



## USER GUIDE

# Reservationless-Plus<sup>®</sup>

## Sub-Conference

Sub-conferencing allows you to pre-select your participants from your Reservationless-Plus<sup>®</sup> conference call to join a private meeting room during your call to talk about 'off-topic' issues and other non-public information. This is an ideal feature to use for break-out sessions during a training seminar, small group work or sidebar discussions.

### Using Sub-Conferencing

Your conference call can be broken out into as many as 15 sub-conferences with a total of 150 participants between all sub-conferences.

#### Starting a Sub-Conference

1. Assign your participants to a sub-conference number between 1 and 15.
2. Press \*9 to be removed from the main conference.
3. Press 1 to start a sub-conference.

#### Joining a Sub-Conference

1. Press \*9 to be removed from the main conference.
2. When prompted, enter the sub-conference number that was assigned to you.
3. Press # to join your sub-conference.

#### Rejoining the Main Conference

1. Press \*9 to be placed back into the main conference.

#### Switching to a Different Sub-Conference

1. Press \*9 to be placed back into the main conference.
2. Press \*9 again to be removed from the main conference.
3. When prompted, enter the sub-conference number.
4. Press # to join your sub-conference.

#### Requesting All Participants to Return to the Main Conference

1. Press \*9 to be placed back into the main conference.
2. Press \*9 again.
3. Press 3 to notify participants to return to the main conference.

#### Returning Everyone to the Main Conference

1. Press \*9 to be placed back into the main conference.
2. Press \*9 again.
3. Press 2 to return all participants to the main conference.