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](http://www.freeconferencecalling.com).

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**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**

For more on our features or services please visit us at: [www.freeconferencecalling.com](http://www.freeconferencecalling.com)

Or email: service@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
Enabled 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.

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

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

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

Displays attendees that are currently speaking live on the call.

“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.