USER GUIDE

Reservationless-Plus®

On-Demand Audio Conferencing

Reservationless-Plus provides an on-demand audio conferencing solution allowing you to initiate a conference call 24/7 without the need to make a reservation or rely on an operator.

Starting a Reservationless-Plus Conference Call

1. Give your participants the date and time of your conference call, your dial-in number, conference code, security passcode, if this option is enabled.
2. At the specified time, dial your Reservationless-Plus dial-in number.
3. When prompted, enter your conference code followed by #.
4. When prompted, press * to identify yourself as the leader, then enter your leader PIN followed by #.
5. Press 1 to begin your conference or press 2 to change your default conference options.
6. If the security passcode option is enabled you will be prompted to enter the passcode at this time.

Joining a Reservationless-Plus Conference Call

1. At the specified time, dial your Reservationless-Plus dial-in number.
2. When prompted, enter your conference code followed by #.

Telephone Keypad Commands	
*0	Operator assistance – conference
00	Operator assistance – individual
*1	Dial-out to a participant - leader only
*2	Begin/end conference record – leader only
#2	Leave and join a new conference
*3	Change entry/exit method (recorded names, tones, silence) – leader only
*4	Private roll call
*5 / #5	Mute/unmute all lines except leader's – leader only
*6 / *6 *OR* *6 / #6	Mute/unmute your own line
*7 / #7	Lock/unlock conference (including operator) – leader only
*8	Allow/disallow conference continuation – leader only
*9	Start/join sub-conferencing
11	Third-party conference start – bypass hold music to start call as leader
*51 / #51	Lecture mode on/off – leader only
#64	Return to leader account menu
#99	Disconnect all lines except leader's – leader only
*#	Private participant count
**	List available keypad commands

Please Note: The above commands may not be enabled on your account.

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