UNASSISTED FREE CALL - 1800 173 224

UNASSISTED ACCOUNT USER GUIDE

HOST

- The Host dials into the service and is welcomed by a recorded voice announcement and is prompted to enter their PIN number
- Enter the Host PIN number followed by the # key
- The Host will be advised that their PIN number has been confirmed
- A Host with a valid PIN number will be placed into conference

Please note: It is the Host PIN that activates the conference. Guests will hear music until the Host dials in.

GUESTS

- Guests dial into the service and are welcomed by a recorded voice announcement and are prompted to enter a PIN number
- Enter the Guest PIN number followed by the # key
- Guests will be advised that the PIN number has been confirmed
- Guests with a valid PIN are joined into conference (they will hear music until the Host calls in)

General features

***0**	Operator Assistance	Available if Operator assistance is required during conference. Anyone in conference can do this and an operator will access the call.
4#	Self-Mute	A participant can mute themselves during the conference.
5#	De-Activate Self Mute	A participant can un-mute themselves during the conference.
99#	Conference Mute	To mute the whole conference, except the Host.
88#	De-Activate Conference Mute	To take off the mute the whole conference.
6#	Security	To lock the conference. No other parties can access the conference if this is activated.
7#	Unlock Security	To unlock the conference.
732# (REC#)	Record Conference	To begin recording. This feature is setup for Manual Accounts only (please contact an administrator to setup this function)

Availability
Your unassisted account is available for use 24 hours a day, 7 days a week. If you have any difficulty accessing the service, please call Reservations on 1800 98 88 98.

Entry/Exit Tones
A tone will sound whenever a participant joins or leaves the conference