Write your conference call information for reference:

Conference Dial-in:

Conference Code:

Host Code:

INVITING CALLERS

To organize your conference call, give everyone the date and time along with the dial-in number and conference code.

Note: Include the time-zone so the start time is clear to all your conference attendees.

HOSTING YOUR CALL

To get your call started, dial into the conference call number, enter your conference code and then your host code.

ONLINE ACCOUNT

Login to your account for access to recordings and web-controls, and call detail and visitor reports.

GETTING SUPPORT

www.freeconferencecalling.com

service@freeconferencecalling.com

There's no special training or equipment needed! FreeConferenceCalling.com gives you on-demand conference calling, with 24/7 access to use anytime. You never need to notify us about your conference call; just arrange and begin when you want. Host conference calls with up to 1,000 callers per conference and use the telephone keypad features and web-interface for simple host management.

CONTROL SPEAKING RIGHTS

1* MUTE ALL CALLERS

Mute all lines except host and guest speakers to eliminate background noise. Callers can't unmute their own lines with 1* on.

4* MUTE YOUR OWN LINE

Mute and unmute your line as needed by pressing 4*.

RECORDING FOR PLAYBACK

5* TURN RECORDING ON & OFF

Make quality MP3 recordings of your conference calls.

ANNOUNCEMENTS & TRACKING

6* REQUEST NAMES

Requires callers state their names before joining the call.

7* EXIT TONE ON & OFF

Turn on or off an exit tone announcing when participants leave the conference.

8* TOTAL CALLER COUNT

Find out how many callers are connected to the call at a particular time. Note: Only the host can hear the count.

9* ENTRY NOTIFICATION OFF & ON

Turn off the audio tone or name announcement when new callers join.

CONTROLLING ACCESS TO THE CALL

2* LOCK & UNLOCK CALL

Secure your conference further by restricting access.

3* CALL EXTEND OFF & ON

Do you want the conference call to end as soon as you hang up? Press 3* to disable call extend.

ADDITIONAL FEATURES

88* JOIN AS A GUEST SPEAKER

Ensure event speakers are never muted during a call. Callers must dial in and enter the conference code and enter 88* and their Speaker Code once the call starts.

78* END THE CONFERENCE

This lets the host disconnect all callers and end the conference call even with Call Continuation enabled. You can also use the End Conference feature in the web-interface.

ATTENDEE FEATURES

4* MUTE YOUR OWN LINE

Callers can mute and unmute their lines to cut background noise and maintain privacy.

5* ASK THE HOST TO SPEAK

Attendees can let the host know they have a question or wish to speak using 5*. The caller will be marked with a question mark in the Web-Interface.
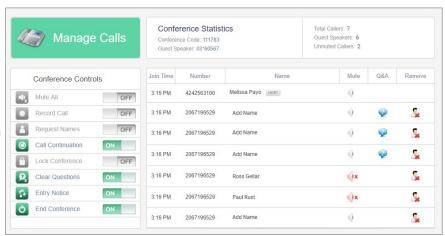
OTHER IMPORTANT FEATURES

To learn more about our online features including call recording, the Conference Manager and customer service portal, please visit www.freeconferencecalling.com.

ONLINE CONFERENCE MANAGEMENT

View and control your live call using the online Conference Manager. Every host feature can be enabled from the console, plus it has a few key additions i.e. Question and Answer session management.

To access the Conference Manager, you must first log into your account and select Manage Calls. If your call has not yet begun, you will be asked to dial into your call before the Conference Manager is made available to you. A conference host can:

◊   Monitor your call in real-time

◊   View attendees as they join and leave

◊   Manage features and speaking rights

◊   Be notified of questions from attendees

◊   Name and label specific callers

CONFERENCE MANAGER FEATURES

MUTE ALL

Mute all attendees except the host and guest speakers.

RECORD CALL

Begin and end call recording with one click.

REQUEST NAMES

Enables Name Announcement at the onset of the call. This feature must be activated for the Roll Call feature to work.

CALL CONTINUATION

On by default. If off, the conference ends when host hangs up.

LOCK CONFERENCE

Locks your call and restricts access by newcomers.

CLEAR QUESTIONS

Clears all questions. This does not mean attendees are un-muted.

ENTRY NOTICE

Disable the new caller notice if the notification is no longer needed.

END CONFERENCE

Disconnects all attendees from the conference call.

SPECIAL FEATURES

Displays attendees with speaking rights. Click on icon to mute individual.

Displays muted attendees on the call. Click on icon to unmute individual.

Displays attendees that are currently speaking live on the call.

Remove unwanted or disruptive attendees. When attendees are removed or leave your call, their leave time is displayed.

This tells the host an attendee has a question and would like to be unmuted. Click the icon to clear question mark.

"Add Name"

Click on the "Add Name" text within the Name column to label any of your conference attendees. The attendees who dial in again from the same number will be remembered in the console and their name displayed.