

USER GUIDE

Reservationless-Plus

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. You also have the ability to add a security passcode to an active conference by returning to the leader account menu.

Security passcodes can be set to one of the following:

- On: A security passcode is required to be placed into your call.
- Off: A security passcode is not required and you will not be prompted to enter a security passcode to enter your call.
- Optional: You may bypass assigning a security passcode by entering # when prompted. If # is pressed to bypass the security passcode, participants joining prior to the leader will be joined with being prompted to enter a security passcode.

If you decide to use a security passcode, at the time of your conference call, your participants will be placed on music hold until you enter the security passcode and join the conference. Your participants must then enter the valid passcode or they will not be permitted to join the conference.

What You Need

- Your security passcode option must be enabled
 - Please note: To enable your security passcode, your Quick Start option should be set to OFF
- Reservationless-Plus dial-in number
- Conference code
- Leader PIN
- Security passcode (4-10 digits) - must be selected and distributed to your participants prior to the conference call

Starting a Conference Call with a Mandatory Security Passcode

Leader

You select a 4 to 10 digit security passcode for a specific conference and distribute to your participants.

To start your call:

1. Dial your Reservationless-Plus dial-in number.
2. Enter your conference code.
3. Enter * to identify yourself as the leader.
4. Enter your leader PIN.

5. Enter 1 to begin the conference.
6. Enter your security passcode.
7. Security passcode will be repeated back to you - press * to re-enter the passcode to correct a wrong entry.
8. Alternately, you may initiate your conference call via the Reservationless-Plus Call Manger and you will be prompted to enter your security passcode.

Participant

You must provide your participants with all your conference dial-in details including the security passcode prior to the conference call.

To join your call:

1. Dial your Reservationless-Plus dial-in number.
2. Enter conference code.
3. Enter security passcode (Please note: The security passcode is only available from you - neither professional services nor our operators will be able to provide this number).
4. Participants dialing in before you will be placed on music hold until you establish the security passcode. Once you have started the conference call, your participants on music hold will prompted to enter the security passcode.