

# Reservationless-Pro

## User Guide



**For more information:**  
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Reservationless-Pro provides an on-demand conferencing solution allowing you to initiate a conference call 24/7. Conduct a conference anytime, anywhere – no reservations required.

### Starting a Reservationless-Pro Conference Call

- 1 Give your participants the date and time of your conference call, your dial-in number and participant code.
- 2 At the specified time, dial your Reservationless-Pro dial-in number.
- 3 When prompted, enter your chairperson code followed by #.
- 4 When prompted, state your name.
- 5 When prompted, press \*1 to begin your conference.

### Joining a Reservationless-Pro Conference Call

- 6 At the specified time, dial your Reservationless-Pro dial-in number.
- 7 When prompted, enter your participant code followed by #.
- 8 When prompted, state your name.

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AAP/EDE

## Telephone Keypad Commands

Control your conference call with a touch of a button on your telephone keypad.

*0	Chairperson menu (chairperson)/ Operator assistance
*0*0	Operator assistance
#1	Add a conference security passcode
*1	Dial-out to a participant
#2	Broadcast participant count
*2	Broadcast roll call
#3	Activate/deactivate name record
*3	Lock/unlock conference
#4	Private roll call
*4	Activate/deactivate chairperson disconnect
#5	Activate/deactivate next call start without chairperson
*5	Activate/deactivate name announce
#6	Activate/deactivate lecture mode
*6	Mute/unmute individual lines (including participant)
*7	Access project/account code options
*8	Extend conference time beyond 5 hours
#9	Help menu (including participants)
*9	Activate/deactivate entry and exit tones
88#	Disconnect individual line (including participants)
99#	Disconnect all participants except chair
732#	Activate/deactivate enhanced digital recording