



## Protocol for Sign Up and Use of Free Conference Call

This is a free service that allows you to communicate with up to 1000 attendees in a Conference Call or Webinar.

1. Visit [www.freeconferencecall.com](http://www.freeconferencecall.com)
2. Select Sign Up from the top right of the screen or enter your Email and Password for the site in the middle of the screen

Free Conferencing Corporation [US] | [https://www.freeconferencecall.com/fcc?gclid=CP6\\_r8uA2tYCFVC2wAod65409Q&marketingtag=sQpboL79K\\_pcid\\_8459517...](https://www.freeconferencecall.com/fcc?gclid=CP6_r8uA2tYCFVC2wAod65409Q&marketingtag=sQpboL79K_pcid_8459517...)

FreeConferenceCall.com Features Support More Online Meetings For Business (844) 844-1322 Sign Up

Conference Free Anywhere Anytime

Enter email

Create password

Get Free Service

or

Continue with Facebook

By signing up you agree to our Terms

3. Select 'Get Free Service'. The next screen will display your Dial-In Number and Access Code. Document these as these will not change unless you discontinue the service.

**Your Account Is Now Active** ✖

This information has also been emailed to you.

**1 Audio Credentials**

Dial-in Number:	(515) 739-1448
International Dial-in Numbers:	<a href="#">View List</a>
Access Code:	388082
Host PIN:	6116

Tip: Use these credentials for all future conferences.

**2 How It Works:**

Host a Conference Call


Host an Online Meeting



4. Options for use – Once you have created your account, you have the ability of starting a Conference Call or an Online Meeting.
  - a. Audio Conferencing
    - i. While still on the FreeConferenceCall site (after creating your account), select ‘Meeting Settings’ under Audio Conferencing. You can select your preference regarding the settings below:

Meeting Settings <span style="float: right;">✖</span>	
Entry and Exit Tones <span>?</span>	On <span>▼</span>
Announce Caller Count <span>?</span>	Hosts Only <span>▼</span>
Ask Job Code <span>?</span>	Never <span>▼</span>
Wait for Host <span>?</span>	Off <span>▼</span>
Continue Without Host <span>?</span>	On <span>▼</span>
Recording <span>?</span>	On <span>▼</span>
Display Attendee List <span>?</span>	All <span>▼</span>

- ii. To begin a conference call, simply dial the number assigned to your account and enter your Access Code. If you have multiple attendees, simply share your Dial-In Number and Access Code and access it at the agreed upon time.
- b. Online Meeting – In order to host online meetings, you will need to first install an application to your machine.
  - i. Installation – From the FreeConferenceCall site under ‘Online Meetings’ select ‘Get Desktop App’

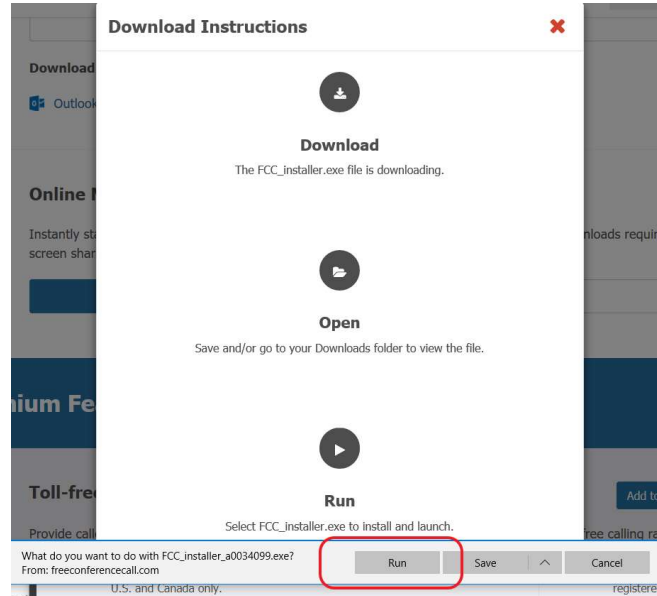
 **Online Meeting** ✔

Instantly start online meetings, webinars, screen sharing, video conferencing and more. No downloads required for screen sharing participants.

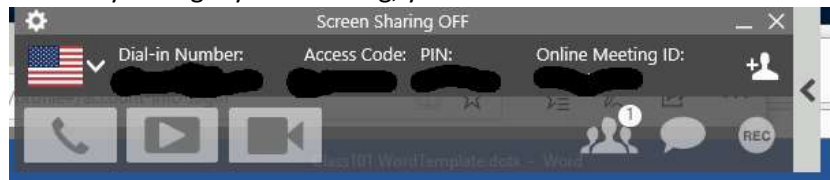
[Get Desktop App](#) [Watch Tutorial](#)



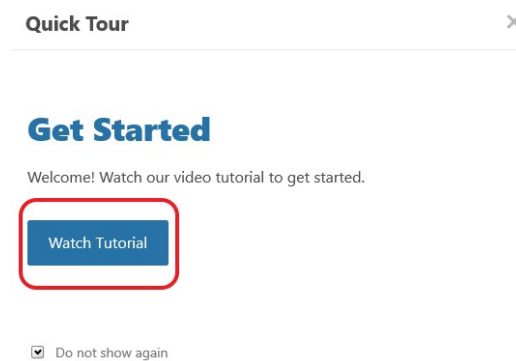
- ii. On the resulting pop-up screen, select 'Run'



- iii. The system will complete installation and launch an Online Meeting. Unless you are ready to begin your meeting, you can close this window.



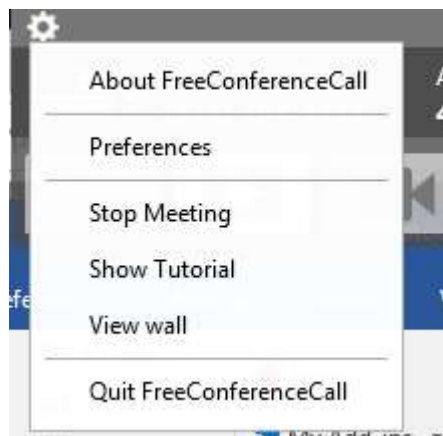
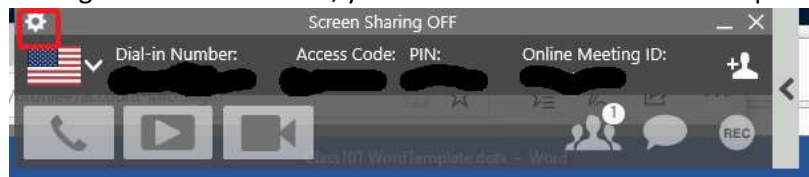
- iv. A 'Quick Tour' window will also open. You can choose to 'Watch Tutorial' from this window.



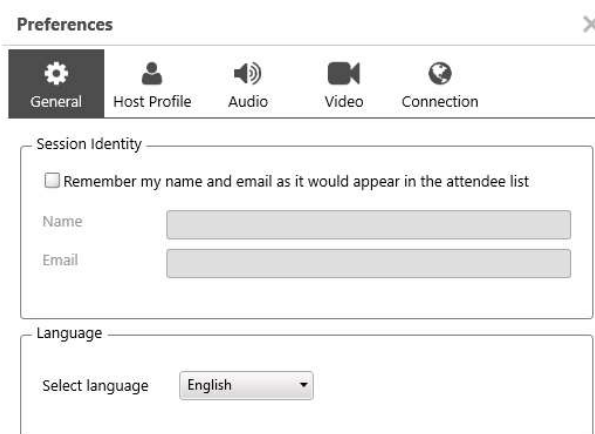


## 5. Free Conference Call Online Meeting Features

- a. Desktop Application – Once you open the Desktop Application, a widget will appear at the top of your screen with a number of controls
  - i. Settings – from this control, you can select from a number of options.

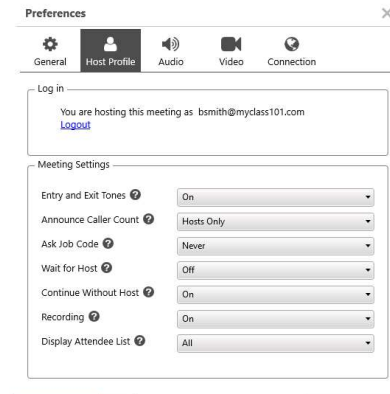


1. About FreeConferenceCall – Tells you your version number and provides support contact information
2. Preferences allows you to set the following:
  - a. General – Tell the system if you would like to manage how your user appears in the meeting.
  - b. Select the default Language in order to change all of the captions in the application.

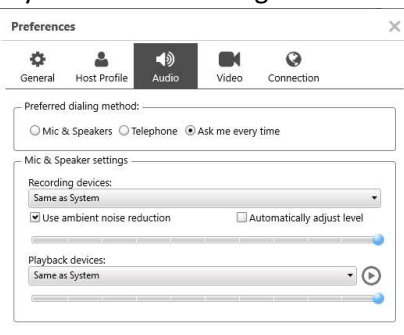




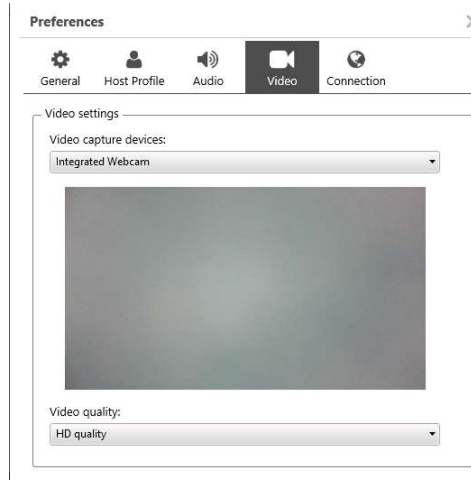
- c. Host Profile – Allows for a set of defaults when hosting an Online Meeting.



- d. Audio – Allows a number of default settings related to the audio in your Online Meeting.

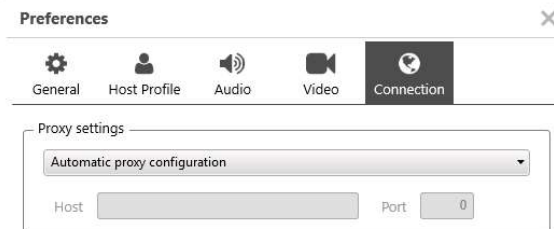


- e. Video – Allows you to select the camera to use and the Video quality.

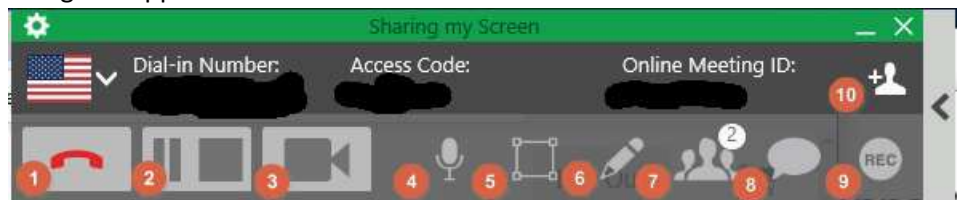




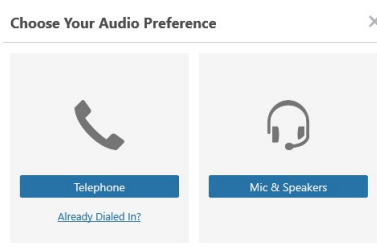
- f. Connection – Allows you to manually select your proxy settings. Leave this as the default – Automatic proxy configuration.



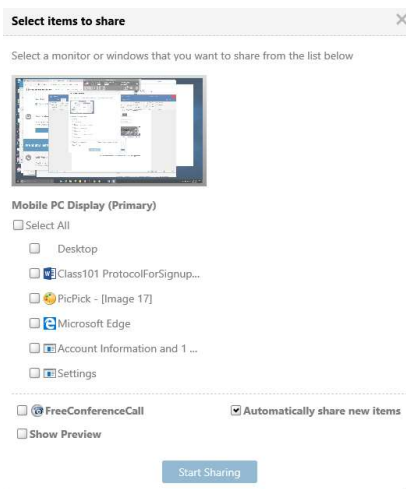
ii. Using the Application Features



- 1. You can choose an audio preference – Telephone or Mic & Speakers



- 2. You can choose to share your entire screen or just certain applications. By selecting the checkboxes, you can share certain apps or your entire screen.

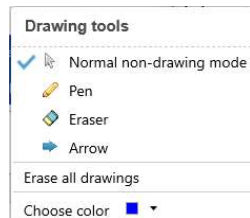




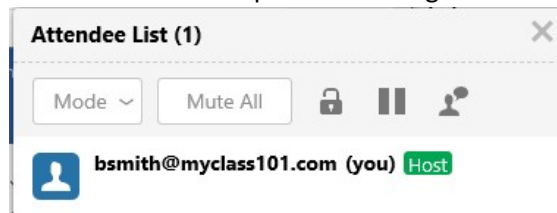
3. You can choose to use your video camera to broadcast to your audience beside your shared information. A small box will open and the video you transmit will be visible in the top right corner (1). The video your attendee is sharing will be visible in the middle of this box (2).



4. Use this icon to mute or un-mute your Microphone.
5. Use this icon to alter your sharing selections.
6. Use this icon to draw on screen while presenting.



7. Use this icon to view attendees in your meeting. It is possible to make other attendees the presenter using this selection.



8. Use this icon to access the Chat function.
9. Use this icon to begin recording. Unlike GoToMeeting, the only option you would have is to store your recording online with FreeConferenceCall. This feature is not free.
10. Use this Icon to invite attendees. Unless you are using Microsoft Outlook, Select the Copy to Clipboard option and paste that into a Gmail message.



- To close the application, just select the X in the top right portion of the widget and select 'End Meeting'

**FreeConferenceCall** ✕

**Would you like to end or leave the meeting?**

Click **End Meeting** to disconnect all participants or **Leave Meeting** to allow participants to continue the call.

Tip: Set the length of time the meeting can continue without you under Web Controls on your Meeting Wall

Questions? 844-844-1322 or [support@freeconferencecall.com](mailto:support@freeconferencecall.com)

You will receive an email report regarding the call length and the attendees:

[bsmith@myclass101.com](mailto:bsmith@myclass101.com)

If there are problems with how this message is displayed, [click here to view it in a web browser.](#)

## Account Information

Date: October 5, 2017  
Dial-in Number: (515) 604-9933  
Access Code: 420647  
Account:

## Audio

Caller	Service Type	Start Time	End Time	Duration
Anonymous - <a href="mailto:bsmith@myclass101.com">bsmith@myclass101.com</a> <span style="color: green;">Host</span>		1:56:35 PM	2:30:13 PM	15m

Number of callers: 1  
VoIP minutes: 15m

Note: All times in Eastern Time

## Online Meeting

Caller	Service Type	Duration	
		Screen Sharing	Video
Anonymous - <a href="mailto:bsmith@myclass101.com">bsmith@myclass101.com</a> <span style="color: green;">Host</span>		15m	1m
Betsy - <a href="mailto:bfilchak@myclass101.com">bfilchak@myclass101.com</a>		15m	1m

Video minutes: 2m

Screen sharing minutes: 30m