

To Join an Automated 24/7 Reservationless Conference:

Provide a desired start time to your call participants along with your access number and participant code listed on your card. (Note: Use the international number if the participant is located outside the U.S. or Canada.)

Accessing Your Automated 24/7 Reservationless Conference:**Moderator Access**

1. Dial your access number at the designated time,
2. Enter moderator passcode, followed by (#).
3. If the Cost TrackerSM feature has been enabled (activated at account set-up), you will hear "Please enter a charge-back code and then press (#). If you prefer not to enter a charge-back code, press (*) or simply stay on the line and you will be placed through the call." Then follow the prompts.
4. You are now entered into the call as the moderator. (Note: If the announce feature was activated at account set-up, your name will be played on entry and exit from the conference.)

Participant Access

1. Participant dials the access number at the designated time.
2. Enter the participant passcode, followed by (#).
3. If Roll Call feature has been activated (done at account set-up), the participant will be prompted to state their name, followed by (#).
4. Participant joins the conference and will hear music on hold (if activated at account set-up) until moderator joins the conference.

Moderator Features:

- *1 Dial-Out to a Participant** – (If activated at account set-up) Pressing *1 dials out to a participant. After the dial-out connection is made, pressing *2 will join a participant or pressing *3 will cancel the dial-out.
- *2 Start/Stop Conference Recording** – Pressing *2 starts the recording. Pressing *2 again stops the recording. Replay instructions will be emailed to you. Please ensure your email address is updated with your Reservations Specialist.
- *4 Volume Control** – Dialing *4 increases the volume, dialing *4 again returns volume to original level.
- *5 Listen-Only Mode**– Dialing *5 places all participants in listen-only mode. Only the moderator can be heard. Dialing *5 will again will return the call to fully interactive mode.
- *6 Mute/Unmute Self** - Dialing *6 will mute your line. Dialing *6 again will unmute your line.

- *7 Secure/Unsecure Conference-** When enabled, no other participants may enter the call. Press *7 again to unsecure. (Note: call must be in insecure mode for the operator to enter the call)
- *8 Roll Call (If activated at account set-up)** – Pressing *8 plays a recording of the participants on a call. With Private Roll Call, only the moderator hears the roll call. With Conference Roll Call all conferees hear the roll call.
- *0 Operator Assistance**

Participant Features:

- *0 Operator Assistance**
- *6 Mute/Unmute Self** - Dialing *6 will mute your line. Dialing *6 again will unmute your line.

Customer Support:

To contact customer support during your conference, press *0 on your touch-tone telephone and a Conference Operator will be glad to assist you at any time. If you need assistance prior to your call, please refer to the help number on your card.