SETTING UP A CONFERENCE CALL

When you are ready to set up your audio conference, follow these simple steps:

1. If this is your first Ready-Access conference, familiarize yourself with the controls and capabilities of the standard Ready-Access conference commands (see below).

2. Inform all Participants of the date and time of the conference.

3. Give all Participants your Ready-Access phone number and access code.

4. When it is time for your conference, dial in on the Ready-Access phone number, enter your access code, then listen to the prompts to enter your Chairperson passcode to begin the conference.

5. Conference Participants dial the Ready-Access phone number at the designated time, enter the access code, and the conference is underway.

JOINING A CONFERENCE CALL

When you are ready to join your audio conference, follow these simple steps:

1. If this is your first Ready-Access conference, familiarize yourself with the controls and capabilities of the standard Ready-Access conference commands (see below).

2. When it is time for your conference, dial the Ready-Access phone number and enter the access code assigned to the meeting.

Command	Feature
✳ 1	Dial Out to a participant
✳ 1	Join new participant to the conference
✳ 2	Join a new participant and dial another participant
✳ 3	Disconnect line and rejoin the conference
✳ 4	Disconnect line and dial another participant

Command	Feature
* 2	Record conference (on/off)
* 3	Change entry/exit tone
* 4	Lock conference (prevent new participants)
* 5	Unlock conference (allow new participants)
* 6	*Mute line*
* 7	*Unmute line*
* 8	Allow conference to continue after you disconnect
* 9	*Automated roll call of conference participants*
* #	*Count the number of participants on the conference*
# #	Mute all lines
9 9	Unmute all lines
# 1	Turn listen only mode on
# 2	Turn listen only mode off
# 3	Subconferencing
0 0	*Ask for operator: Operator will join the conference*
* 0	Ask for operator: Operator will put requestor into private conference with operator
* *	*List available commands*

Note: Items in italics are available to both chairperson and participants