



ReadyTalk How-to: Dial-Out to Participants

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The ReadyTalk Dial-Out feature is an easy and quick way for a chairperson to connect people directly to a conference. The feature is accessible through the web-based audio controls or via the phone keypad.

Using the Dial-Out Feature

Start your audio conference:

1. Dial your conference phone number
2. Enter your 7-digit access code followed by the # sign
3. Press * and when prompted, enter your 4-digit passcode followed by the # sign
4. Press 1 to start the conference

Dial-out to participants using the phone:

1. Press *1 to dial-out to the participant.
2. You will be prompted to dial the participant's phone number, followed by the # sign.
3. The service will read back the number that you entered to ensure it is correct.
4. If the number is correct, press the # sign three times (#...#...#) to bypass the other menu options and to dial out to the participant.
5. After the participant answers the phone, press *1 to join you and the participant to the call.
6. If the participant does not answer, press *3 to disconnect the line and return you to the conference.
7. To dial-out to a second participant, follow the above instructions again.

Dial-out to participants using the web:

1. Login and start your audio conference
2. Login and start your web conference
3. In the Audio Controls panel, enter the number you want to call and then click "Dial Out."
4. When the participant answers, click "Join" on the pop-up.
5. Disconnect participants by clicking on the arrow by their number and selecting "Disconnect."

You can also dial-out to participants by using the Phonebook feature.

1. Click the "Phonebook" icon in the Audio Controls panel.
2. Select the participant and move them to the "Numbers to Dial" list.
3. Click the "Dial" button. You can also dial-out to multiple participants at a time (up to 96) by clicking the "Dial All" button.

Dialing-out to a participant will create a sub-conference for the Chairperson and the participant you are dialing. If there are other participants who dialed in, they will remain on the bridge and will be unable to hear this sub-conference.

You can only dial out to toll numbers (not toll-free numbers) from the service. If you are dialing a participant who is outside the United States or Canada, the telephone country code for the participant's location must be entered before the participant's telephone number.

For additional help, Contact ReadyTalk Customer Care at help@readytalk.com or 800.843.9166.

About ReadyTalk

ReadyTalk is committed to helping customers conduct successful audio and web conferences of all sizes – from small, ad hoc meetings to large, formal events. Visit www.readytalk.com to learn more about our full range of technology and services including:

Audio Conferencing / Web Conferencing / Event Services / Recording and Archiving