

READYCONFERENCE® *Plus*

AUTOMATED CONFERENCING



WHEN CONVENIENCE REALLY MATTERS...

Hints and Tips for ReadyConference® Plus

- Begin and conclude meeting on time
- Call from a quiet location.
- Use a handset rather than a speakerphone when possible.
- Mute your line using *6 when not speaking to help reduce background noise.
- If you need to step away from the call for any reason, DO NOT put your line on hold. Doing so may feed music into the entire conference.
- If you experience audio difficulties, Press *o (one time) for operator assistance. After pressing *o you will be placed back into the conference until an operator is available. Please do not hit *o again as it will cancel the request for operator assistance.
- Avoid using cellular phone.
- Please have any/all speakers identify themselves before speaking.
- Moderators should enter the call with moderator passcode and use *96 function to mute all participants line. Participants must then un-mute their line by using *6.
- Anyone speaking should be within 3-5 feet of a microphone to ensure that they can be heard by remote participants, the closer the better.
- Make sure that there is nothing blocking the microphone you are using ie. an open laptop computer.
- Keep table level noise to a minimum, limit typing, shuffling papers, tapping fingers etc., these can all be magnified by the microphone and are distracting to remote callers.



Conference Participant Shortcuts

- Press *1 to hear a help menu.
- Press *0 to reach an operator.
- Press *6 to mute or "un-mute" line.
- Press *4 to increase conference volume.
- Press *7 to decrease conference volume.
- Press *5 to increase your voice volume.
- Press *8 to decrease your voice volume.

Moderator Features:

- Press *91 to hear a participant count.
- Press *92 to hear a roll call of participants.
- Press *93 to disconnect all participant lines.
- Press *94 to lock or unlock conference.
- Press *95 to dial out to participants.
- Press *96 to mute all participant lines.
- Press *97 to un-mute all participant lines.