Information for Leaders/Moderators
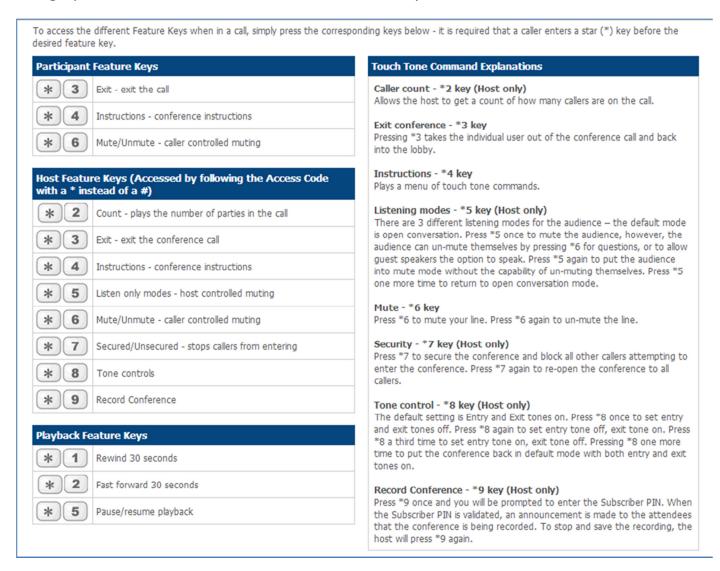
Please dial into the meeting using the Free Conference Call number (605.313.5104) and enter access/pin code 74951 followed by an asterisk (instead of the # sign). This will allow you to perform certain functions, including:

- 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.

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
* 9	Record Conference

Playback Feature Keys

* 1	Rewind 30 seconds
* 2	Fast forward 30 seconds
* 5	Pause/resume playback

Touch Tone Command Explanations

Caller count - *2 key (Host only)
Allows the host to get a count of how many callers are on the call.

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. 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 once and you will be prompted to enter the Subscriber PIN. When the Subscriber PIN is validated, an announcement is made to the attendees that the conference is being recorded. To stop and save the recording, the host will press *9 again.

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

Complete information can be found at:
http://www.freeconferencecall.com/instructions.asp