

[The Austin Energy Healing And Alternative Health Community](http://www.meetup.com/Austin-Life-Changed-Energy-Healing-Alternative-Health/)  
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## How to easily set up your Meetup Teleconference Calls

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### Getting Your Teleconference Calls Number and Access Code

- 1) Goto this web page: <http://www.freeconferencecall.com/index.asp>



- 2) Click On Here: <http://www.freeconferencecall.com/signin.asp>
  - a) Enter just **YOUR NAME** and **YOUR Email Address youemail@address.com**
  - b) After you do that you will be sent to this page with your conference call set up information
- 3) You are now given your personal FREE Teleconference Call information.
  - a) All you have to do is call this **YOUR Conference Dial-in Number** with **YOUR Host Access Code at the time you schedule your teleconference call.**
  - b) **Suggestion:** Be on your call 5 minutes before to practice setting up recording the call. Etc.,
- 4) This is your New Teleconference call information you will be given.
  - a) Name: **YOUR NAME**
  - b) Email: [youemail@address.com](mailto:youemail@address.com)
- 5) Free Conference Call  
YOUR Conference Dial-in Number: (209) 647-1000  
**POST THIS TELEPHONE NUMBER FOR YOUR PARTICIPANTS TO CALL FOR YOUR CONFERENCE CALL**
- 6) YOUR Host Access Code: 809935\*: Telephone # YOU ONLY Call For your FREE Teleconference Call.  
**DO NOT POST THIS NUMBER IN YOUR EVENT INFORMATION. THIS IS ONLY FOR YOU.**

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- 7) YOUR Participant Access Code: 809935# : : Telephone # YOUR PATRICIPANTS ONLY Call For your FREE Teleconference Call  
**POST THIS ACCESS CODE WITH THE # SIGN FOR YOUR PARTICIPANTS TO ENTER TO BE ON YOUR CALL**
- 8) **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 above.**

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### Setting Up Your Teleconference Call Before Your Call

- 1) Call using this information
- 2) Free Conference Call  
YOUR Conference Dial-in Number: (209) 647-1000  
**POST THIS TELEPHONE NUMBER FOR YOUR PARTICIPANTS TO CALL FOR YOUR CONFERENCE CALL**
- 3) YOUR Host Access Code: 809935\*: Telephone # YOU ONLY Call For your FREE Teleconference Call.  
**DO NOT POST THIS NUMBER IN YOUR EVENT INFORMATION. THIS IS ONLY FOR YOU.**
- 4) Become familiar with these conference call functions.

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](#) for further instructions on how to access recorded conferences on your playback number.









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

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)**

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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.