



Audio Conferencing Reservationless Plus

Enabling the Collaboration Continuum™

RESERVATIONLESS-PLUS

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

Leader can dial out to all participants directly from the conference

Service provided in monthly subscriptions – you choose what you need

Fast and easy to use

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

- *0 Operator assistance – conference
- 00 Operator assistance – individual
- *1 Dial-out to a participant
- *2 Begin/end conference record
- *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 and your Conference Code.
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 private leader, then enter your Leader PIN followed by #.
5. Press 1 to begin your conference or press 2 to change your default conference options.

Your participants join your call by following steps 2 and 3 above.