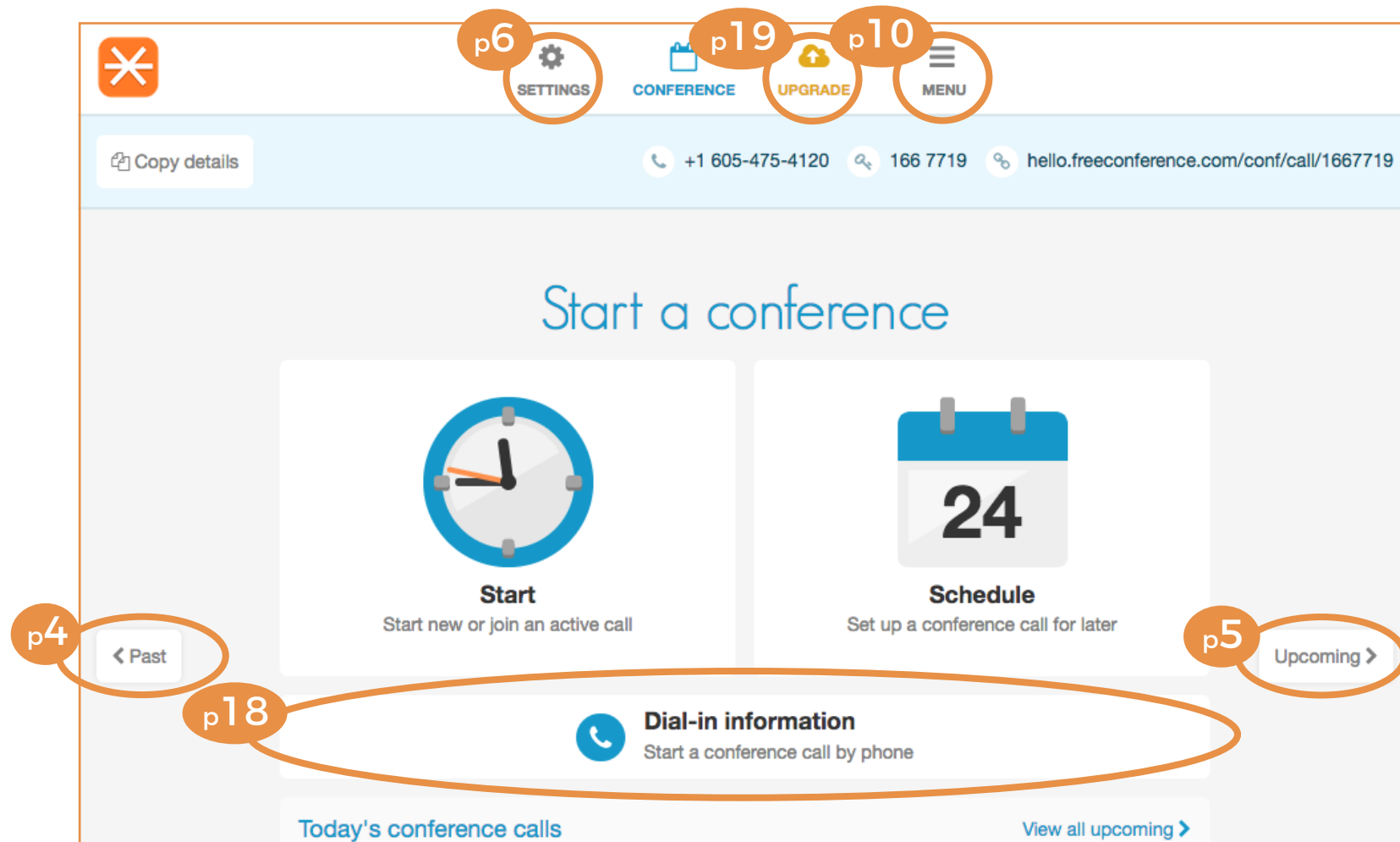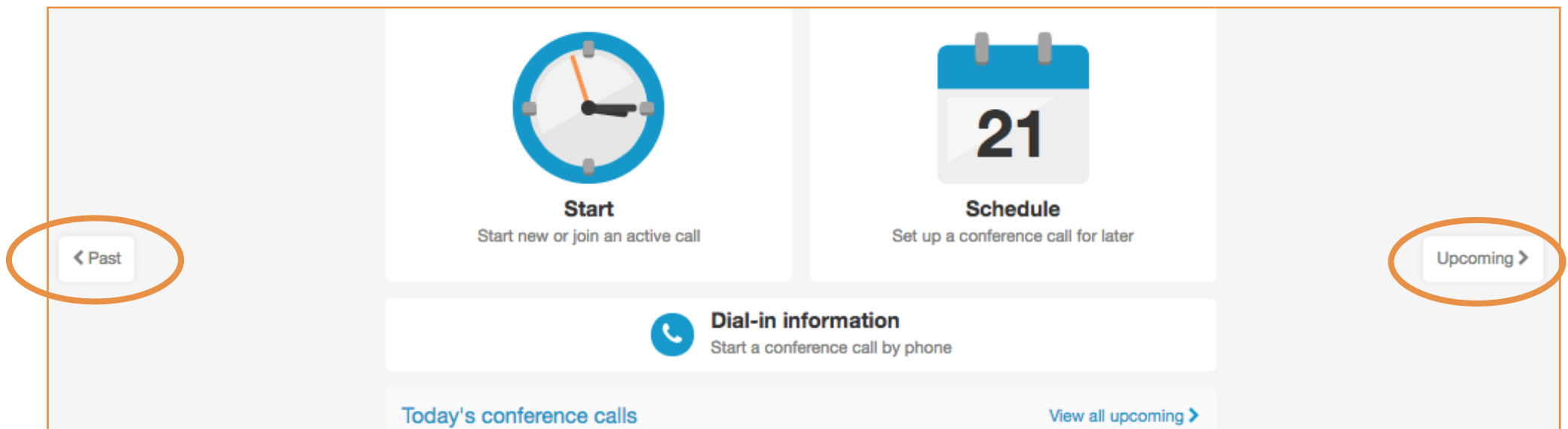# FreeConference.com

Profile and Settings

Account Dashboard: An Overview

Past and Upcoming Conferences

Click on "Past" on your dashboard to view your call history for the last 30 days.
Click on "Upcoming" on your dashboard to view all your future conferences.

Call Summaries from previous meetings can also be accessed at any time from your dashboard.

Past Conferences

Upcoming Conferences

Personal Profile, Access Code, Invitations

To access these settings, go to "Settings" located at the top of your account dashboard.

Contact Details	>
Your Picture	>
PIN-less Entry & SMS	>
Your Password	>
Time Zone	>
Access Code	>
Invitations	>
Moderator PIN	>

change your name and email

change your profile picture

join a call without entering an Access Code or Moderator PIN, go to page 9

change your password

your timezone will be selected automatically based on your location

get a new Access Code *

switch between email and calendar invites

get a new Moderator PIN *

* Once you change your Access Code or Moderator PIN, you cannot get your old code back.

Chimes & Name Announce, Primary Dial-Ins, Waiting Room

Chimes & name announce	>
Primary dial-in numbers	>
Credit card	>
Transactions	>
Usage report	>
Waiting room	>
Moderator controls	>
Delete account	>

turn on/off playing a chime when someone enters the call; turn on/off prompting your participants to record a name which will be played just before they enter the conference to everyone already in the call

select the dial-in numbers you frequently use

turn on/off if you want generic waiting room music to play until moderator arrives or until a 2nd person enters the call

select your default mute setting: Conversation, Q&A or Presentation Modes

Credit Card, Transactions and Usage

Chimes & name announce	>
Primary dial-in numbers	>
Credit card	>
Transactions	>
Usage report	>
Waiting room	>
Moderator controls	>
Delete account	>

add your credit card information to upgrade

view your purchase history

view current count of your Premium minutes

once you delete your account, you lose all call information

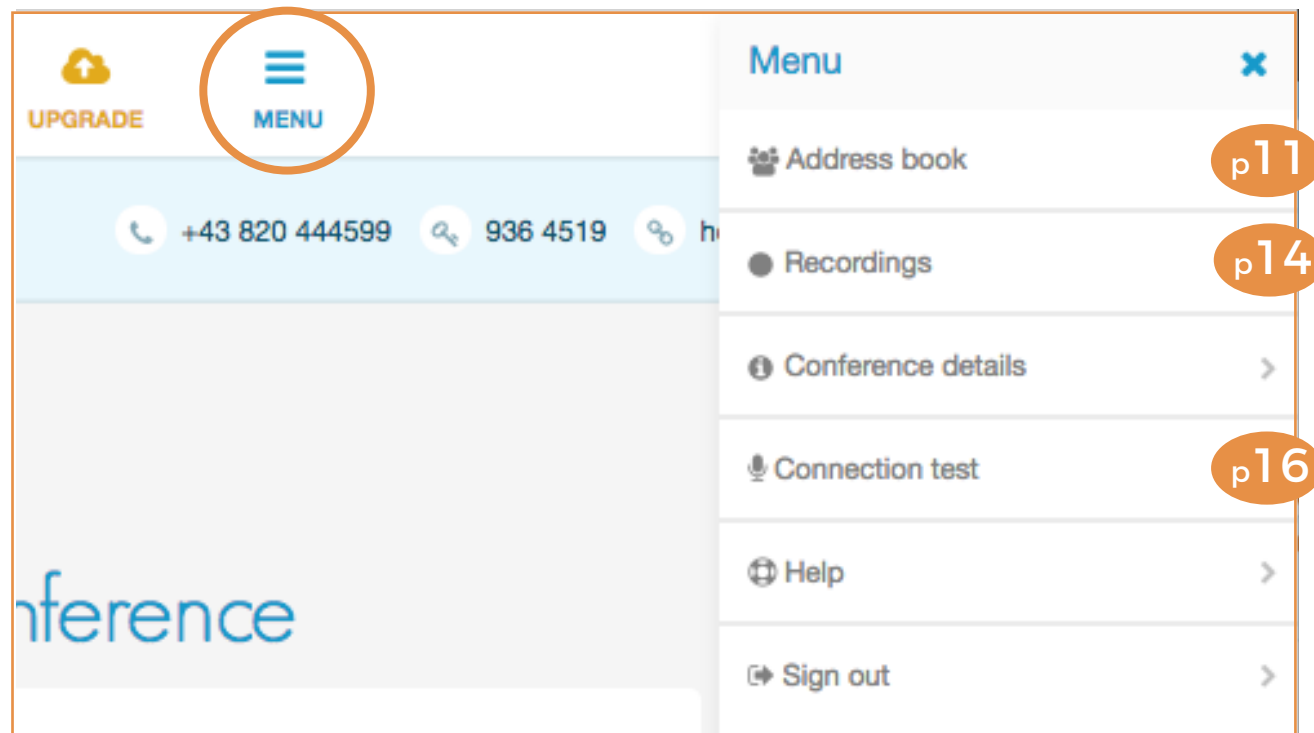# PIN-less Entry & SMS Notifications

PIN-less Entry: When you join a call using your registered number, you will be directly connected to the conference line - no prior access code or moderator PIN required.

SMS Notifications: Receive reminder text messages to your registered mobile device:
1. 15 minutes before your call starts.
2. If someone has joined the call before your arrival.

The MENU button

Address Book
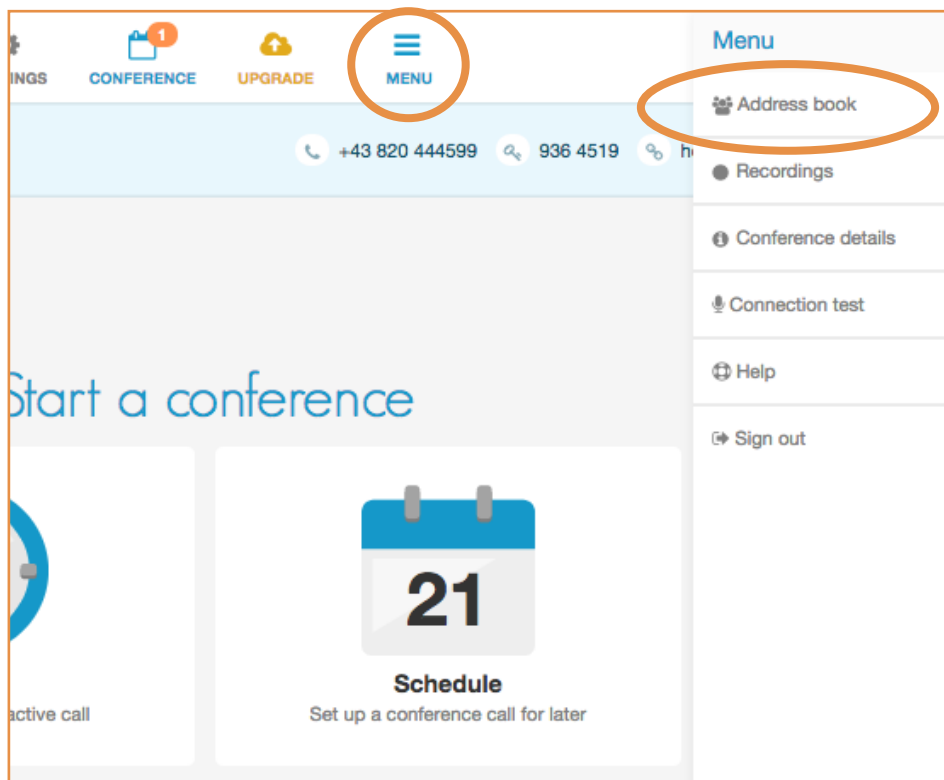
Setting up meetings can be a cinch when you upload contacts to your address book and create groups in advance.

Go to MENU ➡ Address Book from your dashboard to view your contacts.

Importing Contacts
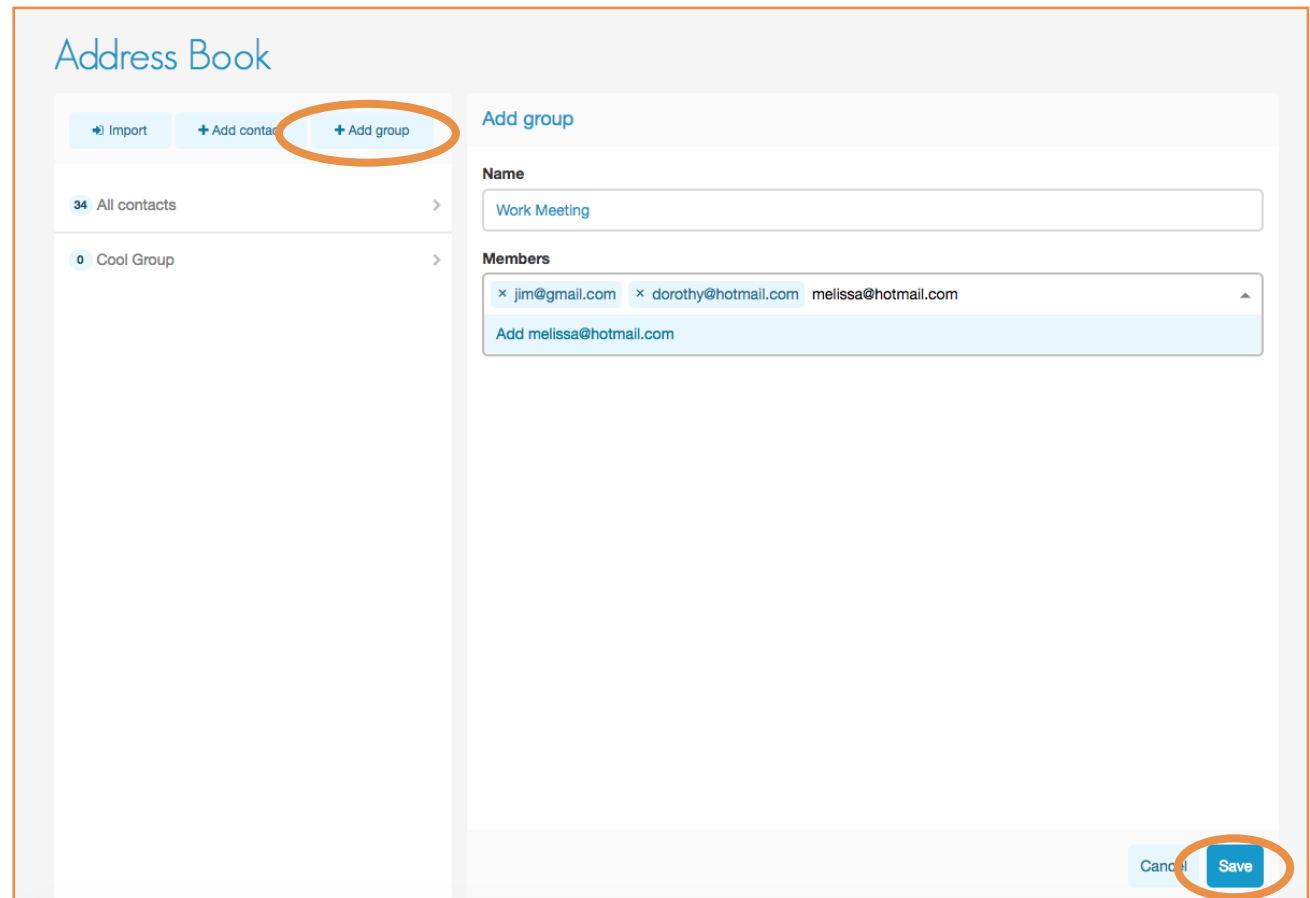
You can import through Google Contacts, CSV and vCard files.
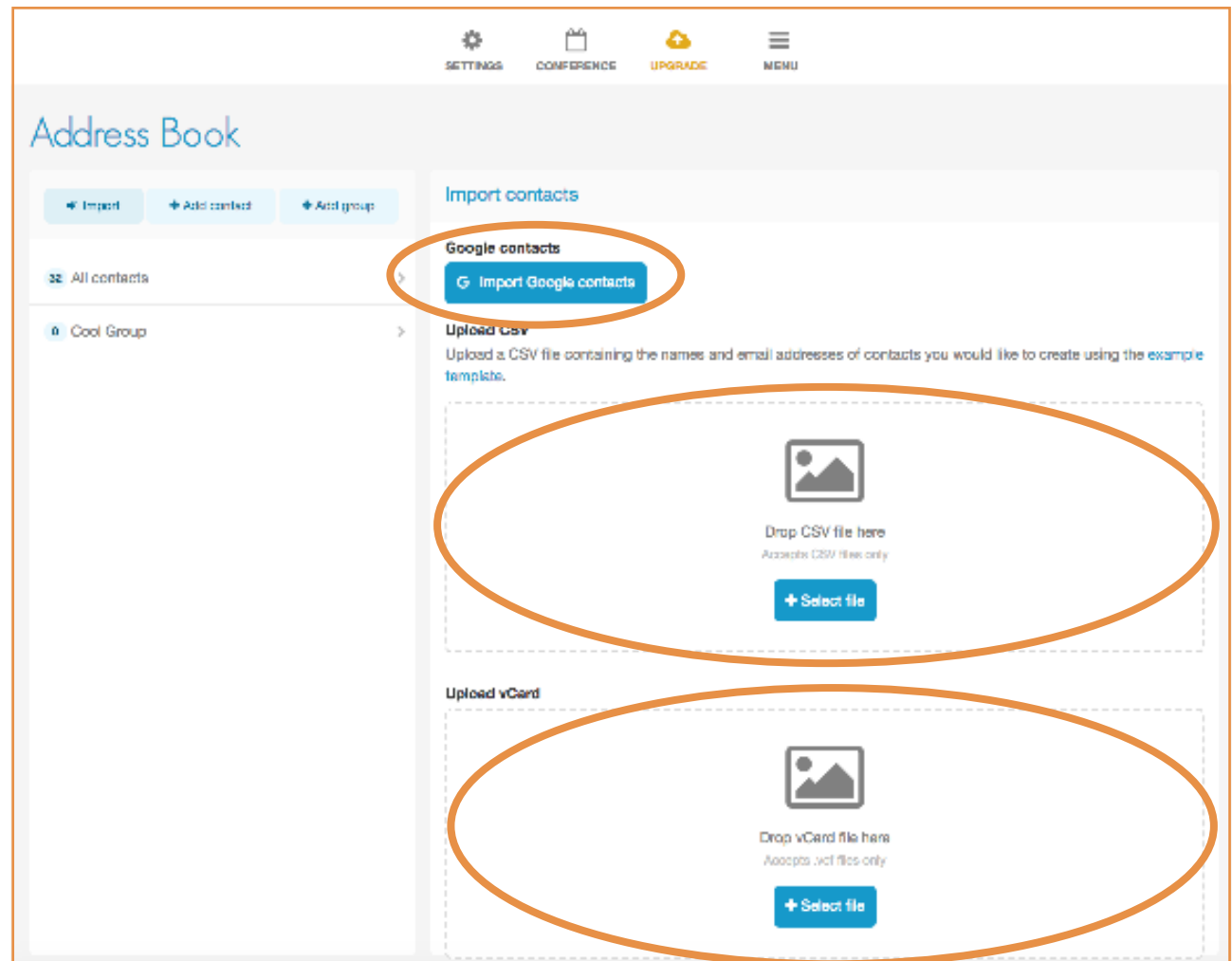
Groups

Create groups in advance and invite everyone with just 1 click.

Click on "Add group" in Address Book to create your first group.

How to Download & Share Recordings

To access your recordings, go to MENU ➡ Recordings from your dashboard.
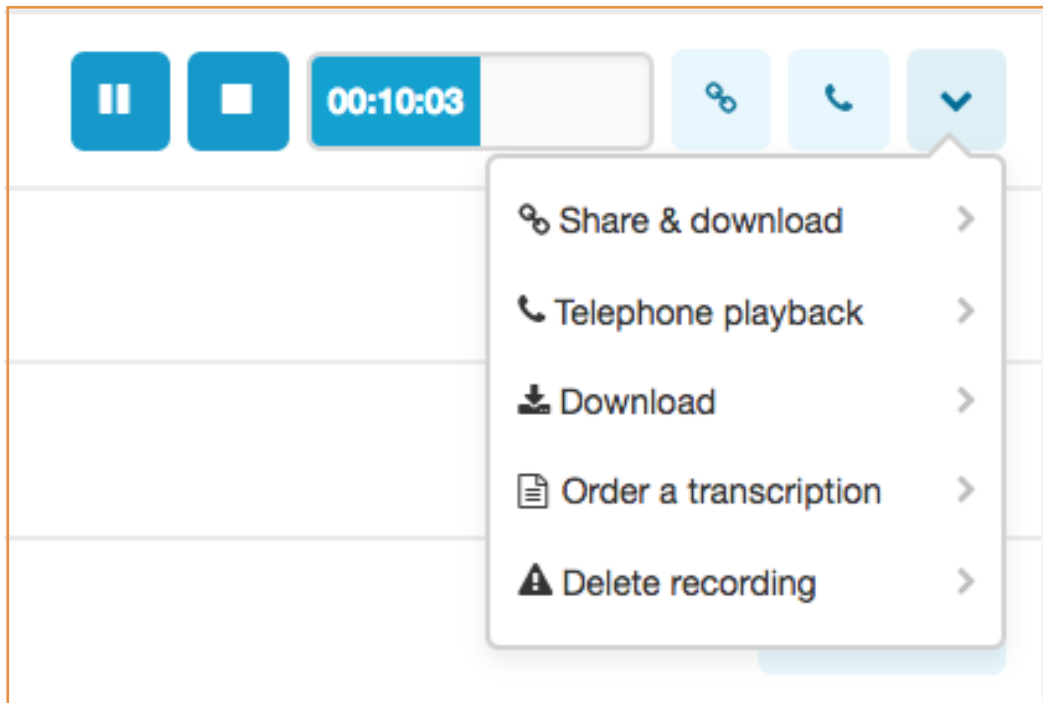
Share & download: Get a URL that will automatically download the recording when you visit it.

Telephone Playback: Receive a dial-in and access code to call to hear the recording on your phone.

Download: Automatically downloads the recording.

Order a transcription: Next page.

Delete recording: You cannot retrieve your recording once it is deleted.

Transcription

Sometimes, recordings are just not enough when it comes to keeping accurate, secure and easily shareable meeting notes. That's why we offer secure call transcription to meet any record-keeping need.

All of our proofreaders hold advanced degrees in English. Each transcript is reviewed by a professional proofreader to ensure accuracy and consistency.

We offer:

Formats

- ✳ Verbatim with Speaker ID
- ✳ Standard Verbatim
- ✳ Notes Format
- ✳ Edited Summarized

Turnarounds

- ✳ Standard Turnaround
  - Audio length <60 min: 24-36 hours
  - Audio length >60 min: 48-60 hours
- ✳ 24 Hour Turnaround

To find rates and order a transcription for your next conference, click here.

Link: http://www.fftranscription.com/freeconference

Having Connection Issues?

In less than 60 seconds, the Connection Test tool will test your mic, audio playback, WiFi connection speed and video so you can pinpoint where and if there are any issues.

The Connection Test can be found in:
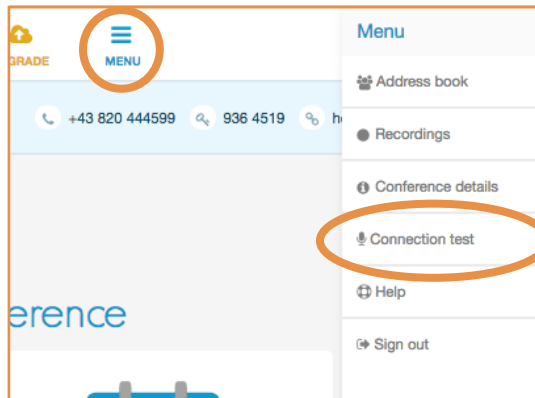
Account Dashboard	Conference Window	Conference Details	Emails
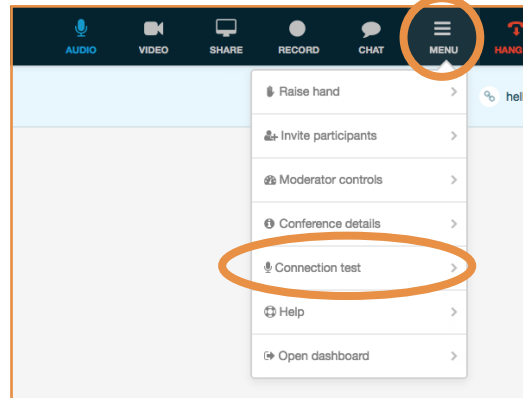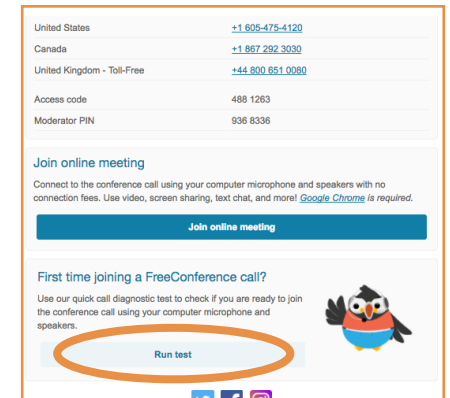
Click here to go to the Connection Test.

Link: https://hello.freeconference.com/system/test

Device Selection

Select the camera, microphone and speaker you want to use for your conference. Click "Save" when you are done.
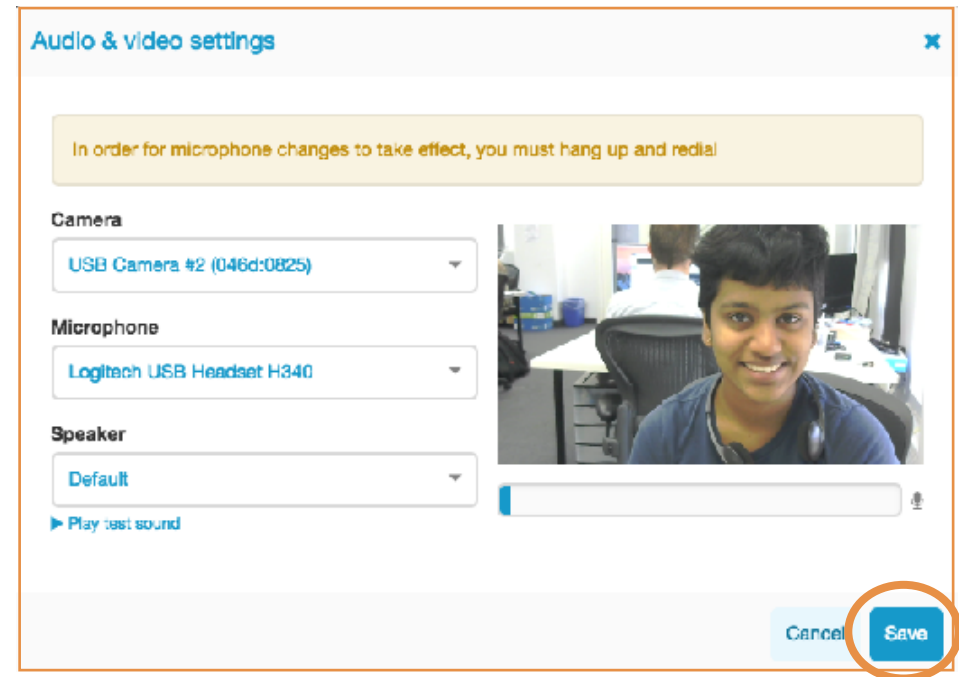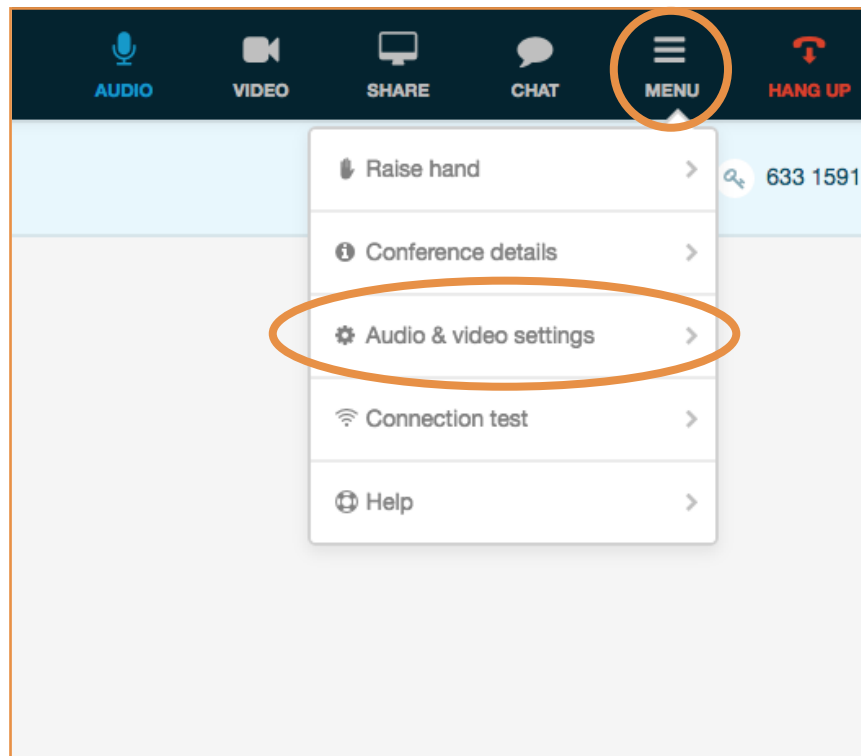
Dial-In Numbers: A Breakdown

Free

Premium *

Free Dial-Ins

Free dial-ins are available in 15+ countries around the world.

- United States
- Canada
- United Kingdom
- South Africa

. . . . . **and more!**

Premium

Want more? We have premium dial-ins in 40+ countries.

- Japan
- France
- Israel
- Singapore

. . . . **and more!**

Toll-Free (800)

Pick up the tab with toll-free (800) numbers.

- United States
- Canada
- United Kingdom
- Australia
- Singapore
- Germany

Pay As You Go

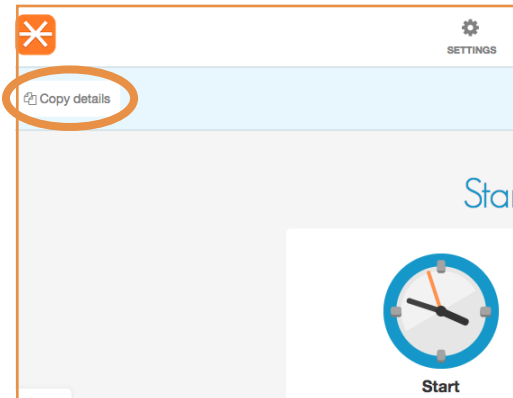Some of our numbers will be charged per minute of usage on top of the amount paid for the plan.

- India
- China

*All Premium plans (Starter, Plus, Pro) offer brand-free greetings!

To view the full list of dial-in numbers, <u>click here</u>.

Link: https://www.freeconference.com/dial-ins-rates/

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Upgrade to Starter, Plus or Pro!

Click for more details ➜	FREE	STARTER	PLUS	PRO
Unlimited Conferences	✓	✓	✓	✓
Max # of Phone Participants	400	400	400	400
Max # of Web Participants	10	15	20	25
Live Video Feeds	3	5	5	8
Screen sharing	✓	✓	✓	✓
Unlimited Call Recording	Upgrade!	✓	✓	✓
Free Dial-Ins (Including US & Canada)	✓	✓	✓	✓
Premium International (40+ countries)	Upgrade!	✓	✓	✓
Toll-Free (6 countries)	Upgrade!	✓	✓	✓
Premium Minutes	0	100	500	750
Overage Rate (Premium Minutes)	Upgrade!	10 ¢/min	8 ¢/min	6 ¢/min
BUY NOW ➜	$0.00 USD	$9.99 USD	$24.99 USD	$34.99 USD

Looking for more? Calls with 400+ are available.

Link: https://www.freeconference.com/landing/request-host-large-calls/

Join our ever growing list of satisfied customers and create your no-commitment, zero-cost, FreeConference.com account today!

Your FREE account includes:

- Dedicated conference line to use at any time
- Unlimited conference calls with up to 400 audio participants
- Free International Dial-Ins
- Unlimited Online Meetings with up to 10 web participants
- Screen & Document Sharing
- Video Conferencing
- FULL account access with call scheduling, call history, automated invitations and reminders, PIN-less entry, Address Book, Moderator Controls, and more!

SIGN UP FOR A FREE ACCOUNT NOW!

Link: https://www.freeconference.com/sign-up/

FreeConference.com is the ORIGINAL free conference calling provider. Experience the freedom to connect anytime, anywhere, for FREE!

The information in this guide is subject to change without notice. Please visit our website for the most up-to-date information.