

INTERCALL RESERVATIONLESS-PLUS

USER GUIDE



Reservationless-Plus[®] provides an on-demand audio conferencing solution allowing you to initiate a conference call 24/7 without the need to make a reservation or rely on an operator.

STARTING A RESERVATIONLESS-PLUS CONFERENCE CALL

1. Give your participants the date and time of your conference call, your dial-in number, conference code, security passcode, if this option is enabled.
2. At the specified time, dial your Reservationless-Plus 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-PLUS CONFERENCE CALL

1. At the specified time, dial your Reservationless-Plus dial-in number.
2. When prompted, enter your conference code followed by#.

Conference calls hosted by employees/ departments of Fort Hays State University are required to use this company per contract by the State of Kansas.

To create an InterCall account or for assistance, contact Heather Keller at hmkeller2@fhsu.edu or (785) 628-4235.

Telephone Keypad Commands	
*0	Operator assistance - conference
00	Operator assistance - individual
*1	Dial-out to a participant - leader only
*2	Begin/end conference record - leader only
#2	Leave and join a new conference
*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 OR *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
*31	Change leader entry/exit announcement - leader only
*51 / #51	Lecture mode on/off - leader only
*60 / *61	Music on hold off/on
#64	Return to leader account menu
#99	Disconnect all lines except leader's - leader only
*#	Private participant count
...	List available keypad commands

Please Note: The above commands may not be enabled on your account.