[handwritten: 2013]
[handwritten: 2022.664.0061]

Thank you for registering with FreeConferenceCall.com

A 96 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

Name: Marilyn Rogers
Email: keyscoach@gmail.com

Free Conference Call *
Host Access Code: 444138*
Participant Access Code: 444138#
Conference Dial-in Number: (424) 203-8400
Subscriber PIN code: 117880#

[handwritten: Dial (424) 203-8400]
[handwritten: Participant Access Code 444138 #]
[handwritten: Subscriber PIN 117880 #]

To access your account online, please use the credentials (access code, dial-in number and PIN) in the order listed above.

Free Conference Recording
Subscriber PIN code: 117880#
To start recording, host hits: *9, then the PIN
To stop and save the recording, host hits: *9

*[handwritten: Host Access Code 444138 *]*

Free Conference Play Back
Playback Number: (424) 203-8409
Access Code: 444138#

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

Issue date: May 13 2013 1:26:07 AM.

Instructions

When using your free 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 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. The system disconnects him/her from the free conference call and prompts for the Subscriber PIN. If the Subscriber PIN is valid, the host is returned to the conference and all attendees are notified that the recording option has been started. To stop and save the recording, the host will press *9 again.

Play Back Instructions

To listen to the recorded conference, the host must provide attendees with the play back number and access code. 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 access code 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. Click here(http://www.freeconferencecall.com/resources/archive-recording.html) for further instructions on how to access recorded conferences on your playback number.

AutoNotes Instructions

1. Login to your account at (http://www.freeconferencecall.com/loginaccount.asp)
2. From your Account Info page, click on the AutoNotes 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 where spoken during the recording, order a written transcription and view recorded file details
8. If at any point you would like to turn the AutoNotes service off, simply uncheck the box for AutoNotes 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

∗	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.

Conference Call Services(http://www.freeconferencecall.com/services.asp)
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International Conferencing(http://www.freeconferencecall.com/free-international-conference-call)
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