**\*\* Please reserve use of the ReadyTalk line on the shared calendar: CAES ASI-ReadyTalk.**

**Ready Talk Conference Call Instructions for Participants (other than Host):**

1. **At the designated hour, call 1-866-740-1260**
2. **You will be directed to enter the Access Code of 7523915**
3. **Hit the # key**
4. **Now you will either enter the phone conversation or be put on hold until it starts**

**24-hour support line: 800.843.9166 or 303.209.1600.**

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**Host: Ready Talk suggested you call 5 minutes early.**

1. **Call 1-866-740-1260**
2. **You will be asked for this Access Code:  7523915**
3. **Hit the # key**
4. **When asked if you are the Chairperson, press \***
5. **Enter the Passcode 6206 and press #**

**During a conference call you can press \*0 for an operator at any time, or 00 to have an operator join a call.**

**24-hour support line: 800.843.9166 or 303.209.1600.**