



COMMANDS AND FEATURES

To keep your conference well organized the following commands are available to you at any time during the conference. They allow you to control who has access to your conference, mute and unmute lines, dial out to participants, tell how many lines are currently in conference, do a roll call, record your conference, request help from an operator, and more. They can be used through your touch-tone phone or through your computer via Ready-Access Web Meeting.

MANAGE READY-ACCESS USING A TOUCH-TONE PHONE

Manage your conference call right from your phone with simple touch-tone commands.

- * 1 Dial Out to a participant
 - * 1 Join new participant
 - * 2 Join new participant to the conference & dial a new participant
 - * 3 Disconnect line & rejoin the conference
 - * 4 Disconnect line & dial another participant
- * 2 Record Conference
- * 3 Change Entry/Exit Announcement
- * 4 Lock Conference
- * 5 Unlock Conference
- * 6 Mute Line
- * 7 Unmute Line
- * 8 Conference Continuation
- * 9 Roll Call (if activated)
- * # Count Participants
- # # Mute All Lines
- 9 9 Unmute All Lines
- # 1 Turn Listen Only On
- # 2 Turn Listen Only Off
- 0 0 Ask for Operator (in conference)
- * 0 Ask for Operator (private sub-conference)
- * * List Available Commands