





## Account Information

### Free Conference Call

Conference Dial-in Number: **(712) 775-7000**

Participant Access Code: **870861#**

### Participant Feature Keys

		Instructions - conference instructions
		Mute/Unmute - caller controlled muting

Please identify yourself every time you speak.  
eg. "This is John, I agree with Sarah"







### Free Conference Play Back

Playback Number: **(641) 715-3409**

Access Code: **870861#**

(please allow 24 hours before accessing playback)

### Playback Feature Keys

		Rewind 30 seconds
		Fast forward 30 seconds
		Pause/resume playback

## Instructions

When using your free live conference call number you must notify your callers by giving them the date, time, dial-in number and access code. All parties will use the same dial-in number and enter the same access code, followed by the \* or # key as specified below.

**Host:** When prompted, enter the assigned access code, followed by the \* key.

**Participant:** When prompted, enter the assigned access code, followed by the # key.

Once connected to the live conference, every caller will be able to talk. Every caller will also have access to the touch tone commands listed below.

### Recording Instructions

During the free live conference, the **host** can start recording at any time by pressing \*9. The system disconnects him/her from the free live conference and prompts for the Subscriber PIN. If the Subscriber PIN is valid, the host is returned to the conference and all attendees are notified that the recording option has been started. To stop the recording, the host will press \*9 again.

### Play Back Instructions

To listen to the recorded conference, the host must provide attendees with the play back number and access code. Please note, this number is different from the conference dial-in number. When users call into the recording playback number, they will be prompted to enter the access code. Once confirmed, the system will play back the recorded conference. During play back, the user can scroll forward or backwards through the recorded conference. You will find the play back features below.

NOTE: you can also access the website and download the entire conference audio for play by almost all audio software.