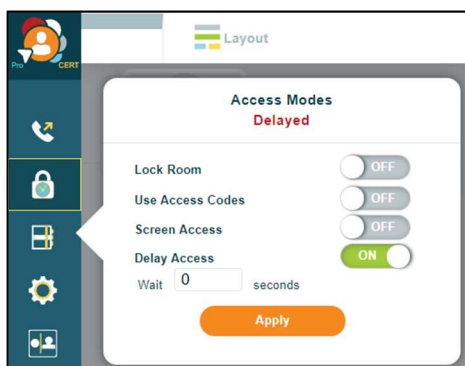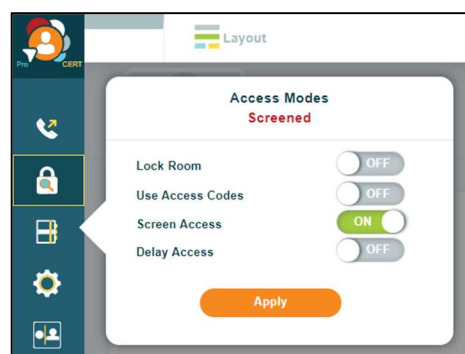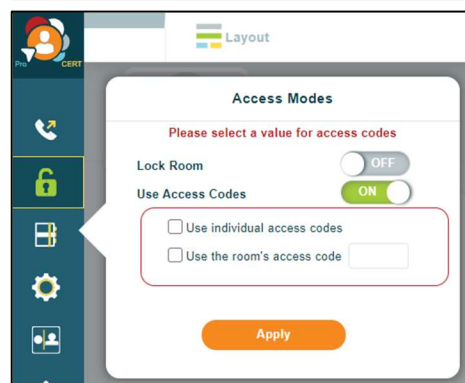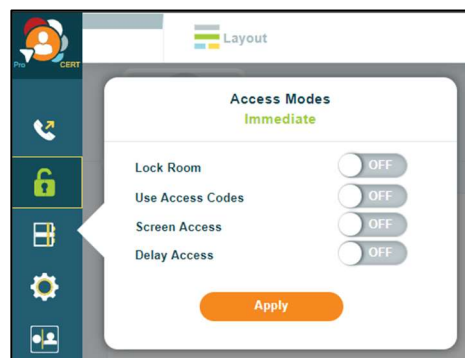**MeetingOne university**

Click&Meet 5 – Access Modes

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 attempts are blocked. No more options will be displayed, **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 (OAM) portal
      - If Directory Groups have been set up, only users within the enabled group will be allowed access.
      - Coded IAC Access Mode is strongly recommended when using Directory Groups.
      - Changing your access mode from IAC 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** –Participants calling in will be placed on hold in the Waiting Lounge until specified time has passed
    - 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)