## Creating a Reservationless Meet-Me Conference

1. Log in to *www.tdsmanagedIP.com* using your 10-digit phone number and web portal password.
2. Navigate to Calling Features/Meet-Me Conferencing to access your assigned Conference Bridge(s).
3. Click **Add**.
4. Enter a descriptive title for the conference (e.g., "John's Conference").
5. Enter additional conference options, per below:



6. Click **Save**. A new conference is configured and is immediately available for your use.
7. To obtain the Conference and Moderator Access information, click "View" and "Edit" next to your conference and scroll down to the information.



## Additional Support

Contact the *managed*IP Administrator at your company or visit support.tdsmanagedip.com/hosted

## Conducting a Reservationless Meet-Me Conference

1. Moderator and Participants call the Phone Number (or if internal to the organization, the Extension) of the Conference Bridge.
2. When prompted, the Moderator enters the 8-digit Moderator PIN followed by # and the Participants enter the 6-digit Conference ID followed by #.
3. Moderators and Participants may enter the * (star) key at any time during the conference to access various conferencing features.

The following functions are available to **Moderators** via the keypad menu:

> **0** – Transfer to Operator
> **1** – Mute or Unmute the line
> **2** – Participant count, followed by roll call
> **3** – Turn on or turn off Lecture Mode
> **4** – Lock or unlock conference
> **5** – Recording submenu
>      1 – Start Recording
>      2 – Pause/unpause Recording
>      3 – Stop Recording
> **6** – Invite a new participant by calling the participant
> **8** – End conference
> **9** – Log in as Moderator
> **#** – Turn off Music-On-Hold or to return to the conference
> **\*** – Repeat the menu options

The following functions are available to **Participants** via the keypad menu:

> **0** – Transfer to Operator
> **1** – Mute or Unmute the line
> **2** – Participant count, followed by roll call
> **9** – Log in as Moderator
> **#** – Turn off Music-On-Hold or to return to the conference
> **\*** – Repeat the menu options

Note: Write down the Bridge Phone Number and/or Extension (required for you and participants to call into the Conference), the 6-digit Conference ID (required by participants to join the conference) and the 8–digit Moderator PIN (required by you to begin and manage the conference).