



# Reservationless Plus Conferencing



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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 reservation required
- + NO operator assistance unless required
- + NO duration limits – meet for as long as you like without interruptions
- + Leader controls a robust set of conference commands
- + Private Leader PIN for added security

## HOW TO START A RESERVATIONLESS-PLUS CONFERENCE

- 1 Give your participants the date and time of the call, your chosen dial-in telephone number and your Conference Code.
- 2 At the specified time, dial access Reservationless-Plus Dial-In Number (specific to the country you are dialling from).
- 3 When prompted, enter your Conference Code followed by the hash (#) sign.
- 4 When prompted, press \* to identify yourself as the Leader, then enter your Leader PIN followed by the hash (#) sign.  
Please follow option 5 if you use billing codes and have this feature activated on your account.
- 5 Enter your billing code (up to 20 digits followed by the hash (#) sign. This information will appear on your invoice).
- 6 Press 1 to begin your conference.

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

## TELEPHONE KEYPAD COMMANDS:

- \*0** Operator assistance – Conference
- 00** Operator assistance – Individual
- \*1** Dial-out to a participant - Leader Only
- \*2** Begin/end conference record - Leader Only
- \*3** Change entry/exit method (recordings, tones, silence) - Leader Only
- \*4** Private roll call
- \*5/#5** Mute/Unmute – Group (all lines except Leader) - Leader Only
- \*6/#6** Mute/Unmute – Individual
- \*7/#7** Lock/Unlock conference (including Operator) - Leader Only
- \*8** Allow/Disallow conference continuation - Leader Only
- \*9** Start/Join sub-conferencing
- 11** Third-party conference start - bypass hold music to start call as leader
- \*51/#51** Lecture mode On/Off - Leader Only
- #99** Disconnect all lines except Leaders - Leader Only
- \*#** Participant count
- \*\*** List available keypad commands

**Please note:** Some of the above commands may not be enabled on your account