<u>Instructions for Hosts Facilitating a Conference Call</u>

When you want to have a conference call, please do the following:

1. Send out email to the conference call participants with
- date and time of the call
- phone # they are to call to join the conference call
- the participant passcode.
     This info can be found on your Ready Conference Plus Card (copy part of this email)
2. About 2 minutes before the agreed upon time for the call - you call in to the same number as above and enter the host passcode and then wait until everyone joins in.

Troubleshooting

1. If you experience static or a loud noise on the line during a conference call - the host should hit *0 and an operator will immediately come on the line and determine who's phone is causing the problem and mute that call.
2. The Host has the ability to do various things during a call so I have copied the features below as a quick reference

Conference 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.
- Press *21 to activate Sub conferencing.
- Press *22 to initiate record and playback (*22 again to pause/stop the recording)
- Press *31 to turn Conference Security Code on/off.
- Press *32 to record your Conference Introduction.