






Mute Individual: This feature allows for the host to mute an individual participant by clicking on the mute box next to their name. To un-mute the individual participant, click on the mute box again.

Q&A Session: This feature allows for the host to conduct Question & Answer. To place participants in Q&A, click on Q&A located above the Q&A queue. Participants can ask a question by pressing *6 and the host will be notified in the Q&A queue that there is a question. The host will then click Engage to un-mute participants so that they may ask their question.

Drop: This feature allows for the host to drop an individual participant from the conference call. To drop an individual participant, click on the drop field next to their name and a prompt will allow you to disconnect the participant or cancel the command.

Broadcaster: This feature allows for the host to broadcast audio and previously recorded conference call files during their live conferences. To broadcast an audio file once on a conference call, click on the Broadcaster icon found to the right hand side of your Conference View page. A window will display from which you may upload audio and previously recorded conference calls. To play a file, simply click on the green play icon and broadcasting will begin automatically. The host has the option to stop, resume and pause broadcasting at any time. The option to minimize and expand the window at any time during the live conference call is also available.

□

FreeScreenSharing: This feature allows the host to conduct an online  meeting designed for screen sharing, web conferencing, product demonstrations, webinars and more. To start an online  meeting once on a conference call, click on the  tab found to the right hand side of your Conference View page. A  Controls window will display from which you may start the online meeting by clicking the 'Start Meeting' button. Click the 'Select Items to Share' button to choose which programs you wish to show your participant during the online meeting. There is also a chat feature that allows you to chat with participants that are participating in the online meeting. You may minimize and expand the  Controls window at any time during your conference call.

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