

Access Modes

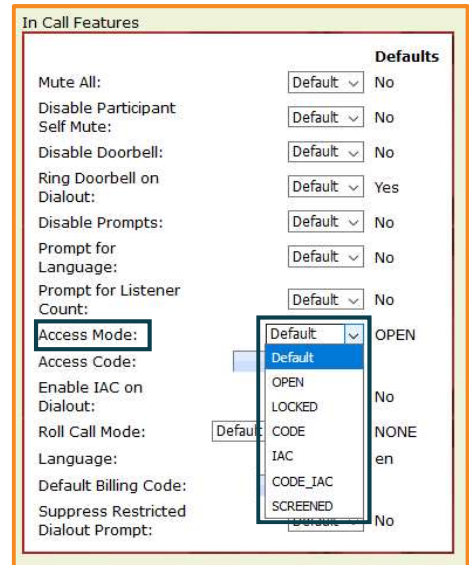
OAM (Online Account Management) gives you the option to change how participants access your Audio Conference Room. This can be changed during the call in **Click&Meet** or using **AudioOne Quick Key Commands***.

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

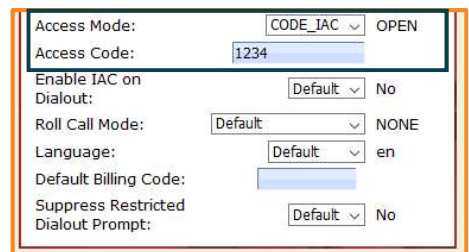
Access the Settings Tab in OAM (See Getting Started)

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 all participants must enter in order to enter the conference.
 - **The Access Code is entered in the **Access Code** field*
- **IAC:** Individual Access Code; participants must enter their **IAC** to join the conference.
 - ***Individual Access Codes (IACs) are created in the directory; if IACs are not created in the directory, participants will not be able to join the conference.*
- **Code_IAC:** ***Access Code** *and* an ****IAC** must be entered to gain access to 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 enters an access code that they would like participants to enter when access modes are set to **Coded** or **Code_IAC**. If either of these access modes are selected, the Access Code field is required. Access codes can only be 4 to 6 digits, and can only be numeric.
- **Enable IAC on Dial out:** From within an Adobe Connect meeting room, if the host has allowed it, a participant can dial out to themselves. This setting requires a participant to enter an ****IAC** once they've dialed out to themselves to join the conference.



In Call Features	Defaults
Mute All:	Default No
Disable Participant Self Mute:	Default No
Disable Doorbell:	Default No
Ring Doorbell on Dialout:	Default Yes
Disable Prompts:	Default No
Prompt for Language:	Default No
Prompt for Listener Count:	Default No
Access Mode:	Default OPEN
Access Code:	
Enable IAC on Dialout:	No
Roll Call Mode:	Default: CODE NONE
Language:	en
Default Billing Code:	CODE_IAC
Suppress Restricted Dialout Prompt:	No



Access Mode:	CODE_IAC	OPEN
Access Code:	1234	
Enable IAC on Dialout:	Default	No
Roll Call Mode:	Default	NONE
Language:	Default	en
Default Billing Code:		
Suppress Restricted Dialout Prompt:	Default	No



Participant Management

Participant Info

Name: Heather Cell | Language: English

Title: | Sub Conference #: 0

Phone #: | Access Authorized

Individual Access Code: 0298 | Muted

of simultaneous users of the Individual Access Code: 1

Groups belonged to: Team

Buttons: Add, Edit, Delete, Show Groups, Save, Cancel