



USER GUIDE

Reservationless-Plus

Personal Greeting

Record a personal message for your participants to hear when joining your conference. Provisioning of this feature can be done at the owner level and the cost is \$25 per month per owner.

Accessing the Personal Greeting Feature

To access your personal greeting option, follow the directions below:

1. Once you've dialed into your call, but prior to starting your call, press **2** on your telephone keypad command to access your leader account menu to change your default conference options.
2. Press **5**, when you hear, 'To record a personal greeting, press 5.'
3. This will take you to a new menu to record and activate your personal greeting. Please follow the next set of instructions below to record and activate your personal greeting.

Recording and Activating Your Personal Greeting

To record and activate your personal greeting for the current and future conferences follow the directions below:

1. Press **2**, when you hear, 'To record a meeting message for this and future conferences, press 2.'
2. Next you will hear the following prompt, 'Please record a message. When finished, press the pound (#) key.' Record your personal greeting and press **#** once you are complete.
3. Press **1** to activate your greeting, when you hear, 'To activate the recording, press 1.'
4. You will hear, 'Main menu' and will be returned to the main menu.
5. Press *****.
6. You will hear the following prompt, 'To start or join your conference, press 1. To change default conference options, press 2.' Press **1** to start your conference.

To record and activate your personal greeting for **ONLY** the current conference, follow the directions below:

7. Press **1**, when you hear, 'To record a meeting message for the current conference only, press 1.'
8. Next you will hear the following prompt, 'Please record a message. When finished, press the pound (#) key.' Record your personal greeting and press **#** once you are complete.
9. Press **1** to activate your greeting, when you hear, 'To activate the recording, press 1.'
10. You will hear, 'Main menu' and will be returned to the main menu.
11. Press *****.



12. You will hear the following prompt, 'To start or join your conference, press 1. To change default conference options, press 2.' Press **1** to start your conference.
13. Your personal greeting will play after the instructions for muting and unmuting your line is played. Once your personal greeting has played, you will be placed into your conference.

Participant Call Flow

Once your personal greeting has been recorded and activated, your participants will experience the following call flow:

14. 'Welcome to Reservationless-Plus conferencing.'
15. 'Please enter your conference followed by the pound or hash sign (#).' (At this point, your participants would enter your conference code.)
16. Thank you, if you are the leader press start (*) now.' (Your participants will not enter anything as they are not the leader.)
17. If enabled, 'Please state your name followed by the pound or hash sign (#).' (Your participants would record their name and press #.)
18. 'You will now be placed into conference, to mute your lines press *6. To unmute press #6.'
19. Your personal greeting will be played and your participants will be placed into your conference.