

InterCall Online User Guide

Scheduling Reservationless-Plus® Meetings



For more information:

United States:
800.374.2441
www.intercall.com
info@intercall.com

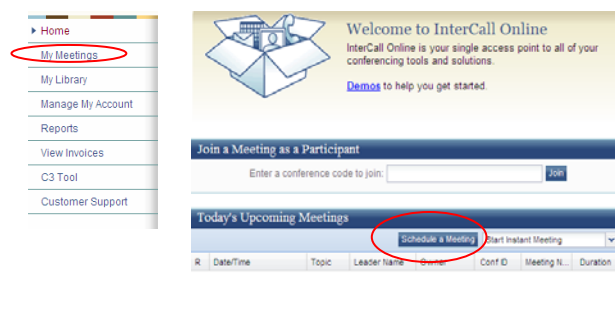
Canada:
877.333.2666
www.intercall.ca

By using InterCall Online, you can schedule your Reservationless-Plus conferences on the web. The main benefit of scheduling your call via InterCall Online is the ability to send automatic email invitations and reminders to your conference call participants.

After logging in, you will be taken to your individual Home page. Your Home page is where you'll find a summary of all the available features and tools that are set up in your owner profile. If it is selected by your company, this page may include your company's own branding, as well as special announcements regarding new services and features.

Scheduling Your Meeting

You can schedule a meeting directly from your Home page or by selecting **My Meetings**.



- 1 Click **Schedule a Meeting** from either location.
- 2 Select **Reservationless-Plus** from the audio options and click **Continue**.
- 3 Complete the Meeting Information section with the date, time, time zone and duration of the call. Identify the scheduler/call organizer and click **Continue**.
- 4 On the **Participant List** page, identify participants to invite to your call either by selecting them from your pre-defined distribution list (located in My Library/ My Address Book) or by adding them manually to the form on this page.

MEETING DETAILS

To add additional conference numbers, please call 800-374-2441

- * Required Fields
- * Please select from the following Conference Numbers for this reservations
 - Reservationless-Plus Toll-Free Dial-In Number (888) 608-6934
 - Reservationless-Plus International Dial-In Number (702) 599-4180
- * Date: [Date Picker]
- * Time: [Time Picker]
- * Time Zone: [(GMT-12:00) Eniwetok, Kwajalein]
- * Duration: [Hours] [Minutes]
- End Time: [Time Picker]
- Topic: [Text Field]

SCHEDULER/ CALL ORGANIZER

- Same as Owner's address
- * First Name: [Text Field]

- 5 Check the **Send Notice** box if you prefer your participants to receive an immediate email notice of the call. Check the **Send Reminder** box if you would like them to receive a reminder email up to 10 minutes prior to your call's start time.
- 6 If you would like to receive an email invite or reminder yourself, select your name from the participant list shown on the screen, check the two boxes and add your email address in the appropriate field.
- 7 Once you have completed adding invitees to your call, click **Submit** and a confirmation will appear. You will also have the option to download the call directly to your calendar.

Meeting Confirmation

Click Continue to return to My Meetings page.

Your meeting has been scheduled in our systems. Should you need to edit this meeting, simply log in prior to start time and select the "My Meetings" to make changes.

[My Meetings](#)

Conference ID 284213

[Download Conference to Calendar \(vcs file\)](#)

[Download Conference to Calendar \(ics file\)](#)

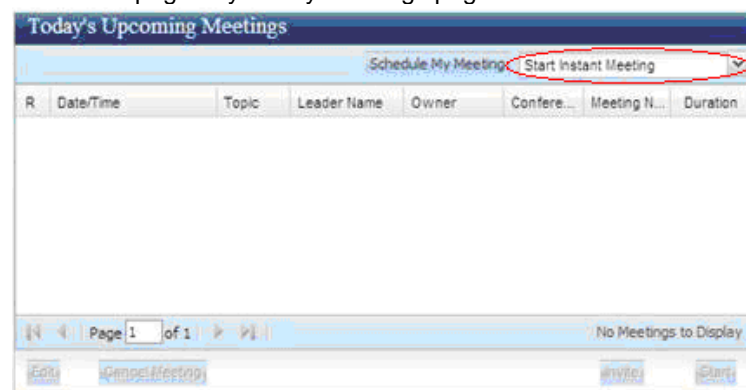
- 8 Click **Continue** to return to the My Meetings page.

Starting Your Meeting

You have the option to start an unscheduled or a pre-scheduled meeting from InterCall Online and access the Reservationless-Plus Call Manager.

UNSCHEDULED MEETING

- 1 Select **Start Instant Meeting** from Today's Upcoming Meetings section on your Home page or your My Meetings page.



- 2 Then select **Reservationless-Plus**.
- 3 The Reservationless-Plus Call Manager will open in a separate window.

PRE-SCHEDULED MEETING

- 1 Choose a listed conference from Today's Upcoming Meetings section on your Home page or your My Meetings page by highlighting it on the screen.
- 2 Click the **Start** button located at the bottom of the page.
- 3 The Call Manager will open in a separate window.

