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| **Welcome to FreeConferencing!** |
| A free conferencing account with host web controls has been activated for you at [FreeConferencing.com](http://www.rediffmail.com/cgi-bin/red.cgi?red=http://FreeConferencing.com&isImage=0&BlockImage=0&rediffng=0). You can now conduct audio conference calls with 1,000 callers anytime without a reservation, plus you have the added benefit of managing your live conference calls on the web for free! Below please find your account credentials and instructions. |

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| **FreeConferencing Credentials** | **Account Information** |
| Conference dial-in number: [(712) 432-0900](http://www.rediffmail.com/cgi-bin/red.cgi?red=tel%3A%2528712%2529%2520432%2D0900&isImage=0&BlockImage=0&rediffng=0)  Host access code: 179251  Participant access code: 989693  Playback number: [(712) 432-0990](http://www.rediffmail.com/cgi-bin/red.cgi?red=tel%3A%2528712%2529%2520432%2D0990&isImage=0&BlockImage=0&rediffng=0) | Name: Pathshala 608   Email: [webmaster@jainism.us](javascript:ajaxMail.ext.switchTo('@Compose','mode=mail_to_individual&email=webmaster@jainism.us');)   Password: secondbatch |

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| **Conference Instructions** |
| **Step 1-Setup Conference Call**  Organize your conference call by notifying all participants of the date and time for your conference call and provide them with the conference dial-in number and participant access code. Participant touch tone commands are provided below.  **Step 2-Set Conference Preferences**  To set conference preferences, login to your account and go to the Conference Preferences tab. A list of available preferences is provided below.  **Step 3-Get on the Call**  At the scheduled date and time of the conference call, all participants dial the conference dial-in number and enter the participant access code. The host will also join via telephone with the same conference dial-in number and host access code as well as login to the web control module via their PC. See below for host web-based commands.    **Step 4-After the Call**  After each conference call you conduct a Call Detail Report will be emailed to you and stored in your account, under the Conference History and Recordings tab, which lists participants dial-in numbers, total callers, and total minutes used. If your conference call was recorded you may access the file in your account under History & Recordings.  **Recording Instructions**  During a live conference call, the host may start recording at anytime by pressing \*9 on their telephone key pad or click ON under the Record button from their account interface. A prompt will announce that recording has been activated. To stop and save the recording, the host will press \*9 again or click OFF under the Record button from their account interface and a prompt will announce that recording has stopped.  **Playback Instructions**  To listen to the recorded conference call, the host must provide participants with the playback number and access code. To listen via telephone, dial the playback number and enter the access code when prompted. Playback will begin automatically. During playback, the listener may pause, rewind or fast forward. The playback commands are listed below. To listen to the recorded conference call via the web, login to your account and go to the History and Recordings tab. From that page locate your recorded file. Click on the file and the web-based playback will begin automatically.  To have another conference call start with step 1. |

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| *Below is a list of Breakout Conferencing commands:* |
| **Breakout Conferencing Touch Tone Commands:** |
| |  |  |  |  | | --- | --- | --- | --- | | **Command** | | | **Description** | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Main Conference Room** | Press ## to return to the main conference room. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Conference Room 1** | Press #1 to enter breakout conference room 1. To re-join the main conference room, press ##. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Conference Room 2** | Press #2 to enter breakout conference room 2. To re-join the main conference room, press ##. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Conference Room 3** | Press #3 to enter breakout conference room 3. To re-join the main conference room, press ##. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Conference Room 4** | Press #4 to enter breakout conference room 4. To re-join the main conference room, press ##. | |

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| *Below is a list of Participant Touch Tone Commands:* |
| **Participant Touch Tone Commands** |
| |  |  |  | | --- | --- | --- | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Exit Conference** - Press \*3 to exit the conference call. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Conference Commands** - Press \*4 to play a menu of touch tone commands. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Mute** - Press \*6 to mute the line of the individual caller, press \*6 again to un-mute the line. | |

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| *Below is a list of host preferences that may be set before your live conference call:* |
| **Host Conference Preferences** |
| **Entry Tones**-Turn entry chimes on or off upon joining conference call for host and participants.  **Exit Tones**-Turn exit chimes on or off upon exiting a conference call for host and participants.  **Wait for Host-**Allow participants to start conference without the host or disconnect participants after a preset time if the host does not join the conference call.  **Continue without Host-**Allow participants to continue conference call after host has left the  conference or disconnect them after a preset time.  **Announce Caller Count**-Notify joining Hosts and Participants of how many callers are on the conference call.  **In-Call Caller Count**-List total number of caller(s) on the conference call by pressing \*2. |

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| *Below is a list of host web-based commands:* *You must login to your account to access your web-based commands:* |
| **Web Based Commands** |
| *The following web-based commands allow conference hosts to manage their live conference calls from the 'Conference View' tab of* [*FreeConferencing.com*](http://www.rediffmail.com/cgi-bin/red.cgi?red=http://FreeConferencing.com&isImage=0&BlockImage=0&rediffng=0)*:*  **Live Conference:** This feature allows for the host to begin and end the conference call. To begin your conference call click ON under the Live Conference button. To end the conference call, click OFF and a prompt will allow you to disconnect all participants or cancel the command.  **Record:** This feature allows the host to record the conference call. To begin recording simply click ON and a prompt will announce that recording has been activated. To stop and save the recording the host will click OFF and a prompt will announce that recording has been stopped.  **Hold:** This feature allows for the host to place all participants on hold and they will hear music until they are placed back into the conference call. To place all participants on hold, click ON under the Hold button and a prompt will announce that all participants are on hold. To place participants back into the conference call, click OFF.  **Lock:** This feature allows for the host to block any other joining party to the conference call. To block participants click ON under the Lock button. To un-lock conference, click OFF.   **Mute Mode:** This is a muting feature for the host. Default mode is open conversation. The host has the option of muting all participants at one time by selecting Mute under Mute Mode. To bring participants back to open conversation the host will select OFF to un-mute participants.  **Caller Name:** This feature allows for the host to assign names to participants. To assign a name, click on the caller name field for a participant and type in their name. The name will remain assigned for the duration of the call. To change the name of a participant, click on the name field again and retype their name.  **Hold Individual:** This feature allows for the host to place an individual participant on hold by selecting the hold box next to their name. To place individual participant back into the conference call, select the hold box again.  **Mute Individual:** This feature allows for the host to mute an individual participant by clicking on the mute box next to their name. To un-mute the individual participant, click on the mute box again.  **Q&A Session:** This feature allows for the host to conduct Question & Answer Sessions. To place conference into Q&A mode, click on the Q&A button located above the Q&A queue. Participants can ask a question by pressing \*6 and the host will be notified in the Q&A queue that there is a question. The host will then click Engage to un-mute participants so that they may ask their question.   **Drop:** This feature allows for the host to drop an individual participant from the conference call. To drop an individual participant, click on the drop field next to their name and a prompt will allow you to disconnect the participant or cancel the command.  **Broadcaster:** This feature allows for the host to broadcast audio and previously recorded conference call files during their live conferences. To broadcast an audio file once on a conference call, click on the Broadcaster icon found to the right hand side of your Conference View page. A window will display from which you may upload audio and previously recorded conference calls. To play a file, simply click on the green play icon and broadcasting will begin automatically. The host has the option to stop, resume and pause broadcasting at any time. The option to minimize and expand the window at anytime during the live conference call is also available. |

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| *Below is a list of Host Touch Tone Commands:* |
| **Host Touch Tone Commands** |
| |  |  |  | | --- | --- | --- | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **\*2 Caller Count -** Press \*2 to get a count of how many callers are on the conference call. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **\*3 Exit Conference -** Press \*3 to exit the conference call. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **\*4 Conference Commands -** Press \*4 to play a menu of touch tone commands. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **\*5 Mute Mode -** There are 3 different muting 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 guest speakers, press \*5 a second time to put the audience into mute mode without the capability of un-muting themselves, press \*5 a thrid time to return everyone to open conversation mode. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **\*6 Mute -** Press \*6 to mute the line of the individual caller, press \*6 again to un-mute the line. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **\*7 Lock Conference -** 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 joining. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **\*8 Tone Control -** 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 off, pressing \*8 one more time will put you back in default mode with both Exit and Entry tones on. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **\*9 Record Conference -** Once on a conference call make sure there is a least one other caller on the line before you begin recording. To begin recording press \*9, a prompt will announce that recording has been activated. To stop and save the recording press \*9 again. Recording files are accessible under Conference History & Recordings tab in your account or the playback number provided above under Free Conferencing Credentials. | |

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| *Below is a list of playback commands:* |
| **Playback Commands** |
| |  |  |  |  | | --- | --- | --- | --- | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Rewind** | Press \*1 once to rewind 30 seconds. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Fast Forward** | Press \*2 once to fast forward 30 seconds. | | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | http://immail.rediff.com/icons/rediff_mail_gold/grayblock.gif | **Pause/Resume** | Press \*5 to pause playback.  Press \*5 again to resume playback. | |

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