

RESERVATIONLESS Voice Conference Services

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 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 VCS

- NO RESERVATIONS REQUIRED!
- No Operator necessary
- No time limits
- Leader controls all conference commands
- Leader can select the language for system prompts: English, Spanish or Portuguese
- Service provided in monthly subscriptions – you choose what you need*
- Fast and easy to use
- Leader can dial-out to domestic participants directly from the conference or can contact the Operator to dial-out to international participants

▶ 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 YOUR RESERVATIONLESS 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 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.