FreeScreenSharing.com®

FreeScreenSharing Integrated Audio Conferencing

Free Conference Call Instructions

The integrated audio conferencing service with FreeScreenSharing.com provides instant voice to your online meetings. Please follow the instructions below when using the integrated audio conferencing component of FreeScreenSharing.com.

Before hosting a FreeScreenSharing online meeting, distribute your meeting invite to all participants you wish to have in the meeting. When inviting your participants using FreeScreenSharing, a free conferencing account is included in the invite credentials along with a meeting link to the online meeting. At the scheduled date and time of your online meeting, all callers dial into the provided dial-in number and enter the access code. They will also click on the meeting link to join the online portion of the meeting.

Please note: FreeScreenSharing.com allows each account holder to use any existing audio conferencing account. It is not required to use the provided account and may be edited at anytime by logging into a FreeScreenSharing account, locating the Lobby Manager page and selecting the Audio Conference section. The Audio Conference section may be updated at anytime. Simply expand the section, change your audio conferencing dial-in number and access code and click Save.

When hosting your online meeting with FreeScreenSharing, please use the following touch tone commands when using the integrated audio conferencing service:

Host Touch Tone Commands

*01 Manage Q&A	Press *01 to begin Q&A, To move to the next questioner press *02, To end Q&A press *03.
*2 Caller Count	Press *2 once to get a count of callers on the conference call.
*3 Exit	Press *3 once to exit the conference call.
*4 Instructions	Press *4 once to hear all touch tone commands available to the caller.

*5 Host Mute	Press * 5 once to mute all callers on the line, callers may un-mute themselves by pressing *6. To disable participants from un-muting themselves, press *5 a second time or twice in a row. To bring conference call to open listen mode press *5 a third time.
*6 Mute	Press *6 to mute the individual line.
*7 Lock	Press *7 once to lock conference and disable other parties to join. Press *7 again to un-lock the conference.
*8 Tones	Press *8 once and entry and exit chimes will be turned *off.* Press *8 a second time to turn entry chimes *off* and exit chimes on. Press *8 a third time to turn entry chimes on and exit chimes off. To turn both the entry and exit chimes on, press *8 a fourth time.

Participant Touch Tone Commands

*3 Exit	Press *3 once to exit the conference call.
*4 Instructions	Press *4 once to hear all touch tone commands available to the caller.
*6 Mute	Press *6 to mute the individual line.

Have a question? Call us at 877-482-5838 or email: services@freescreensharing.com