



BroadData Reservationless Audio Conferencing User Guide

BroadData Reservationless Conferencing provides an on-demand audio conferencing solution allowing you to initiate conference calls 24x7x365 without the need to make a reservation or rely on an operator.

Starting a Reservationless Conference Call

- 1 Give your participants the date and time of your conference call, your dial-in number(s), conference code and security passcode (if this option is enabled).
- 2 At the specified time, dial your Reservationless Conferencing dial-in number.
- 3 When prompted, enter your Conference Code followed by #.
- 4 When prompted, press * to identify yourself as the Leader, then 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 be prompted to enter the Passcode at this time.

Joining a Reservationless Conference Call

- 1 At the specified time, dial the Reservationless Conferencing Dial-In Number provided by the Leader.
- 2 When prompted, enter the Leader's Conference Code followed by #.

Telephone Keypad Commands

Control your conference call with a touch of a button on your telephone keypad.

*0	Operator assistance - conference
00	Operator assistance - individual
*1	Dial-out to a participant - leader only
*2	Begin/end conference record - leader only
*3	Change entry/exit method (recorded names, tones, silence) - leader only
*4	Private roll call
*5 / #5	Mute/unmute all lines except leader's - leader only
*6 / #6	Mute/unmute your own line
*7 / #7	Lock/unlock conference (including operator) - leader only
*8	Allow/disallow conference continuation - leader only
*9	Start/join sub-conferencing
11	Third-party conference start - bypass hold music to start call as leader
*51 / #51	Lecture mode on/off – leader only
#99	Disconnect all lines except leader's – leader only
*#	Private participant count
**	List available keypad commands

Please Note: All of the above commands may not be enabled on your account.