FreeConferenceCall.com®

24/7 Professional Customer Service
(877) 216-7555

Thank you for Signing up with FreeConferenceCall

Conference Credentials

Conference Dial-In Number:	**(605) 781-0005**
Host Access Code:	**643878#**
Participant Access Code:	**321939#**
Name:	Andrew Sharp
Email:	andy@lopoco.com
Password:	albatros

Note: You will be notified of any changes to your account via email.
Issue date: Nov 23, 2014 6:37:51 PM PST.

Recording Credentials

Start Recording: *9
Stop Recording: *9 again

Playback Credentials

Playback Number: (605) 781-0009
Access Code: 321939#

Online Meeting Credentials

Meeting ID: 114-833-657

Meeting Link: http://www.freeconferencecall.com/meeting/114-833-657

International Access
Free international dial-in numbers from multiple countries

View List

You can now host online sessions during your conference calls with your participants. Your meeting ID and link are listed above. If you have questions email us at services@freeconferencecall.com or call us at (877) 216-7555.

Instructions

Notify your callers of the date, time, dial-in number and access code. All callers will use their country dial-in number and enter the access code when prompted.

Host: Enter the assigned access code, followed by the **#** key.

Participant: Enter the assigned access code, followed by the **#** key.

Recording/Playback: See below for instructions.

Touch Tone Commands

Caller Count - *2 key (Host only)
Press *2 to get a count of callers on the line.

Exit Conference - *3 key
Press *3 to exit the conference and follow the prompts to continue or cancel.

Conference Instructions - *4 key
Press *4 to play a menu of touch tone commands.

Participant Commands

*	3	Exit Conference
*	4	Conference Instructions
*	6	Mute/Un-mute

Host Controlled Muting - *5 key (Host only)

Press *5 once to mute all callers, however, callers can press *6 to un-mute their line. Press *5 a second time to hard mute, callers cannot un-mute their lines. Press * 5 a third time to bring all callers to the default setting of open conversation.

Mute/Un-Mute - *6 key

Press * 6 to mute your line. Press *6 again to un-mute.

Lock Conference - *7 key (Host only)

Press *7 to lock the conference and block callers from connecting. Press *7 again to un-lock the conference.

Tone Controls - *8 key (Host only)

Press *8 once to turn entry and exit tones off, press *8 a second time to turn entry tones off and exit tones on, press *8 a third time to turn exit tones off and entry tones on. Press *8 a fourth time to turn both exit and entry tones on.
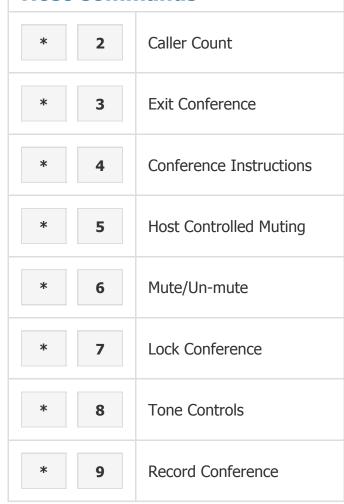
Record Conference - *9 key (Host only)

The host can start recording at any time by pressing *9 and 1 to confirm. A prompt will announce that recording has been activated. To stop and save the recording, the host will press *9 again, followed by 1 and a prompt will announce that the recording has been stopped.

Playback Instructions

To listen to a recorded conference call using a telephone, provide the playback number, access code and the reference number (located on the call detail report or recording page in your account) to your callers. See playback number listed above.

Host Commands

*	2	Caller Count
*	3	Exit Conference
*	4	Conference Instructions
*	5	Host Controlled Muting
*	6	Mute/Un-mute
*	7	Lock Conference
*	8	Tone Controls
*	9	Record Conference

Playback Commands

*	1	Rewind 30 seconds
*	2	Fast Forward 30 seconds
*	5	Pause/Resume