

## RESERVATIONLESS-PLUS<sup>SM</sup>

Wouldn't it be great if you could have instant access to a conference call whenever you need it, without making a reservation or involving an Operator?

Reservationless-Plus provides on-demand conferencing allowing you to initiate a conference 24 hours a day, 7 days a week – without the need to make a reservation or rely on an Operator. Holding a conference is as simple as dialing a permanent number and entering a Conference Code.

### ▶ **BENEFITS OF RESERVATIONLESS-PLUS CONFERENCING**

- NO RESERVATIONS REQUIRED!
- No Operator necessary
- No time limits
- Leader controls all conference commands
- Service provided in monthly subscriptions – you choose what you need\*
- Fast and easy to use
- Leader can dial-out to domestic participants directly from the conference or can contact the Operator to dial-out to international participants

### ▶ **KEYPAD COMMANDS – YOU'RE IN CONTROL**

- \*0 Operator assistance – conference
- 00 Operator assistance – individual
- \*1 Dial-out to a participant
- \*3 Change entry/exit method (recordings, tones, silence)
- \*4 Private roll call
- \*5/#5 Mute/unmute – group (all lines except Leader's)
- \*6/#6 Mute/unmute – individual
- \*7/#7 Lock/unlock conference (including Operator)
- \*8 Allow/disallow conference continuation
- \*# Participant count
- \*\* List available keypad commands

## **START A RESERVATIONLESS-PLUS CONFERENCE**

1. Give your participants the date and time of the call, your Dial-In Number, your Conference Code, and the 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 call 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.

Participants join your call by following steps 2 and 3 above. After entering the Conference Code Participants will be prompted to enter the Security Passcode, if this option is enabled.

*\*Reservationless-Plus can accommodate a maximum of 125 participants (including the Leader) per conference.*