

The Following are the generic instructions for using Intercall to host conference calls.

Your PIN# and Conference code are your personal numbers.

Your Reservationless-Plus Account Information

Hold calls whenever you need them.

Reservationless-Plus toll-free dial-in number (U.S. and Canada):
(877)
376-9917

Reservationless-Plus international dial-in number:
(678)
279-5562

Conference code:
YOUR CODE

Leader PIN:
YOUR PIN

Additional resources:

Go to <http://www.meetingconnect.net/rphelp> for more information, including a user guide and a list of phone commands.

Get started:

1. Give your participants the date and time of the call, your dial-in number and your conference code.
2. At the specified time, dial your Reservationless-Plus dial-in number, then enter your conference code, followed by #.
3. When prompted, press *, then enter your leader PIN, followed by #.
4. Your participants join the conference by dialing your number and entering the conference code.

Helpful 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)
- *3 Change entry/exit method (recorded names, tones, silence) - leader only
- *4 Private roll call
- *5/#5 Mute/unmute all participant lines - 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
- *# Participant count
- ** List available keypad commands