FreeConferenceCall™
Telephone Number: **(319) 632-1100**
Access Code: 985966#

Note: Telephone Number and Access Code are good for 120 days.
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<u>Instructions</u>

When you use your free conference call number you will need to organize every one in your call by notifying them of the date, time, dial in number and access code of your conference. All parties will call the same dial in number and enter the same access code followed by the # key. Once you are connected to the conference, every caller will be able to talk. All participants will have access to these touch tone commands.

<u>Entering Access Codes</u>

When prompted enter the access code that has been assigned to you followed by the # key. Additional host feature keys can be accessed by pressing the * key at the end of the access code instead of the # key.

Ex: 123456# (# key - access to Participant Feature keys only)

Ex: 123456* (* key - access to Host Feature keys for Organizers and Guest Speakers)

<u>Features By Caller</u>

Participant Feature Keys	
3	Exit - exit the conference 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

4	Instructions - conference instructions
5	Listen only modes - host controlled muting
6	Mute/Unmute - caller controlled muting
7	Secured/Unsecured - stop callers from entering
8	Tone controls

Detailed Touch Tone Explanation

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 – 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