

Access Modes

OAM (*Online Account Management*) gives you the option to change how participants access your Audio Conference Room. This can be changed during the call in **Click&Meet** or using **AudioOne Quick Key Commands***.

**Changes made with Click&Meet or Quick Key Commands last the duration of the call. Changes made in OAM affect all future calls.*

Access the Settings Tab in OAM (See Getting Started)

Room Settings – Access Mode: There are 6 different types of access.

- **OPEN** - Participants join the conference at any time after the host has opened the conference.
- **LOCKED** - Host can lock the room; no participant can enter the conference unless dialed out to by the host.
- **CODE** - Host sets a 4-to-6-digit access code that participants will be required to dial to join the conference.
 - **The Access Code will be set in the **Access Code** field*
- **IAC** - *Individual Access Code*; participants are required to dial their **IAC** to join the conference.
 - ***IAC - Individual Access Codes are created in the directory (from OAM or Click&Meet); if IACs are not created in the directory, participants will not be able to join the conference.*
- **CODE_IAC** - An ***Access CODE** and an ****IAC** are both required to join the conference.
- **SCREENED** - Participants hold in the waiting lounge until the host lets them into the conference one by one.

***Access Code:** This is where the host creates an access code that participants will have to dial to join the conference when access modes are set to **CODE** or **CODE_IAC**. If either of these access modes is selected, setting an Access Code will be required. Access codes can only be a number of 4 to 6 digits.

Enable IAC on Dial out: Users who have been called by the host, or those who dialed out to themselves from an Adobe Connect session, will be required to enter their ****IAC** when they pick up the call to join the conference.



