

SiGBA BOD Members:

Use these directions to arrange a conference call with FreeConferenceCall:

Rick

Thank you for signing up with FreeConferenceCall

A 96 caller reservationless conference call account with free recording has been activated for you at FreeConferenceCall.com. You can now conduct telephone conference calls anytime without a reservation, plus you have the added benefit of recording your conference calls for free!

Click *here <<https://www.freeconferencecall.com/loginaccount.asp>>* to access your account online; have your dial in number, access code and subscriber pin ready found under Account Information below. If you have any questions email us at *services@freeconferencecall.com <<mailto:services@freeconferencecall.com>>* or call us toll-free at *877-482-5838*.

Account Information Instructions

Name: Rick Solinsky

Email: rick@sigba.org

Free Conference Call

Conference Dial-in Number: (712) 432-0850

Host Access Code: 318801*

Participant Access Code: 318801#

Free Conference Recording

Subscriber PIN code: 836401#

To start recording, host hits: *9, then the PIN

To stop recording, host hits: *9

Free Conference Play Back

Playback Number: (712) 432-1088

Access Code: 318801#

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

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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.

***Recording Instructions ***

During the free live conference, the host can start recording at any time by pressing *9. The system disconnects him/her from the free live conference 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 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, this 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. 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.

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

Exit - exit the call

Instructions - conference instructions

Mute/Unmute - caller controlled muting

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

Count - plays the number of parties in the call

Exit - exit the conference call

Instructions - conference instructions

Listen only modes - host controlled muting
Mute/Unmute - caller controlled muting
Secured/Unsecured - stops callers from entering
Tone controls
Record Conference

Playback Feature Keys

Rewind 30 seconds
Fast forward 30 seconds
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 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.

Record Conference - *9 key (Host only)

Pressing *9 once will disconnect the host from the conference and prompt for the Subscriber PIN. When the Subscriber PIN is validated, the host is returned to the conference and an announcement is made to the attendees that the conference is being recorded. To stop the recording, press *9 again.