Conferencing Quick Reference Card

Start a Conference

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.

Audio Controls

0 0 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)
9 9 Unmute All
# # Mute All
# 1 Listen Only Mode On
# 2 Listen Only Mode Off

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
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