IP Reservationless Conferencing Service

AT&T TeleConference Services Reservationless Conferencing provides users the ease of having a conference call anytime of the day or night without ever having to make a reservation!

Call Option	Cost
Reservationless Toll Free Dial-In	$.039
Reservationless Caller Paid Dial-In ** (PLUS participants pay own long distance to the bridge)	$.05

Enrollment
- Once your company is provisioned for Reservationless Conferencing,   employees can use our self-service Internet Application or call our Customer Care Center to enroll in Reservationless Conferencing.   The specialist will supply you with your dedicated bridge numbers, access code, and host password. You will receive a fulfillment package with welcome letter, access code information, and convenient wallet card in 10 - 14 business days.

- There is no need to wait for your fulfillment package; you can make a conference call immediately after you enroll!

User Instructions
- When you are ready to make a conference call, just notify your participants of the dial-in number, participant access code, date and time of the conference call.

- If a participant calls in before you, he/she will hear music until you, the host, join the call.

- Dial into your Reservationless bridge telephone number; enter access code and the # sign. Then enter a * and you will be prompted to enter the host password followed by the # sign.

- For security measures, the conference call starts when you join the call and ends when you leave the call unless special features have been employed.

IP Reservationless Touchtone Commands – Host

Command	Feature/Capability
*#	List of Conference Call Commands
#	Exit List of Menu Commands
*0	Host Assistance (*0 will cancel a request for host assistance)
*1	Host Dial Out (to add a participant)
*2	Begin/End Conference Record
*3	Change Conference Entry & Exit Announcement Option
	1 Name Record (toggle)
	2 Tones for entry/exit
	3 Silence for entry/exit
	4 Name Announce entry/exit (only if name record is on)
*4	Conference Lock/Un-Lock (toggle)
*5	Participant Count
*6	Mute/Un-Mute your line (toggle)
*7	**More Commands and Host Options**
*8	Allows conference to continue after the Host disconnects (conference continuation)
*9	Hear List of Conference Participants (roll call)

IP Reservationless Touchtone Commands – Host Sub Menu

	More Commands and Host Options Sub-Menu
1	Broadcast (toggle on/off)
2	Question & Answer (if Broadcast is on)
3	Voting &Polling
	The following Host Options can be changed at any time by returning to this menu.
4	Change Host Password (active and future conferences)
5	Change Roll Call Options (future conferences)
	1 Name Record (toggle)
	2 Tones for entry/exit
	3 Silence for entry/exit
	4 Name Announce entry/exit (only name record is on)
6	Change Conference Start w/o Host (future conferences)
7	Change Conference Continuation (future conferences)
9	Re-play Sub Menu
#	Return to Conference

IP Reservationless Touchtone Commands – Participant

Command	Feature/Capability
*#	List of Conference Call Commands
#	Exit List of Menu Commands
*0	Request a Specialist
*5	Participant Count
*6	Mute/Un-mute your line (toggle)
*9	Hear List of Conference Participants (roll call)

*Note: If all ports are being used, you will hear a message to try your call again later.

Thank you for using AT&T TeleConference Services