

Ready-Call[®]

User Guide

Ready-Call provides an on-demand audio conferencing solution allowing you to initiate a conference call 24/7 without the need to make a reservation or rely on an operator.

Starting a Ready-Call Conference Call

- 1 Give your participants the date and time of your conference call, your dial-in number, conference code, security passcode, if this option is enabled.
- 2 At the specified time, dial your Ready-Call dial-in number.
- 3 When prompted, enter your conference code followed by #.
- 4 When prompted, press * to identify yourself as the leader, then enter your leader PIN followed by #.
- 5 Press 1 to begin your conference or press 2 to change your default conference options.
- 6 If the security passcode option is enabled you will be prompted to enter the passcode at this time.



For more information:

800.624.6687
www.conferencecall.com
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Joining a Ready-Call Conference Call

- 1 At the specified time, dial your Ready-Call dial-in number.
- 2 When prompted, enter your conference code followed by #.



Telephone Keypad Commands

Control your conference call with a touch of a button on your telephone keypad.

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|---------|--|
| *0 | Operator assistance - conference |
| 00 | Operator assistance - individual |
| *1 | Dial-out to a participant – leader only |
| *2 | Begin/end conference record – leader only |
| *3 | Change entry/exit method (recorded names, tones, silence) – leader only |
| *4 | Private roll call |
| *5/#5 | Mute/unmute all lines except leader's – leader only |
| *6/#6 | Mute/unmute your own line |
| *7/#7 | Lock/unlock conference (including operator) – leader only |
| *8 | Allow/disallow conference continuation – leader only |
| *9 | Start/join sub-conference |
| 11 | Third-party conference start – bypass hold music to start call as leader |
| *51/#51 | Lecture mode on/off – leader only |
| #99 | Disconnect all lines except leader's – leader only |
| *# | Private participant count |
| ** | List available keypad commands |