

## ZONE Audio Conferencing: RESERVATIONLESS-PLUS®

### Auto Continuation

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

### 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.

### Dial-Out

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

### Entry/Exit Options

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

### Group Mute/Unmute

Silence all participants' lines by pressing a keypad command on your telephone. Helps to reduce background noise and limits interruptions during your conference.

### 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 dialing out.

### Mobile Assistant

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

### Operator Assistance

Request an operator simply by pressing \*0 on your phone keypad at any time during your call.

### 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.

### Record

Record your Reservationless-Plus® call for participants who were unable to attend or for participants who would like to listen to the conference call again.

### 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.

### Self Mute/Unmute

Allow participants to silence their own lines by pressing a keypad command on their telephones.

### Reservationless-Plus® Keypad Commands

Touch-tone	Command	Availability
**	Menu of available commands.	Chairperson / Participant
*0	Operator Assistance for the conference.	Chairperson / Participant
00	Operator Assistance for individual assistance.	Chairperson
*1	Dial-Out allows the chairperson to place calls from the conference bridge in order to connect new participants to a conference.  Options include: *1 Connect self/participant dialed to the conference. *2 Connect participant dialed and dial another. *3 Disconnect line and rejoin self to conference. *4 Disconnect line and dial another participant.  Reservationless customers can dial-out domestically and internationally if the Dial-Out option is selected in the system.	Chairperson
*2	Conference Record and Playback.	Chairperson
*3	Entry / Exit Announcement describe what participants hear when they join or leave a conference.  Options include: - Tone - Name announce - Silence	Chairperson
*4	Roll Call.	Chairperson
*5	Mutes all lines except chairperson.	Chairperson
#5	Unmutes all lines.	Chairperson
*6	Mute individual line.	Chairperson / Participant
#6	Unmute individual line.	Chairperson / Participant
*7	Lock prevents additional participants from joining.	Chairperson
#7	Unlock allows additional participants to join.	Chairperson
*8	Auto Continuation which allows participants to continue with the conference after chairperson leaves the conference.	Chairperson
*#	Private Participant Count that allows any participant to check the number of participants in the conference at any time. The announcement is made privately to the person making the request.	Chairperson / Participant

## **ZONE Web Conferencing: UNIFIED MEETING®**

### **Scheduling**

#### **Microsoft® Outlook® and Lotus Notes Integration**

Send participants invitations from your Outlook® or Lotus Notes Calendar for easy, one-click access to your meeting.

#### **Reservationless Meeting Room**

Host your remote meetings without the hassles of making reservations. All moderators receive their own meeting room that's always open for collaboration.

### **Conducting**

#### **Integration with ZONE Audio Conferencing: Reservationless-Plus®**

Let this unique audio feature automatically dial out to you and all participants when the conference begins, eliminating the need to remember dial-in numbers and meeting access information.

#### **Full Screen**

Set participants to Full Screen to maximise viewing space for sharing applications, showing PowerPoint® presentations or leading a Web Tour.

#### **Recording**

Create a fully synchronised archive that replicates your live meeting, including all visuals, annotation, polling, audio and video.

### **Visual Communication**

#### **Show Microsoft® PowerPoint® Presentations**

Show uploaded PowerPoint® presentations to your audience via presentation mode which preserves your presentation's slide transitions and animations. You can also upload a PowerPoint® presentation before and during your meeting.

#### **Application Sharing**

Share any application from your computer or share your entire desktop. Grant control to authorised participants to edit your shared documents while in the meeting.

#### **Full Screen Mode**

Set your participants' view to Full Screen so the presentation or application you are sharing fits their entire screen.

### **Participant Interaction and Management**

#### **Participant List**

View the voice and web connectivity status of your participants using the participant list in your online web meeting interface.

### **Advanced Security**

#### **Close Meeting Room Door**

Prevent unauthorised access to your conference and limit disruptions by "closing the door" to your meeting.

### **Post-meeting Administration**

#### **Archived Recordings**

After the meeting you can access and playback hosted or zip archives. You can send participants archive email links and choose to password protect them. Detailed reports show who has accessed your recorded conference and how long it was viewed.