

How to Use Free Conferencing

How to Set Up Your Free Conferencing Account:

1. Go to <https://www.freeconferencing.com>
2. Enter the information First Name, Last Name, Email, Password, and agree to the “Terms and Conditions.”
3. Free Conferencing with email you your conference dial-in number, host access code and participant access code.

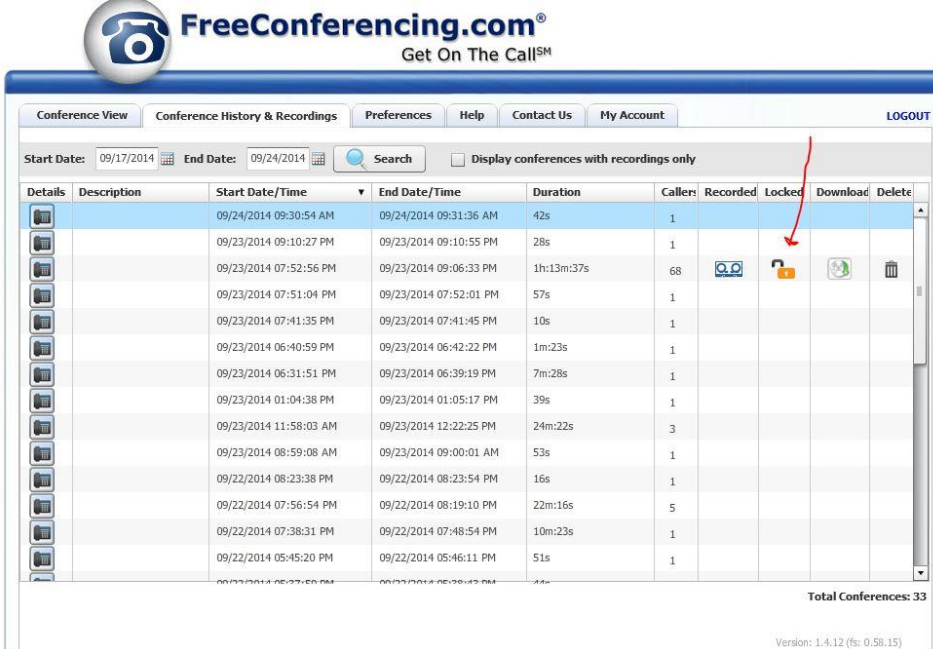
How to Login to Your Account and Record a Call:

1. 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.
2. Login to your Free Conferencing account at <https://www.freeconferencing.com> and go to the Conference Preferences tab to preset preferences before your conference call begins.
3. At the specified time, all participants dial the conference dial-in number and enter the participant access code. **As the host you will also join via telephone with the same conference dial-in number and host access code.** To access the web controls and view your live conference call, login to your account and go to the Conference View tab.
4. Record your conference call by clicking ON under the record button found on the left of your Conference View page. The button will display that recording is on. To stop and save the recording, simply click on OFF and it'll display that the recording function is off.
5. After each conference call you conduct, a Call Detail Report will be stored in your account which lists participants dial-in numbers, total callers, and total minutes used. Call Detail Reports and any recorded conference calls are stored under the Conference History & Recording tab.

How to Share a Recorded Call:

1. Login to your Free Conferencing account at <https://www.freeconferencing.com> and go to the History and Recordings tab. All recorded calls will look like the following:

The JOHN MAXWELL Team



Free Conferencing.com®
Get On The Call™

Conference View | Conference History & Recordings | Preferences | Help | Contact Us | My Account | LOGOUT

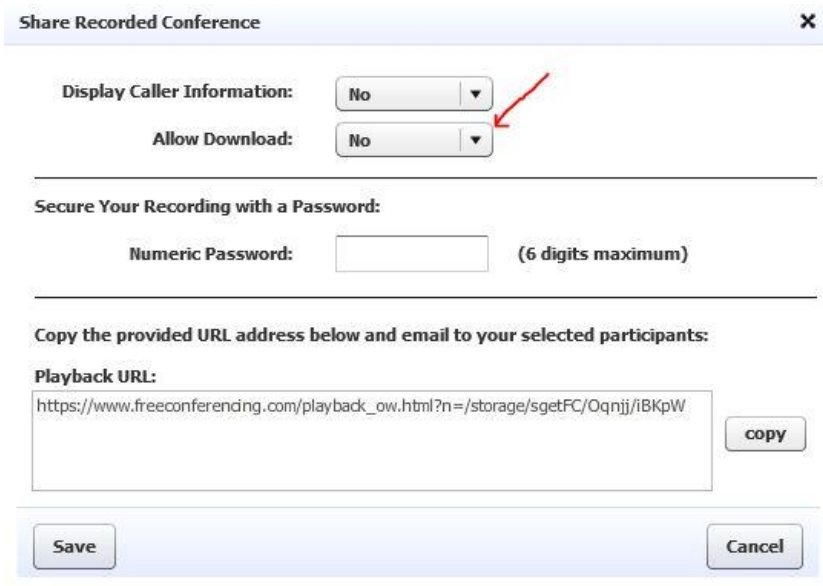
Start Date: 09/17/2014 | End Date: 09/24/2014 | Search | Display conferences with recordings only

Details	Description	Start Date/Time	End Date/Time	Duration	Caller	Recorded	Locked	Download	Delete
		09/24/2014 09:30:54 AM	09/24/2014 09:31:36 AM	42s	1				
		09/23/2014 09:10:27 PM	09/23/2014 09:10:55 PM	28s	1				
		09/23/2014 07:52:56 PM	09/23/2014 09:06:33 PM	1h:13m:37s	68				
		09/23/2014 07:51:04 PM	09/23/2014 07:52:01 PM	57s	1				
		09/23/2014 07:41:35 PM	09/23/2014 07:41:45 PM	10s	1				
		09/23/2014 06:40:59 PM	09/23/2014 06:42:22 PM	1m:23s	1				
		09/23/2014 06:31:51 PM	09/23/2014 06:39:19 PM	7m:28s	1				
		09/23/2014 01:04:38 PM	09/23/2014 01:05:17 PM	39s	1				
		09/23/2014 11:58:03 AM	09/23/2014 12:22:25 PM	24m:22s	3				
		09/23/2014 08:59:08 AM	09/23/2014 09:00:01 AM	53s	1				
		09/22/2014 08:23:38 PM	09/22/2014 08:23:54 PM	16s	1				
		09/22/2014 07:56:54 PM	09/22/2014 08:19:10 PM	22m:16s	5				
		09/22/2014 07:38:31 PM	09/22/2014 07:48:54 PM	10m:23s	1				
		09/22/2014 05:45:20 PM	09/22/2014 05:46:11 PM	51s	1				

Total Conferences: 33

Version: 1.4.12 (fs: 0.58.15)

2. Click on the “Padlock” icon and the following window will pop-up.



Share Recorded Conference

Display Caller Information: No

Allow Download: No

Secure Your Recording with a Password:

Numeric Password: (6 digits maximum)

Copy the provided URL address below and email to your selected participants:

Playback URL:

3. Click on the down arrow next to “Allow Download” and select yes. Below click on the copy button and this will save the URL of your recorded free conferencing call.

4. Send us the link to your call.