

RESERVATIONLESS-PLUSSM

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-PlusSM 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-PLUSSM 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-PLUSSM 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-PlusSM 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.
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.