

RESERVATIONLESS-PLUS

Sub-conferencing User Guide

Sub-conferencing allows you to pre-select your participants from your Reservationless-Plus® conference call to join a private meeting room during your call to talk about ‘off-topic’ issues and other non-public information. This is an ideal feature to use for break-out sessions during a training seminar, small group work or sidebar discussions.

Using Sub-conferencing

Your conference call can be broken out into as many as 15 sub-conferences with a total of 150 participants between all sub-conferences.

STARTING A SUB-CONFERENCE

1. Determine what sub-conference room number you will request your participants to join (between 1 and 15).
2. Communicate to your participants the sub-conference room number to enter.
3. Press *9 to be removed from the main conference.
4. Press 1 to start a sub-conference.

JOINING A SUB-CONFERENCE

1. Press *9 to be removed from the main conference.
2. When prompted, enter the sub-conference number that was assigned to you.
3. Press # to join your sub-conference.

REJOINING THE MAIN CONFERENCE

1. Press *9 to be placed back into the main conference.

SWITCHING TO A DIFFERENT SUB-CONFERENCE

1. Press *9 to be placed back into the main conference.
2. Press *9 again to be removed from the main conference.
3. When prompted, enter the sub-conference number.
4. Press # to join your sub-conference.

REQUESTING ALL PARTICIPANTS TO RETURN TO THE MAIN CONFERENCE

1. Press *9 to be placed back into the main conference.
2. Press *9 again.
3. Press 3 to notify participants to return to the main conference.

RETURNING EVERYONE TO THE MAIN CONFERENCE

1. Press *9 to be placed back into the main conference.
2. Press *9 again.
3. Press 2 to return all participants to the main conference.