



# Manage Entry Tones

By default, accounts are configured to play a tone when a participant joins or leaves a conference call. To adjust this feature, follow the steps below.


## Via Telephone

1. Dial in to your conferencing telephone number and enter your access code and chairperson passcode as prompted.
2. Instead of pressing **1** to start an audio conference, press **2** for **Account Options**.
3. Press **2** for *name record and entry and exit options*.
4. Make desired changes as prompted.
5. Press the \* key to return to the previous menu when complete.

*If your conference call is already underway:*

1. Press \*3 to edit entry and exit announcements.
2. Make desired changes as prompted.
3. Press the \* key to return to conference.

## Via Web Controls

1. Go to [www.readytalk.com/host](http://www.readytalk.com/host) and log in as the **Chairperson**.
2. Once logged into your **Conference Center**, select a meeting and click the **Open Meeting Controls** button.
3. Once the meeting controls are open, click on the  **Settings** button near the top right corner of the screen.
4. Select the **Audio** tab.
5. Below the **Entry Announcement** section, select **Tone**, **Silent**, or **Name** and then select the **Save settings for future conferences** box.

**Note:** The **Name** feature will be grayed out unless you select the **Name record (current & future conferences)** option.

