



## LAUNCHES ON-DEMAND AUDIO CONFERENCING

### READY-ACCESS

Wouldn't it be great if you could have instant access to a conference call whenever you need it, without making a reservation or involving an Operator?

Ready-Access provides on-demand conferencing allowing you to initiate a conference 24 hours a day, 7 days a week – without the need to make a reservation or rely on an Operator. Holding a conference is as simple as dialing a permanent number and entering a Conference Code.

#### **™ BENEFITS OF READY-ACCESS CONFERENCING**

##### **NO RESERVATIONS REQUIRED!**

- No Operator necessary
- No time limits
- Leader controls all conference commands
- Leader can dial out to all participants directly from the conference
- Fast and easy to use

#### **™ LEADER COMMANDS – YOU'RE IN CONTROL**

- Dial out to a participant
- Play a private roll call
- Individual/Group Mute
- Lock the conference to any new participants
- Determine the number of participants on the conference

#### **™ KEYPAD COMMANDS**

- 00 Operator Assistance – Conference
- \*1 Dial-out to a participant
- \*2 Record conference (on/off)
- \*4 Lock conference
- \*5 Unlock conference
- \*6 Mute
- \*7 Unmute
- \*8 Allow conference to continue after chairperson disconnects
- \*9 Roster (plays the names of your conference participants)
- \*# Count the number of participants on the conference
- ## Mute all lines
- 99 Unmute all lines
- \*\* List available commands

#### **™ START A READY-ACCESS CONFERENCE**

1. Give your participants the date and time of the call, your Dial-In Number and your Conference Code.
2. At the specified time, dial your Ready-Access Dial-In Number.
3. When prompted, enter your Conference Code followed by #.
4. Your participants join your call by following steps 2 and 3 and entering their Participant Code.