



Thank you for choosing Telco Experts for your communications needs. If you need additional assistance, please contact a Customer Service Representative at 1-800-795-6200.

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### **To Start Using Telco Experts Conference Calling...**

1. Distribute the dial-in number and participant passcode to invited conference attendees. These codes were provided to the contact person on your account. Please contact Customer Service if you do not have this information.
  2. Call your dial-in number and enter your unique host passcode. This information was provided to the contact person on your account. Please contact Customer Service if you do not have this information.
  3. Begin your conference.
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### **Web Access**

To start a meeting using web-based audio controls or to share PowerPoint presentations, please use the following links with your Client ID and Web Password:

Host Link: <https://www.myrplus.com>

### **Dial-In Numbers**

Toll free:

Toll:

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### **To Initiate A Conference From Microsoft Outlook... Begin all your conferences directly from Outlook today!**

Visit <http://www.readyconference.com/outlook/> and download the Outlook Add-In.

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## **Schedule**

Available for your use 24 hours a day, 7 days a week.

## **Features**

- Tone on Entry
- Tone on Exit
- Use Entry/Exit Tone settings in subconferences
- Participants on hold until the moderator passcode is entered
- Record Name for Roll Call

## **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 Subconferencing.
  - 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.
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