



Toll-Free Customer Service: 877-482-5838
Online Support: support@freeconferencing.com

Breakout Conferencing User Guide

Please Note: Breakout conferencing is currently available via touch tone controls only. There are no web controls for this feature at this time.

Step 1

Organize conference call by notifying all participants of the date and time for the call and provide them with the conference dial-in number and participant access code.

Step 2

Assign topics or discussion sessions for each breakout conferencing room along with a leader who will guide the call.

Step 3

At the scheduled time of the call, all parties dial the conference dial-in number and enter the access code upon prompt followed by the pound (#) key.

Step 4

Anytime during the live conference call, the host can distribute callers into four breakout conferencing rooms. Follow the instructions below to initiate breakout conferencing;

Conference Room 1

To join conferencing room 1, have callers press #1. To return to the main conference room have callers press ##.

Conference Room 2

To join conferencing room 2, have callers press #2. To return to the main conference room have callers press ##.

Conference Room 3

To join conferencing room 3, have callers press #3. To return to the main conference room have callers press ##.

Conference Room 4

To join conferencing room 4, have callers press #4. To return to the main conference room have callers press ##.

Main Conference Room

To return to the main conference room, press ##.

If you have any questions, please contact our Customer Service Department at 877-482-5838 or email to support@freeconferencing.com.