

## Reservationless Features

### Available Features with Reservationless

When you need to host weekly recurring meetings or organize a last minute meeting, our Reservationless conferencing efficiently allows you to bring people together to help you meet your business objectives and succeed.

Reservationless is a reliable solution that does not require reservations or operators. You have the ability to control your conference commands with a touch of a button from your telephone keypad. You receive customizable features and you can select from English, Spanish or Portuguese for your system prompts. In addition, use the The Conferencing Center to manage your account and conference calls online.

#### What You Can Expect:

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With our Reservationless conferencing you will receive a simple and convenient solution to create better connections.

- Consistency: Receive permanent dial-in information for all of your calls
- Convenience: No reservations, operators or time limits
- Ease-of-Use: Control your conference commands from your telephone keypad
- Customization: Tailor all of your calls or just one call to your needs
- Online Management: Go to [www.speakspace.tcconline.com](http://www.speakspace.tcconline.com) to manage your account and calls

#### Effectively Connecting People:

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Bring together your participants for a variety of meetings.

- Organize weekly status meetings
- Arrange sales meetings with employees and prospects
- Link cross-functional teams from around the world
- Gather participants for a last-minute meeting

## Available Features with Reservationless

Reservationless allows you to access a conference call at a moment's notice.

Whether you have weekly recurring meetings or you are organizing a last minute meeting, Reservationless offers many features to ensure your call is a success!

### **Auto Continuation**

Allow participants to stay on the conference call without your attendance. The conference will end once the last participant disconnects.

### **Auto Record**

Automatically record all of your calls without prompting to start a recording via your telephone keypad and eliminate the ability for anyone within your conference to stop the recording.

### **Conference Breakdown**

Prevent your conference calls that have not been disconnected properly from continuing indefinitely by ending your conference once it has reached a set duration and number of participants limit.

### **Conference Code-Level Custom Greeting\***

Your company can set up a custom greeting to play after participants enter the conference code.

### **Conference Entry Mode**

Prior to participants joining your call, select one of the following entry mode options:

- Unmuted – All participants have the standard talk privileges (same as the current default mode).
- Group Mute – Participants are joined as muted, but have the ability to unmute their individual lines to speak.
- Lecture Mode – Participants are joined as muted and do not have the ability to unmute their individual lines to speak.

### **Consecutive Interpretation\***

Utilize your dial-out option to instantly connect an interpreter to your conference allowing your participants to listen in two languages. By pausing every two or three sentences during your conference call, you allow the interpreter time to render your remarks in your participant's language.

### **Custom/Branded Greetings\***

Record a custom welcome message that is played to all your participants who join your conference using your dedicated toll-free or toll dial-in numbers.

#### **Custom Entry**

To quickly enter your conference, turn specified prompts off that are played after you enter your conference code or leader PIN.

#### **Dial-Out**

Directly from your conference, you are able to dial-out to domestic participants and bring them into your call or you can contact the operator to dial-out to international participants.

#### **Disconnect Grace Period**

Provides a grace period allowing you to re-join your conference in the event Auto Continuation is disabled and you have disconnected.

#### **Entry Announcement Limit**

Reduce the number of entry tones played when your call has started. Quick Start must be disabled and more than five to ten participants are on music hold.

#### **Entry/Exit Options**

Decide how your participants are announced when they join or leave the conference call. Choose from the following options: tone, name announce, name and tone, or silence.

#### **Force Disconnect**

Clear your conference by disconnecting all participants from your call while you stay connected. This feature is useful when you have scheduled back-to-back meetings.

#### **Group Mute/Unmute**

Silence all participants' lines by pressing a keypad command on your telephone. Group mute/unmute helps reduce background noise and limits interruptions during your conference.

#### **International Dialling**

Expand your global reach with international conferencing solutions. We offer five methods to connect your international participants to your conference call, including links through our international call centers, toll and toll-free access numbers, a dial-out option, or a permanent dial-in number.

#### **Leader Express Entry**

Start your conference in one easy step by consecutively entering your conference code followed by \* and your leader PIN followed by #.

#### **Leader Smart Entry**

Store a phone number so when you dial in from that number to start your conference, our system will recognize the number and join you to your conference without inputting your conference code and leader PIN.

#### **Leave and Join a Conference**

Your participants have the ability to leave the conference they are attending and join a new conference without hanging up and redialling the same dial-in number.

#### **Lecture Mode**

Mute all participants during your conference to reduce background noise. Participants will not have the capability to unmute their lines, allowing you to deliver your message uninterrupted.

#### **Lock/Unlock**

Lock your conference call to prevent additional participants from joining the call, with the exception of dialling out.

#### **Mobile Assistant**

Control and access your conference call from a large selection of mobile phones.

#### **Multiple Leaders**

Have multiple leaders on your conference call, allowing them to have access to all leader controls.

#### **Online Management**

Manage your call online at [www.speakspace.tcconline.com](http://www.speakspace.tcconline.com), by scheduling, starting, presenting and archiving your conference on the web.

#### **Operator Assistance**

At any time during your call, you can request an operator simply by pressing \*0 to join your conference or 00 to speak to the operator privately.

#### **Outlook Plug-In**

Quickly and easily create, edit and schedule your meetings with pre-determined conferencing information right from your Outlook toolbar.

#### **Participant List**

A list of your participants will be provided in your conference summary report.

#### **Personal Greeting\***

Record a personal message for your participants to hear when joining your conference.

#### **Phone Commands**

Control your conference with a touch of a button on your telephone keypad. You have the ability to mute lines, lock the conference, request operator assistance and much more.

#### **Post-Conference Emails\***

Keep an attendance roster of your participants with an email record of which participants were on the phone and/or web. Also, keep track of your total conferencing minutes to anticipate your call's budget.

#### **Private Participant Count**

Privately announces the number of participants on the conference call at any participants' request.

#### **Project Accounting Codes (PAC)**

Become more efficient when charging back for billable hours by using PAC Codes. They are ideal for attorneys, consultants and other professionals who track projects by cost center. You can establish a minimum/maximum number of digits required and provide up to twelve different prompts to play prior to entering the PAC value. We can capture your expense center, department or location, and the information will appear on your monthly invoice.

#### **Quick Start**

Select Quick Start to immediately begin the conference call by allowing participants to enter the conference before you and start speaking before the call officially begins.

#### **Record & Playback**

Digitally record your Reservationless call for participants who were unable to attend or for participants who would like to listen to the conference call again. For easy, 24/7 availability, the recording can be accessed on the internet or by dialling a toll-free number. You may also purchase a CD, a downloadable link and/or a transcription of your recording.

#### **Record Pause/Resume**

Pause your recording in progress and then resume the recording when you are ready to continue. This is ideal for long conferences where a ten to fifteen minute break may occur and silence during the playback is not wanted.

#### **Roll Call**

Prompt participants to record their name as they join the conference call. Any time during the conference, names can be replayed privately to any conference participant.

#### **Security Passcode**

Provide an added level of security for your Reservationless conference by having greater control over who joins your conference. You can select and distribute the security passcode for every conference you host. You also have the ability to add a security passcode to an active conference by returning to the leader account menu.

**Self Mute/Unmute**

Allow participants to silence their own lines by pressing a keypad command on their telephones. Self mute/unmute reduces background noise from cell phones, speaker phones, etc.

**Sub-conference**

Allow pre-selected guests to join a private discussion during your conference call. Sub-conferencing allows you to discuss side issues and other non-public information.

**Third-Party Conference Start**

As a participant, bypass the hold music and start the conference as the leader if your leader is running late or unable to host your call at the last minute.

**Waiting Room**

Have your participants placed on music hold until you are ready for them to join the conference call. This feature is helpful when you have two back-to-back conferences scheduled with two different groups.

*\*Cost associated; please contact your sales representative for pricing.*