

## 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 CenturyLink® 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 CenturyLink 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 * 1	Add new participant to the conference
1 * 2	Add a new participant and dial another participant
1 * 3	Disconnect line and rejoin the conference
1 * 4	Disconnect line and dial another participant

Command	Feature
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* 3	Change entry/exit tone
* 4	Lock Conference (prevent new participants)
* 5	Unlock Conference (allow new participants)
* 6	Mute line
* 7	Unmute line
* 8	Allow conference to continue after you disconnect
* 9	Automated roll call of conference participants
* #	Count the number of participants on the conference
# #	Mute all lines
9 9	Unmute all lines
# 1	Turn listen only mode on
# 2	Turn listen only mode off
# 3	Sub conferencing
* *	List available commands

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