

## Thank you for registering with FreeConferenceCall.com

A 1,000 caller automated 24x7 reservationless conference call account with free recording has been activated for you at FreeConferenceCall.com. You can now conduct audio conference calls anytime without a reservation, plus you have the added benefit of recording your conference calls for free! We recommend that you print this page for your records.

### Account Information

**Email:** membership@seekers-mc.com

#### Conference Credentials

Dial-in Number: (712) 432-1212

Meeting ID: 121-231-526

Host PIN: 8707

**Note:** It is recommended to enter your 4 digit host PIN after the meeting ID to use host controls.

#### Conference Recording

To start recording, host hits: \*9

To stop and save the recording, host hits: \*9

#### Conference Playback

Playback Number: (712) 432-1219

Meeting ID: 121-231-526

**Note:** You will be notified of any changes to your account via email.

**Issue date:** 03/25/2014 09:19:05 PM EDT.

### Instructions

When using your free conference call number you must notify your callers by giving them the date, time, dial-in number and Meeting ID. All parties will use the same dial-in number and enter the same Meeting ID, followed by the # key as specified below.

**Host:** When prompted, enter the assigned Meeting ID, followed by the # key. To have host permissions, enter the PIN when prompted followed by the # key.

**Participant:** When prompted, enter the assigned Meeting ID, followed by the # key.

Once connected to the free conference call, every caller will be able to talk. Every caller will also have access to the touch tone commands listed below.

#### Recording Instructions

During the free conference call, the host can start recording at any time by pressing \*9. All attendees will be notified that the recording option has been started. To stop and save the recording, the host will press \*9 again.

#### Playback Instructions

To listen to the recorded conference, the host must provide attendees with the play back number and Meeting ID. Please note, that the playback number is different from the conference dial-in number. When users call into the recording playback number, they will be prompted to enter the Meeting ID and then enter the reference number for a specific recording. The reference number of each recording is provided on your Call Detail Report after the conference call is complete and on your recordings page in your account. Once confirmed, the system will play back the recorded conference. During play back, the user can scroll forward or backwards through the recorded conference. You will find the play back features below.

#### Conference Keywords <sup>SM</sup> Instructions

1. Login to your account at <http://www.freeconferencecall.com/> (/login)
2. From your Account Info page, click on the Keywords <sup>SM</sup> checkbox to enable the service
3. Click Save when finished
4. From now on, all of your recorded conference calls will be transcribed
5. To view your transcribed conference calls, go to your Recordings page
6. From the Recordings page, select a recording
7. On the next page, you can playback the recording, search for keywords, view list of transcribed keywords, listen to when those keywords were spoken during the recording, order a written transcription and view recorded file details
8. If at any point you would like to turn the Keywords<sup>SM</sup> service off, simply uncheck the box for Keywords<sup>SM</sup> on your Account Info page
9. Click Save when finished

## Features by Caller

To access the different Feature Keys when in a call, simply press the corresponding keys below - it is required that a caller enters a star (\*) key before the desired feature key.

**Participant Feature Keys**

<b>*</b> <b>2</b>	Caller Count
<b>*</b> <b>3</b>	Breakout Rooms
<b>*</b> <b>4</b>	Instructions - conference instructions
<b>*</b> <b>6</b>	Mute/Unmute - caller controlled muting

**Host Feature Keys**

<b>*</b> <b>1</b>	Manage Q&A session
<b>*</b> <b>2</b>	Caller Count - plays the number of parties in the call
<b>*</b> <b>3</b>	Breakout rooms
<b>*</b> <b>4</b>	Instructions - conference instructions
<b>*</b> <b>5</b>	Listen only modes - host controlled muting
<b>*</b> <b>6</b>	Mute/Unmute - caller controlled muting
<b>*</b> <b>7</b>	Secured/Unsecured - stops callers from entering
<b>*</b> <b>8</b>	Tone controls
<b>*</b> <b>9</b>	Record Conference

**Playback Feature Keys**

<b>4</b>	Rewind 1 minute
<b>5</b>	Pause/resume playback
<b>6</b>	Fast forward 1 minute

**Touch Tone Command Explanations****Manage Q&A - \*1 key (host only)**

The following commands are available in Q&A session mode: 1 to start Q&A session, 2 to move to the next questioner, 3 to end Q&A session, 4 to mute or unmute current questioner, 5 to clear Q&A queue and \* to return to the conference.

**Caller count - \*2 key**

Allows the host to get a count of how many callers are on the call.

**Breakout Rooms - \*3 key**

Pressing \*3 followed by the number of a sub-conference room from 1-9 or press \* to return to the main conference. To return to the main conference room press \*3\* at any time.

**Instructions - \*4 key**

Plays a menu of touch tone commands.

**Listening modes - \*5 key (Host only)**

There are 3 different listening modes for the audience – the default mode is open conversation. Press \*5 once to mute the audience, however, the audience can un-mute themselves by pressing \*6 for questions, or to allow guest speakers the option to speak. Press \*5 again to put the audience into mute mode without the capability of un-muting themselves. Press \*5 one more time to return to open conversation mode.

**Mute - \*6 key**

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

**Security - \*7 key (Host only)**

Press \*7 to secure the conference and block all other callers attempting to enter the conference. Press \*7 again to re-open the conference to all callers.

**Tone control - \*8 key (Host only)**

The default setting is Entry and Exit tones on. Press \*8 once to set entry and exit tones off. Press \*8 again to set entry tone off, exit tone on. Press \*8 a third time to set entry tone on, exit tone off. Pressing \*8 one more time to put the conference back in default mode with both entry and exit tones on.

**Record Conference - \*9 key (Host only)**

Press \*9 to start recording. An announcement will be made to the attendees that the conference is being recorded. To stop and save the recording, press \*9 again.