







Dear Subscribers,

Beginning on August 2nd, 2007, you will need to press the star/asterik/hash key before the desired feature key to activate the control. This applies to the following conferencing products: FreeConferenceCall[®], SimpleTollFree[™] and SimpleFlatRate[™].

















Below is the new chart for participant, host, and playback feature keys.

Please contact us if you have any further questions. Thank you for being a FreeConferenceCall.com[®] customer.

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

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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

 + 	Rewind 30 seconds
 + 	Fast forward 30 seconds
 + 	Pause/resume playback

exit and entry tones on.

Record Conference - *9 key (Host only)

FreeConferenceCall® users:

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.

SimpleTollFree™ and SimpleFlatRate™ users:

Pressing *9 once will disconnect the host from the conference and then 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.

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