How do I use my AT&T Reservationless Conference 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!   Reservationless Service is set up with 125 ports.   If all 125 ports are being used, you will hear a message to try your call again later.

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 the access code followed by the # sign. The system may indicate that the host has not yet joined the call, if you are the host, please press the * key. Enter a * and you will be prompted to enter the host password followed by the # sign.

• For security measures, the conference call starts when they host joins the call and ends when the host leaves the call unless special features have been employed.

• This is not a guaranteed service. It is based on port availability.

Additional Features & Functionality

Conference Continuation
Conference Record
Roll Call Capability
Question & Answer Session
Voting & Polling Session
Conference Lock for Added Security
Participant Counts
Broadcast/Listen Only Mode
Optional Security Codes
Conference Monitor via the Web

at&t
Reservationless Service
Host Name (Your Name)
Company Name
Toll-Free #: XXX-XXX-XXXX
Caller Paid #: XXX-XXX-XXXX

IP Reservationless Touchtone Commands – Host & Participant

Command	Feature/Capability
* #	**List of Conference Call Commands** *(Host & Participant)*
#	**Exit List of Menu Commands** *(Host & Participant)*
* 0	**Assistance** *(*0 will cancel)* *(Host & Participant)*
* 1	**Host Dial Out (to add a participant)**
* 2	**Begin/End Conference Record** To record your Reservationless conference call press *2 on your telephone key pad and listen to the prompts to begin your recording. To order a copy of your recording, go to https://www.teleconference.att.com/conferencerecord. You can request a cassette, CD, transcription or set up a digital replay. (WAV files are available on CDs)
* 3	**Change Conference Entry & Exit Announcement Option** *(Current Conference)*
	1 *Name Record (toggle)*
	2 *Tones for entry/exit*
	3 *Silence for entry/exit*
	4 *Name Announce entry/exit (only name record is on)*
* 4	**Conference Lock/Un-Lock** *(toggle)*
* 5	**Participant Count** *(Host & Participant)*
* 6	**Mute/Un-Mute your line** *(toggle)* *(Host & Participant)*
* 7	***More Commands and Host Options***
* 8	**Conference Continuation -** Allows the conference to continue after the Host disconnects
* 9	**Roll Call -** Hear List of Conference Participants as they were recorded coming into your conference *(Host & Participant)*

IP Reservationless Touchtone Commands – Host Sub Menu

*7	**More Commands and Host Options Sub-Menu**
1	**Broadcast** *(toggle on/off)* - this mutes all lines except for the host line.
2	**Question & Answer** *(Broadcast has to be on in order to use this feature)*
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)*
8	***Mute All lines except for the host line*** *– Unlike Broadcast mode, participant will have the ability to un-mute their individual line by pressing a *6 on their touch-tone phone.*
9	***Re-play Sub Menu***
0	***Un-Mute all lines-*** *(When *78 is used) this allows the host to un-mute all lines quickly to provide the participants the ability to speak freely.*
#	***Return to Conference***

Question & Answer Session

Overview: Host Controlled Question & Answer (Q&A) allows the host/controller to have a controlled Q&A session without the intervention of a specialist.

Here is how it works:

1. For Q&A, the host must place the conference in Broadcast mode by pressing ***71**. Once the conference is in a Broadcast mode, those joining the call using the participant access code will be placed in listen only mode. Those using the host access code will be in talk mode. The first person entering the conference using the host access code is the controller of the call and only that person has access to the host menu prompts. *Caution:* If the menu options are used to toggle the conference between the Broadcast/Talk the controller will remain in talk mode. All others using the host code will now be in listen only mode.

2. The host/controller begins the Q&A session by pressing ***72** on their phone keypad. The host/controller hears: "Your conference is now in a Question and Answer mode. To summon each question, press 1 and 0. Each question will be asked in the order it was received." The host/controller then rejoins the conference.

3. While the host/controller is receiving the instructions from the system on how to facilitate the session, the participants hear: "This conference is now in a Question and Answer mode. To alert the speaker that you have a question, press 1 and 0." Each question will be asked in the order it was received."

4. Any participant who has a question will press 1 and 0. They will hear: "You will be notified when the speaker is ready for your question. To withdraw your question, press 1 and 0. If they later press 1 and 0, they will hear, "Your question has been withdrawn. To alert the speaker that you have a question, press 1 and 0."

5. The host/controller will press 1 and 0 on the phone keypad to see if any questions are in queue. They will hear: "You have # questions remaining."

6. The participant whose turn it is to ask the questions will hear: "Please ask your question after the tone." This participant is now in Talk mode.

7. Once the host/controller has responded to the question, they will press 1 and 0 to check for additional questions. The participant who asked the last question is switch back to listen only mode.

8. After all the questions have been addressed, the host/controller can terminate the Q&A session by pressing ***72**.

Voting & Polling Feature

Overview: Voting & Polling is a menu driven feature that allows the host/controller of a conference to ask questions of their participants and allows the participants to respond to the questions using touch-tones. If multiple people join the conference using the host code, the first person that joined using the host code will be the controller of the conference. Only that person will have access to the host menu prompts. The system then provides a tally of the votes to the host/controller. This feature is only available to the Corporate Plan Customers.

Here is how it works:

The host should advise their participants that they would be conducting a Voting & Polling session. The host begins the Voting & Polling session by pressing *73. The menu plays: "Your conference is now in

Voting & Polling mode. After asking your question, press 1 and 0 to hear the voting results." The host then rejoins the conference. (Note: No system announcement is made to the participants).

After each question, the host should ask the participants to press the number on their phone that corresponds to their "vote". (The system can talk responses using 0-9) The host may ask for Yes/No responses, may offer multiple choices or ask for participants to rate their response on a scale (e.g. 1-5). The system will tally all votes by the number pressed by each participant. For example, after the questions, the host could say: "Press 1 for yes, press 2 for no, press 3 for abstain from the vote." Each participant enters their "vote" by pressing the corresponding number on their phone.

3. The host presses 1 and 0 to hear the tally of the votes. (Note: Only the host hears the vote tally.) For example: "# of participants voted 1, # of participants voted 2, # of participants voted 3: (If applicable: "# of participants did not vote".) "To hear these results again, press 1 and 0. To reset the vote count to zero, press 2 and 0." If the host wants to ask additional questions, they press 2 and 0. (This resets the vote count) The menu plays: "You may now ask your next questions." Repeat Steps 2 & 3.

4. The host ends the Voting & Polling session by pressing by pressing *73. The menu plays: "This Voting & Polling session is now ended. To begin another Voting & Polling session, press *73. The host then rejoins the conference.

Thank You for Using AT&T Teleconference Services