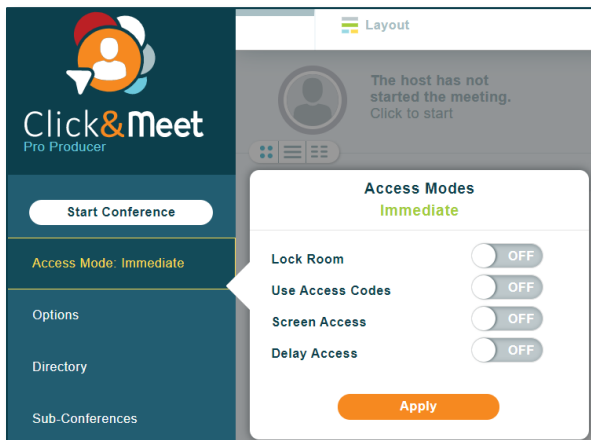# Manage Participant Access

Access Modes are your way to manage how participants enter your conference. Access can be changed on-the-fly during the meeting or set up beforehand.

Access Mode – Opens the Conference Access Menu

- **Lock Room:**
  - **On** – The conference call is locked, and dial-in is blocked. No more options will be displayed, and **Access Mode** will show as **Locked** and dial in will be denied.
  - **Off** – Allows participants to dial into the conference.
- **Use Access Codes:**
  - **On** – Allows you to select access code options
    - **Use Individual Access Codes** – Allows participants to enter individual access codes established via the Directory* or the Online Account Management portal
      - Only users within the enabled group will be allowed access. Edit Directory Groups
      - Coded IAC Access Mode is strongly recommended when using Directory Groups.
      - Changing your access mode will override your Group Access settings for this call
    - **Use the Room's Access Code** – Allows you to create a 4-6 digit access code for participants to enter the conference
      - *Note: Individual and Room Access Codes can be used together*
  - **Off**– No access code is required for conference.
- **Screened Access:**
  - **On** – the Host manually gives access (Participants calling in will be placed on hold in the Waiting Lounge until the Host moves them into the Host Corner or Main Conference Room)
  - **Off** – access is immediate for all participants.
- **Delay Access:**
  - **On** – until the Host manually gives access (Participants calling in will be placed on hold in the Waiting Lounge until the Host moves them into the Host Corner or Main Conference Room)
  - **On plus wait time** – wait 'X' seconds (a delayed entry up to 500 seconds)
  - **No** – access is immediate for all participants.
- Click **Apply** to accept and apply changes (access does not change until you click apply)