

## Simply, Conferencing

# Reservationless-Plus Quick Reference Guide

Welcome to Reservationless-Plus Conferencing. You now have access to on-demand conferencing, enabling you to conduct a conference 24 hours a day, 7 days a week – without the need to make a reservation or rely on an Operator. Holding conference is as simple as dialing a permanent number and entering a conference code.

### Benefits of Reservationless-Plus

- NO reservations required
- NO operator assistance necessary but available
- NO duration limits – meet for as long as you like without interruptions
- Chairperson/Leader controls a robust set of conference commands
- Private Chairperson/Leader PIN for added security

### Telephone Keypad Commands

- \*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 Chairperson/Leader)
- \*6/#6 Mute/unmute – individual
- \*7/#7 Lock/unlock conference (including Operator)
- \*8 Allow/disallow conference continuation
- \*9 Transfer to sub-conference
- \*# Participant count
- \*\* List available keypad commands

### How to 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 Chairperson/Leader, then enter your Leader PIN followed by #.
5. Press 1 to begin your conference.

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