LUMEN®

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 Lumen 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 Lumen 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
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
*2	Record conference (on/off)
*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
*#	Count the number of participants on the conference
##	Mute all lines
#1	Turn listen only mode on
#2	Turn listen only mode off
#3	Sub conferencing
**	List available commands
99	Unmute all lines