

Reservationless-PlusSM

User Guide



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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

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

*0	Operator assistance - conference
00	Operator assistance - individual
*1	Dial-out to a participant - leader only
*2	Begin/end conference record - leader only
*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	Mute/unmute your own line
*7 / #7	Lock/unlock conference (including operator) - leader only
*8	Allow/disallow conference continuation - leader only
*#	Private participant count
**	List available keypad commands

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