPANY  
Billing Account: XXXX  
Phone: 3035555556  
Email Address: R.Smith@abccompany.com  
Address: 111 Ave, Anywhere, CO 12345 UNITED STATES

**Access Number:** 8005551234 [Show all Customer Dial numbers](#)

**Access Code:** 5555556 (Must be 7 digits)

**Chairperson Passcode:**  (Must be 4-9 digits)

<<Go Back   Create Account using Default Options   Next>>

3. You have two options to proceed. Click **Next** to proceed to Step 1a: Account Options. This allows you to view all account options and edit them or click **Create Account using Default Options** to create the Ready-Access account with your company's default settings. You will skip over Step 1a: Account options and proceed to Step 1b: Web Conferencing and Recording Options.
4. Several account options are listed. Pre-selected items are the default values which are configured as part of your company profile. Tip: To read a description of the feature, click on the blue question mark 
5. Select/Unselect the feature to turn it off/or on or select a value from a drop down menu. Click **Next** to edit Web Conferencing and Recording Options and then **Next** again to confirm the account details. Click **Submit** to create the subscription.
6. From here, you can Email the Account Confirmation to the User, edit the account or create another Ready-Access subscription.

**Step 3: Thank You!**

Congratulations! Your account has been updated as listed below.

Edit Account for User: ROBERT SMITH  
 ABC COMPANY  
 Billing Account: xxxx  
 Phone: 3035555556  
 Email Address: R.Smith@abccompany.com  
 Address: 111 Ave., Anywhere, CO 12345 UNITED STATES

[Email Account Confirmation](#)  
[Create another Ready-Access account](#)  
[Edit this account](#)

**Account Setup**

Billing Account: 8390602  
 Access Number: 8007651234  
 Access Code: 5462132  
 Chairperson Passcode: 45478

**Account Options**

Auto Continuation: On	Maximum Number of Connections: 150
Conference Continuation: On	Entry/Exit Announcement: Tone
Quick Start: On	Dial-Out: On
Account Codes - Phone Entry: Off	Prompt for Conference Security Code: Optional
Account Codes - Web Entry: Off	International Dial-Out: On
Name Record: Off	Chairperson Passcode Aging: Off
Listen-Only Mode: Off	
Post Conference Summary Email: Off	
Participant PIN: Off	
Subconferencing: Off	

## HELPFUL RESOURCES

### Customer Care:

US & Canada +1 888-447-1119 or +1 303-389-4018  
 U.K. 0800 528 0800  
 Europe: +44 207 855 0288  
 Anywhere else: +1 303 389 4018 (U.S.)

**Product information and user guides:** [www.teleconferencecanada.ca/audio](http://www.teleconferencecanada.ca/audio)

