



Information for Leaders/Moderators

Please dial into the meeting using the Free Conference Call number (339.207.6409) and press *, then 1112 followed by the # sign. This will allow you to perform certain functions, including:

- Count the participants that are on the call (Press *2)
- Mute the entry/exit chimes (Press *8)
- Mute the entire line except for leader/moderator (Press *5 – note complete instructions in the graphic below)

The graphic below describes the different feature keys.

Command	Title	Description
		Enter the following commands after *1:
		1 Start Q&A session
		2 Move to the next questioner
*1	Manage Q&A	3 End Q&A session.
		4 Mute or unmute current questioner
		5 Clear Q&A queue
		* Return to the conference
*2	Caller Count	Hear a count of how many callers joined the conference.
*3	Breakout Rooms	Leave the main conference to join a sub-conference. Press *3 followed by the number of the sub-conference, from 1 to 9, or press *3* to return to the main conference room at any time.
*4	Instructions	Hear the list of available keypad commands.
		Control whether or not participants are heard in the conference.
		Press *5 to hear the menu options for muting participants.
*5	Mute	Press *51 to mute conference participants. Participants can unmute themselves by pressing *6.
		Press *52 to mute conference participants in lecture mode. Participants will not be able to unmute themselves.
		Press *53 to unmute conference participants.
		Please Note: By default, all lines are unmuted, allowing all participants to talk.
*6	Self Mute	Mute your individual line. Press *6 again to Unmute the line.
*7	Conference Lock	Lock the conference and block all other participants from entering. Press *7 again to unlock the conference and allow participants to join.
		By default, the entry and exit tones are turned on.
		Press *8 to turn off entry and exit tones.
*8	Entry/Exit Tones	Press *8 again to turn off entry tones and turn on exit tones.
		Press *8 again to turn on entry tones and turn off exit tones.
		Press *8 again to reset both entry and exit tones to the default.
		Note: A prompt will explain the current settings each time the host dials *8.
*9	Record	Press *9, then 1 to confirm you want to start the conference recording.
		Press *9 again to stop recording and 1 to confirm.
		Raise your hand and share your reactions digitally in meeting.
		Press 94 to hear the list of reactions available in meeting.
94	Reactions	Press 941 to raise your hand.
		Press 942 to show a thumbs up.
		Press 943 to show a thumbs down.
		Press * to remove your reaction.
#PIN#	Audio Sync	Integrate your audio with the online meeting. Press #, enter the PIN listed on the Meeting Dashboard and press # again.
		Note: This command is used only for online meetings.
*#	Job Cost Code	Enter a job cost code to track conferences back to a project or client. Press *, then # and enter the numeric code.

Ideally there should be only one person logged in as leader/moderator per call.

Complete information can be found at:

<https://www.freeconferencecall.com/support-center/en/us/articles/telephone-commands>