User's Guide to Touchtone Commands

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An Onstream Media Company

Reservationless Plus

Starting a Reservationless-Plus Conference Call

1. Give your participants the date and time of your conference call, your dial-in number, conference code, security passcode, if this option is enabled.
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 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.

Joining a Reservationless-Plus Conference Call

1. At the specified time, dial your Reservationless-Plus dial-in number.
2. When prompted, enter your conference code followed by [#].

Chairperson's Commands

[*] [0]	Operator assistance - conference
[0] [0]	Operator assistance - individual
[*] [1]	Dial-out to a participant -leader only
[*] [2]	Begin/end conference record - leader only
[*] [3]	Change entry/exit method (recorded names, tones, silence) - leader only
[*] [4]	Private roll call
[*5]/[#5]	Mute/unmute all lines except leader's - leader only
[*6]/[#6]	Mute/unmute your own line
[*7]/[#7]	Lock/unlock conference (including operator) - leader only
[*] [8]	Allow/disallow conference continuation - leader only
[*] [9]	Start/join sub-conferencing
[1] [1]	Third-party conference start - bypass hold music to start call as leader

Chairperson's Commands (continued)

*51 / **#51**   Lecture mode on/off - leader only

#99   Disconnect all lines except leader's - leader only

*#   Private participant count

**   List available keypad commands

Participants' Commands

The chairperson may wish to inform participants of the availability of the following participant commands:

*0   Operator assistance

*6   Mute/unmute your own line

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