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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 a conference is as simple as dialling 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.