

Audio

Conferencing



# Reservationless Audio Conferencing FAQ's

## Frequently Asked Questions

Questions about setting up a audio conference call and using the Reservationless Audio Conferencing features.

**Q: When should I use Reservationless Audio Conferencing?**

**A:** You can use Reservationless Audio Conferencing anytime you are hosting smaller meetings that do not require a reservation or an operator to conduct a call.

**Q: How do I schedule a Reservationless call?**

**A:** No reservations are required with Reservationless Audio Conferencing. Just inform your participants of the time, day and dial-in information.

**Q: What features are available with Reservationless Audio Conferencing?**

**A:** Reservationless Audio Conferencing offers a variety of features to enhance your call including record and playback, project codes for bill back, toll-free dial-in for international participants and operator assistance.

**Q: Can I still request operator assistance during my call?**

**A:** At any time during your call, you can request an operator simply by pressing \*0 on your phone keypad.

**Q: How many participants can I have on a Reservationless Audio Conferencing call?**

**A:** You can have up to 150 participants on a Reservationless Audio Conferencing call.



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## Q: How do I start a Reservationless Audio Conferencing conference call?

A: To start a call:

1. At the specified time, dial your Reservationless Audio Conferencing dial-in number.
2. Enter your conference code followed by #.
3. Press \* to identify yourself as the leader.
4. 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 enter it at this time.

## Q: How do participants join my Reservationless call?

A: For participants to join your call, instruct them to:

1. Dial your Reservationless Audio Conferencing dial-in number at the specified time.
2. Enter your conference code followed by #.
3. If the security passcode option is enabled enter it at this time.

## Q: What happens when I can't remember my Leader PIN when I am initiating a conference call?

A: After entering the incorrect PIN three times, you will be transferred to an operator. In order to receive your leader PIN, you must provide the operator with your correct owner number and your first and last name.



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