



Reservationless Audio Conferencing



- 1 Forward Participants the Date, Time, Time zone, Dial-in telephone number(s) and Conference Passcode.
- 2 At the specified time, dial the Dial-in Telephone Number.
- 3 When prompted enter the Conference Passcode followed by [#].
- 4 If you are the Leader, press [*]. Then, enter your Leader PIN followed by [#]. To start your conference press [1], state your name when prompted and then press [#].

CONFERENCE KEYPAD COMMANDS

Below is a list of helpful telephone keypad commands for Leaders and Participants.

- + Press [0][0] to request Individual Operator Assistance
- + Press [*][0] to request Conference Operator Assistance
- + Press [*][6] to Self Mute telephone line
- + Press [#][6] to Self Un-Mute telephone line

LEADER FEATURES

Below is a list of helpful telephone keypad commands for Leaders only.

- + Press [1] to **Start** your conference
- + Press [*][2] to initiate or end **Recording** (see below for detailed instructions)
- + Press [*][3] to change **Entry** or **Exit** Methods
- + Press [*][4] to hear a **Private Roll Call**
- + Press [*][5][1] to turn **Group Mute on**
- + Press [#][5][1] to turn **Group Mute off**
- + Press [*][7] to turn **Conference Lock On**, to prevent more Participants (incl. Operator) from joining the call
- + Press [#][7] to turn **Conference Lock Off**, to allow more Participants and Operator to join the call
- + Press [*][8] to allow or disallow **Call Continuation**
- + Press [*][#] to hear a **Private Participant Count**
- + Press [*][*] to hear a list of **Keypad Commands**



Reservationless Conferencing Features

Reservationless-Plus allows you to access a conference call at a moments notice Whether you have weekly recurring meetings or you are organizing a last minute meeting, Reservationless-Plus offers many features to ensure your call is a success!

Auto Continuation

Allow participants to stay on the conference call without your attendance. The conference will end once the last participant disconnects.

Conference Breakdown

Prevent your conference calls that have not been disconnected properly from continuing indefinitely by automatically ending your conference once it has reached the duration and/or number of participants you have specified.

Consecutive Interpretation

Utilize your dial-out option to instantly connect an interpreter to your conference allowing your participants to listen in two languages. By pausing every two or three sentences during your conference call, you allow the interpreter time to render your remarks in your participant's language.

Custom/Branded Greetings

Record a custom welcome message that is played to all your participants who join your conference using your dedicated toll-free or toll dial-in numbers.

Custom Call Flow

Bypass all the prompts that play after you enter your conference code or leader PIN so you can quickly enter your conference.

Dial-Out

Directly from your conference, you are able to dial-out to domestic participants and bring them into your call or you can contact the operator to dial-out to international participants.

Entry/Exit Options

Decide how your participants are announced when they join or leave the conference call. Choose from the following options: tone, name announce, name and tone, or silence.

Force Disconnect

Clear your conference by disconnecting all participants from your call while you stay connected. This feature is useful when you have scheduled back-to-back meetings.

Group Mute/Unmute

Silence all participants' lines by pressing a keypad command on your telephone. Group mute/unmute helps reduce background noise and limits interruptions during your conference.

International Dialing

Expand your global reach with international conferencing solutions. We offer five methods to connect your international participants to your conference call, including links through our international call centers, toll and toll-free access numbers, a dial-out option, or a permanent dial-in number.

Lecture Mode

Mute all participants during your conference to reduce background noise. Participants will not have the capability to unmute their lines, allowing you to deliver your message uninterrupted.

Lock/Unlock

Lock your conference call to prevent additional participants from joining the call, with the exception of dialing out.

Mobile Assistant

Control and access your conference call from a large selection of mobile phones.

Multiple Leaders

Have multiple leaders on your conference call, allowing them to have access to all leader controls.

Online Management

Manage your call online, schedule, start, and archive your conference on the web.

Operator Assistance

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

Outlook Plug-In

Quickly and easily create, edit and schedule your meetings with pre-determined conferencing information right from your Outlook toolbar.

Participant List

A list of your participants will be provided in your conference summary report.

Phone Commands

Control your conference with a touch of a button on your telephone keypad. You have the ability to mute lines, lock the conference, request operator assistance and much more.

Post-Conference Emails

Keep an attendance roster of your participants with an email record of which participants were on the phone and/or web. Also, keep track of your total conferencing minutes to anticipate your call's budget.

Private Participant Count

Privately announces the number of participants on the conference call at any participants' request.

Project Accounting Codes (PAC)

Become more efficient when charging back for billable hours by using PAC Codes. They are ideal for attorneys, consultants and other professionals who track projects by cost center. Every time you make a reservation, we can capture your expense center, department or location, and the information will appear on your monthly invoice.

Quick Start

Select Quick Start to immediately begin the conference call by allowing participants to enter the conference before you and start speaking before the call officially begins.

Record & Playback

Digitally record your Reservationless-Plus call for participants who were unable to attend or for participants who would like to listen to the conference call again. For easy, 24/7 availability, the recording can be accessed on the internet or by dialing a toll-free number. You may also purchase a CD, a downloadable link and/or a transcription of your recording.

Roll Call

Prompt participants to record their name as they join the conference call. Any time during the conference, names can be replayed privately to any conference participant.

Security Passcode

Provide an added level of security for your Reservationless-Plus conference by having greater control over who joins your conference. You can select and distribute the security passcode for every conference you host.

Self Mute/Unmute

Allow participants to silence their own lines by pressing a keypad command on their telephones. Self mute/unmute reduces background noise from cell phones, speaker phones, etc.

Sub-conference

Allow pre-selected guests to join a private discussion during your conference call. Sub-conferencing allows you to discuss side issues and other non-public information.

Third-Party Conference Start

As a participant, bypass the hold music and start the conference as the leader if your leader is running late or unable to host your call at the last minute.

Waiting Room

Have your participants placed on music hold until you are ready for them to join the conference call. This feature is helpful when you have two back-to-back conferences scheduled with two different groups.

Mobile Phone Integration

Want a simpler way to connect to meetings when you're on the go? Or do you need an easier way to organize the dial-in numbers and passcodes for several different meetings? Now MeetingConnect Mobile Assistant, a free* service, gives you one-touch dialing into your conferences from your BlackBerry®.

It's a situation most of us have experienced—you need to attend a meeting when you are not able to be in a traditional 'office' setting. Whether you're heading to another meeting, don't have access to a landline phone or are called out of the office unexpectedly, you need to join the meeting and need to do it while you're on the road. Our latest innovation allows you to access a conference call with the click of a single button on your BlackBerry.



Conferencing for a Mobile World

If you are a frequent traveler or often join meetings while out of the office, Mobile Assistant is an easy-to-use solution that will keep you connected.

- + Store up to 256 unique sets of audio conference details—from weekly, recurring meetings to one time calls you need to attend while mobile.
- + Start and join audio conferences with the push of a single button. You no longer need to enter your ten-digit dial-in number, conference code and leader PIN.
- + Join audio conferences as a participant or a leader. You indicate the details when creating the profiles.

features

- ✓ Join a conference with a single click!
- ✓ Create over 200 conference profiles!
- ✓ Use BlackBerry-exclusive conference controls!



Supported BlackBerry Smartphones

You can use any of these BlackBerry smartphones with Mobile Assistant:

- + BlackBerry 7200 Series
- + BlackBerry 7520
- + BlackBerry 8800 Series
- + BlackBerry Bold
- + BlackBerry Storm



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*MeetingConnect Mobile Assistant download is FREE. All conferencing charges and other service fees still apply.

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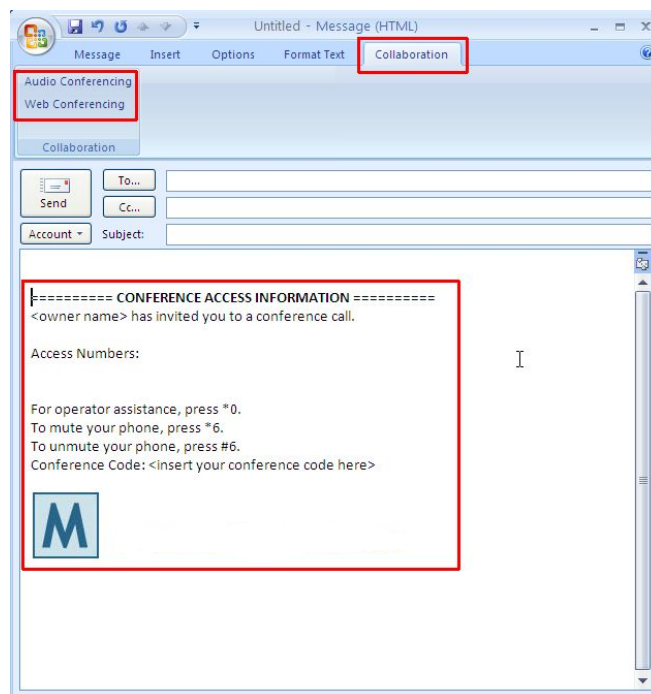


Scheduling conference calls and always typing in the same dial-in number and conference ID can be a bit tedious, especially when you're in a hurry. That's why we provide an easy way to include your Reservationless Audio and web conferencing information in your Outlook meeting invitations.

With a single click, your conferencing details are automatically inserted into an email, making scheduling your meetings a snap. By using a plug-in, you can quickly and easily create, edit and schedule meetings with pre-defined conferencing information right from your Outlook toolbar.

By using the Outlook plug-in you can:

- + Create one-click access to conferencing information using buttons in your emails toolbar and the Outlook meeting invitation window.
- + Easily add audio or web conferencing information, including conference dial-in numbers, passcodes and web conference URLs, to your Outlook emails and meeting invitations.
- + Send meeting requests via your Outlook iCalendar allowing attendees to accept, decline or tentatively accept the meeting invitation.



The world leader

in conferencing.