

SETTING UP A CONFERENCE CALL

When you are ready to set up your audio conference, follow these simple steps:

1. If this is your first Level 3 Ready-Access conference, familiarize yourself with the controls and capabilities of the standard Ready-Access conference commands (see below).
2. Inform all Participants of the date and time of the conference.
3. Give all Participants your Ready-Access phone number and access code.
4. When it is time for your conference, dial in on the Ready-Access phone number, enter your access code, then listen to the prompts to enter your Chairperson passcode to begin the conference.
5. Conference Participants dial the Ready-Access phone number at the designated time, enter the access code, and the conference is underway.

JOINING A CONFERENCE CALL

When you are ready to join your audio conference, follow these simple steps:

1. If this is your first Level 3 Ready-Access conference, familiarize yourself with the controls and capabilities of the standard Ready-Access conference commands (see below).
2. When it is time for your conference, dial the Ready-Access phone number and enter the access code assigned to the meeting.

Command	Feature
* 1	Dial Out to a participant
* 1	Join new participant to the conference
* 2	Join a new participant and dial another participant
* 3	Disconnect line and rejoin the conference
* 4	Disconnect line and dial another participant

Command	Feature
* 2	Record conference (on/off)
* 3	Change entry/exit tone
* 4	Lock conference (prevent new participants)
* 5	Unlock conference (allow new participants)
* 6	<i>Mute line</i>
* 7	<i>Unmute line</i>
* 8	Allow conference to continue after you disconnect
* 9	<i>Automated roll call of conference participants</i>
* #	<i>Count the number of participants on the conference</i>
# #	Mute all lines
9 9	Unmute all lines
# 1	Turn listen only mode on
# 2	Turn listen only mode off
# 3	Subconferencing
0 0	<i>Ask for operator: Operator will join the conference</i>
* 0	Ask for operator: Operator will put requestor into private conference with operator
* *	<i>List available commands</i>

Note: Items in italics are available to both chairperson and participants

ABOUT LEVEL 3

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