



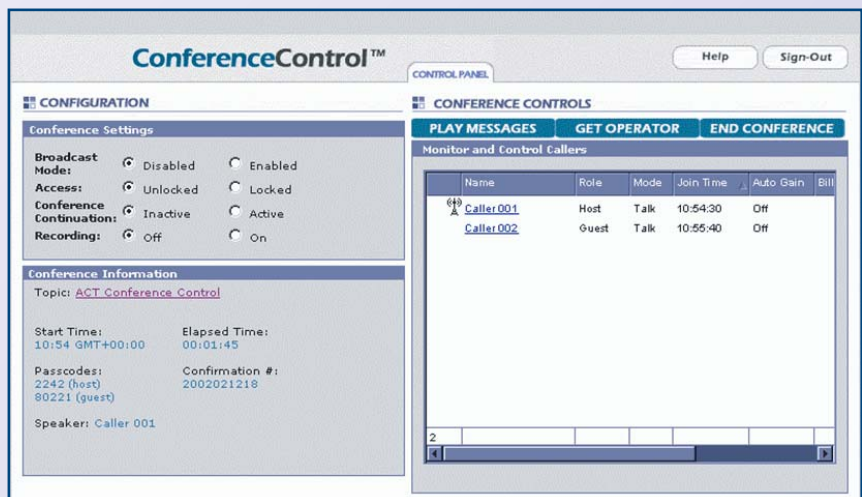
ReadyConnect Conference Control

Take control of your meeting!

ReadyConnect Conference Control is a state-of-the-art web-based management tool that enables you to conveniently monitor and control the audio conference. This proprietary web interface provides you with easy-to-use controls for ReadyConnect using the Internet and a web browser.

Benefits of ReadyConnect Conference Control?

- Added Security: Know exactly who and when someone is joining or leaving your meeting
- Easy to use: Click on simple icon-style commands to manage your conference instead of using the telephone keypad
- Increase Productivity: Conduct more efficient meetings with control functions that let you assign roles, mute lines, request operator assistance, track elapsed time, see who is speaking, disconnect lines, and adjust volumes



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ReadyConnect Conference Control provides easy-to-use features designed to let you monitor and control your audio conference:

Conference Settings

- Discussion: Sets the conference in an Interactive or Presentation mode
- Access: Allows or disallows others from joining the conference
- Recording: Turns recording of the conference on or off
- Host Required: Makes it necessary for at least one caller to have Chairperson status or makes it possible for the call to continue without a conference host

Conference Information

- Topic: Brief description or title that identifies the purpose of the conference
- Start Time: Displays the date and the time the conference started (time is in the time zone of the Chairperson's workstation)
- Elapsed Time: Displays a running account of how long the conference has been going on (meter starts at the time the Chairperson calls in)
- Dial-In Number(s): Shows the telephone number(s) that can be used for access to the conference
- PassCodes: Displays Chairperson and Participant PINs required from callers for entry to the conference
- Confirmation Number: Shows the number that must be used when requesting a recording of the current conference at some point in the future (this number is unique to the conference and is assigned by the system)
- Maximum Callers Allowed: Indicates the total number of callers allowed on the call
- Speaking: Displays the name of the current speaker

Conference Controls

- Play Messages: Allows you to play/distribute a variety of stored information to selected conference attendees
- Get Operator: Allows you to request and to withdraw requests for operator assistance pertaining to one or more callers on the conference
- End Conference: Allows you to drop all callers and end the conference with one command
- Participant Connection Information: Enables you to change each participant's role, mute (on/off), volume level, request for operator assistance, and line disconnection

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