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Free Live Conference

Free Live Conference Call Instructions

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Have a question about how **FreeConferenceCall** live conferencing facility works while you are dialed in? Below are the instructions to get you started. If you have any questions please [contact us](#) and we will be happy to assist.

Instructions

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

Host: When prompted, enter the assigned access code, followed by the * key.

Participant: When prompted, enter the assigned access code, followed by the # key.

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

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

*	3	Exit - exit the call
*	4	Instructions - conference instructions
*	6	Mute/Unmute - caller controlled muting

Host Feature Keys(Accessed by following the Access Code with a * instead of a #)

*	2	Count - plays the number of parties in the call
*	3	Exit - exit the conference call
*	4	Instructions - conference instructions
*	5	Listen only modes - host controlled muting
*	6	Mute/Unmute - caller controlled muting
*	7	Secured/Unsecured - stops callers from entering
*	8	Tone controls

Touch Tone Command Explanations

Caller count - *2 key (Host only)

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

Exit conference - *3 key

Pressing *3 takes the individual user out of the conference call and back into the lobby.

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 – pressing *5 once will mute the audience however the audience can un-mute them selves by pressing *6 for questions or guest speakers – pressing *5 again will put the audience into mute mode with out the capability of un-muting themselves – press *5 again and it will return you to open conversation mode.

Mute - *6 key

Pressing *6 will mute the line of the individual caller – pressing *6 again will un-mute the line.

Security - *7 key (Host only)

Pressing *7 will secure the conference and block all other callers attempting to enter the conference – pressing *7 again will re-open the conference to all caller joining.

Tone control - *8 key (Host only)

The default setting is Entry and Exit tones on – pressing *8 once and you will hear entry and exit tones off, press *8 again and you will hear Entry tone off exit tone on, press *8 again and you will hear entry tone on exit tone, pressing *8 one more time will put you back in default mode with both exit and entry tones on.