

Conferencing **Quick Reference Card**

1. Provide your participants with:
 - The audio conference phone number
 - Your 7-digit access code
 - The URL to join the web conference:
www.readytalk.com
2. Dial the conference phone number, enter your 7-digit access code and press **#**
3. Press ***** when prompted, enter your passcode, and press **#**
4. Press **1** when prompted to start a conference.

During a Conference:

Press ***0** for an Operator.

Press **00** to have an Operator join a call.

24 Hour Support Line: 800.843.9166 or 303.209.1600

Online Help: <http://support.readytalk.com>

- 00** Ask for an Operator to Join the Conference
- **** List All Available Commands
- *#** Count Number of Participants in Conference
- *0** Ask for an Operator
- *1** Dial Out to a Participant
 - *** Exit Dial Out
 - *1** Join New Participant to the Conference
 - *2** Join New Participant & Dial Another
 - *3** Disconnect Line & Rejoin Conference
 - *4** Disconnect & Dial Another Participant
- *2,1** Record Your Conference
- *3** Entry & Exit Announcement Options
- *4** Lock Conference (Prevent New Participants)
- *5** Unlock Conference
- *6** Mute Line
- *7** Unmute Line
- *8** Allow Conference to Continue if Chairperson Leaves (*recommended for cell phone users*)
- *9** Automated Roll Call (if activated)
- 99** Unmute All
- # #** Mute All
- #1** Listen Only Mode On
- #2** Listen Only Mode Off

ReadyTalk Conference **Controls for Audio Meetings**

Manage audio-only meetings by using the web-based Conference Controls at no additional charge.

Get started by going to www.readytalk.com

1. Enter your chairperson access code and passcode and click **Login**
2. Select your meeting (scheduled or on-demand)
3. Click **Open Meeting Controls**

In the Audio Controls panel:

1. Click **Start My Audio Meeting**
2. Enter your local phone number and click **Call My Phone**
3. Answer the phone and follow the prompts to start your audio meeting

Managing Participants

In the Audio Section of the **Participants** panel, right click on a participant's phone number to:

- Mute
- Disconnect
- Play Name
- Add to Phonebook
- Rename

Managing your Audio Meeting

Use the **Audio Controls** panel to:

- **Mute/Unmute All** participants
- Connect to an **Operator**
- **Dial Out** to a participant
- Enable **Listen Only** to prevent participants from unmuting their lines
- Turn on **Continuation** to allow audio meeting to continue after you disconnect
- **Lock Audio** to prevent new participants from joining

Record your Audio Meeting

1. Click **Record Meeting** located at the top of your screen
2. Name your recording and click OK