

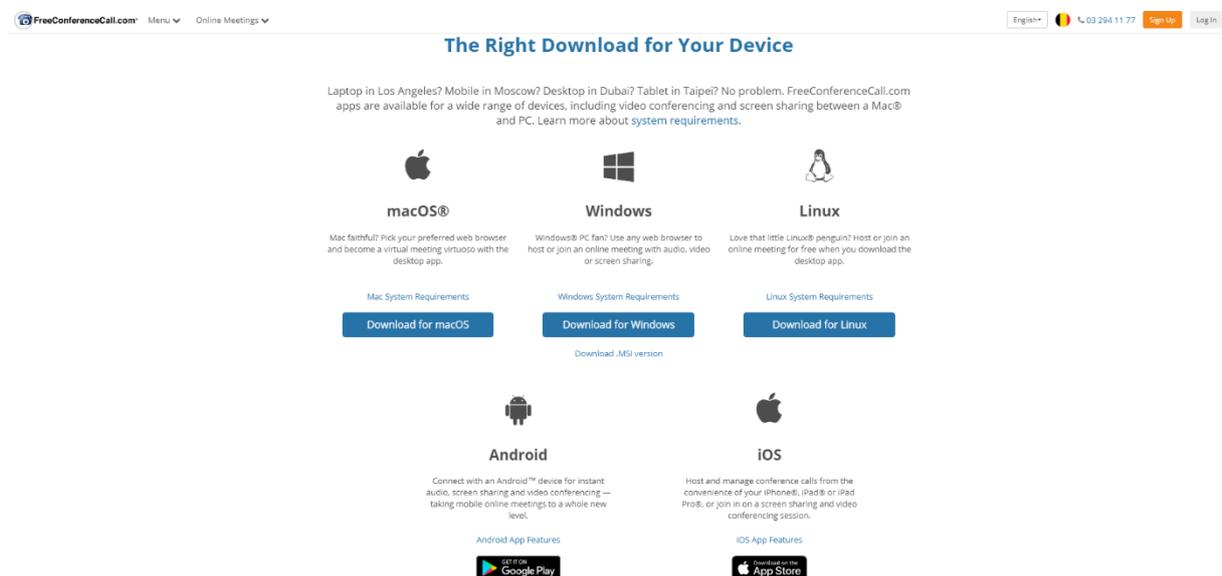
Free Conference Call – quick start guide for video conference calling

Installing the Free Conference Call desktop client

Although installing the Free Conference Call desktop application is not necessary, we advise you to do so as this will smoothen the usage of the service.

Note: in this quick start guide, the application will be installed on a Windows system. The installation process for other systems should be similar.

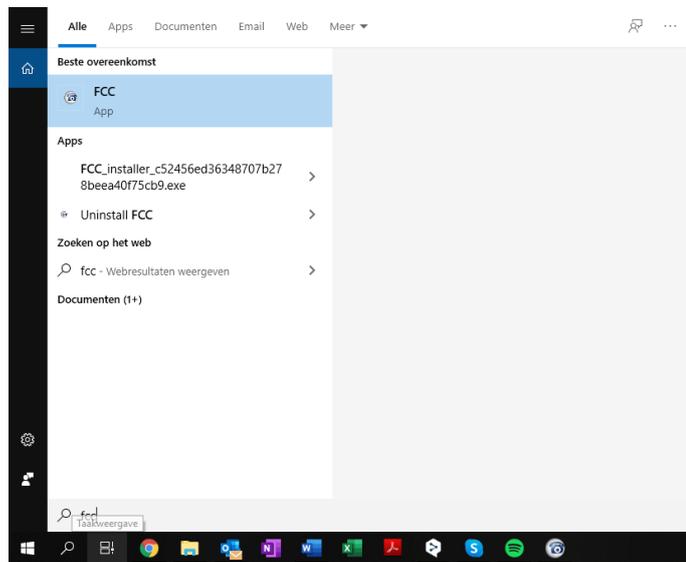
1. Go to <https://www.freeconferencecall.com/downloads>
2. Choose on which system you want to install the Free Conference Call application by clicking on the “Download for...” button.



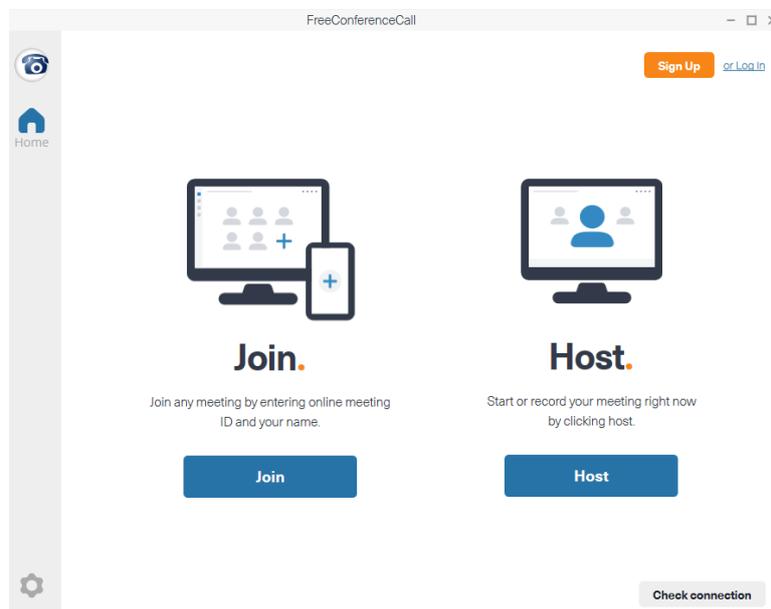
The screenshot shows the 'The Right Download for Your Device' page on FreeConferenceCall.com. The page features a navigation bar with 'FreeConferenceCall.com', 'Menu', and 'Online Meetings'. The main heading is 'The Right Download for Your Device'. Below this, there is a paragraph: 'Laptop in Los Angeles? Mobile in Moscow? Desktop in Dubai? Tablet in Taipei? No problem. FreeConferenceCall.com apps are available for a wide range of devices, including video conferencing and screen sharing between a Mac® and PC. Learn more about system requirements.' The page is divided into five sections for different operating systems: macOS®, Windows, Linux, Android, and iOS. Each section includes a brief description, a link to 'System Requirements', and a 'Download for...' button. The Windows section also includes a 'Download .MSI version' link. At the bottom, there are links to 'Android App Features' and 'iOS App Features', along with icons for Google Play and the App Store.

3. Install the application by opening and executing the “FCC_installer.exe” file. Follow the given instructions.

4. Open the application, which is called “FCC”. You can search for the application via the Start menu.

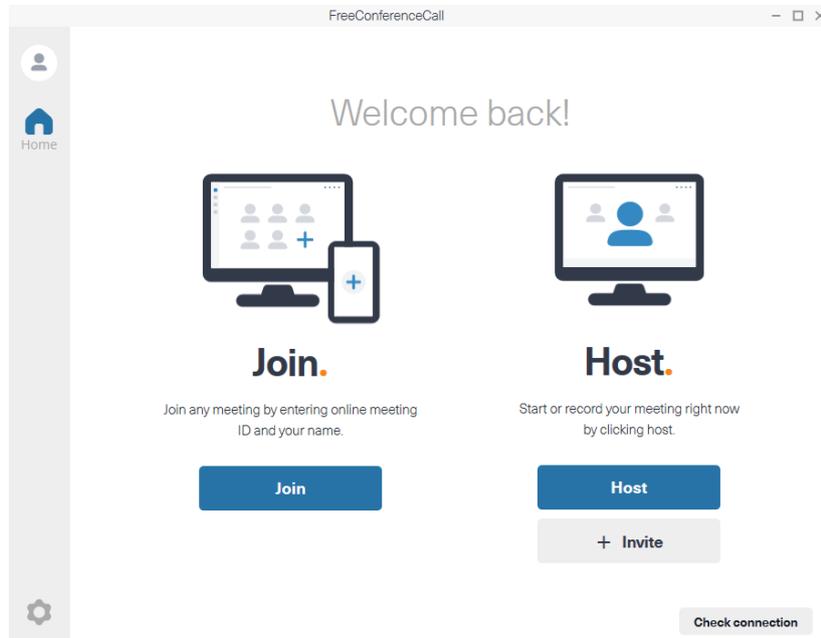


5. Create an account by clicking on the orange “Sign Up” button in the top left corner. This will lead you back to FreeConferenceCall.com website to create your account. Once you filled in your account information, the account should be activated through an activation mail (tip: check the spam folder in your mailbox).

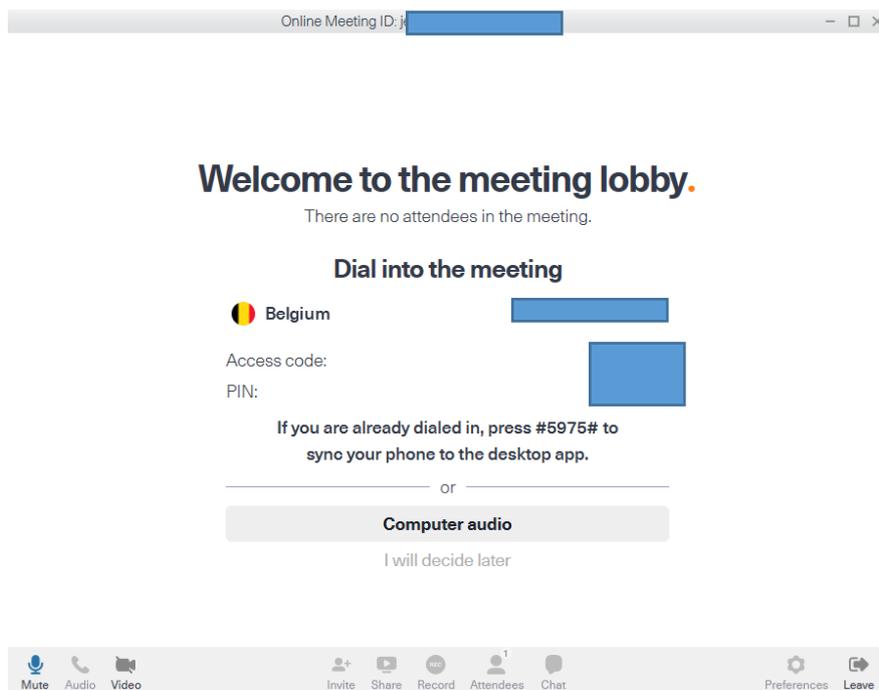


Hosting a call

1. Open the application, which is called “FCC”. You can search for the application via the Start menu.

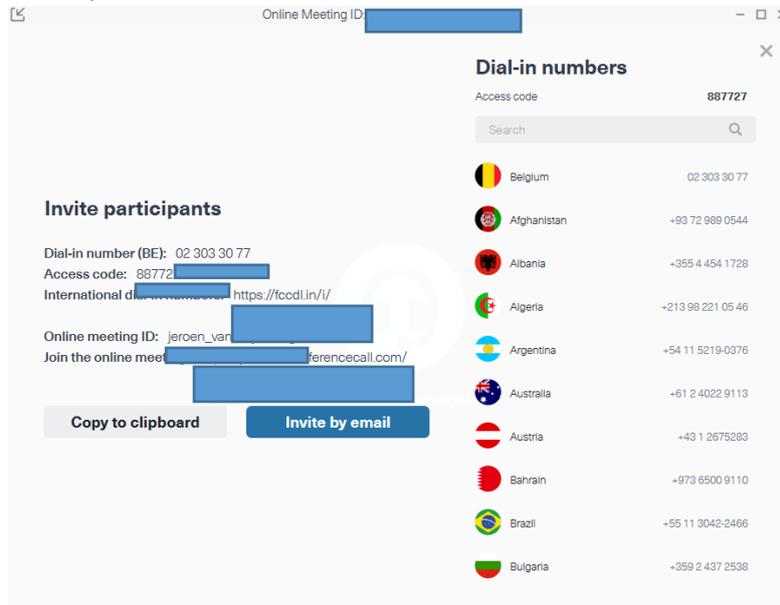


2. Once logged in, you can click on “Host”. By doing this, you enter the meeting lobby. Press on the grey “Computer audio” button if you want to use your PC for calling or call the number shown on the screen and enter the access code & pin if you want to use your mobile phone.

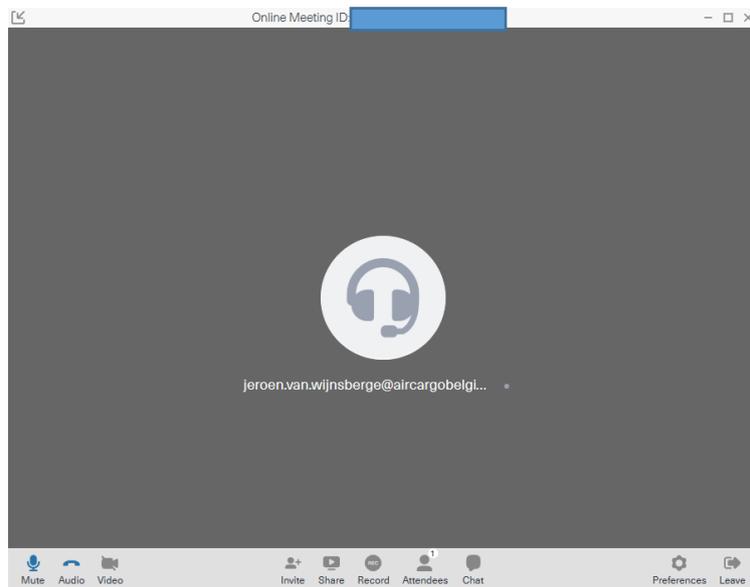


- You can invite others to the call by pressing the “Invite” button on the bottom of the window. This will bring up the details others will need to join the call. You can copy them to your clipboard (and e.g. paste them in a meeting invite) or invite them directly by e-mail.

Tip: you may paste these details in every meeting invite, as these are always the same for conference calls you host.

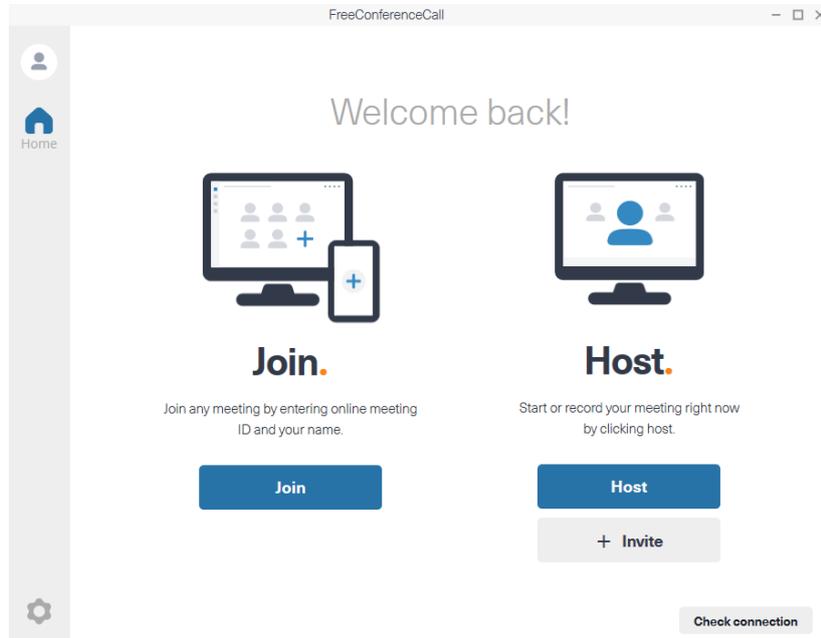


- Other functions at the bottom of the window; mute your microphone, enable/disable audio, enable/disable video, invite others, share your screen, record the call, view the attendees, open the chatbox, preferences of the call and leave the call.

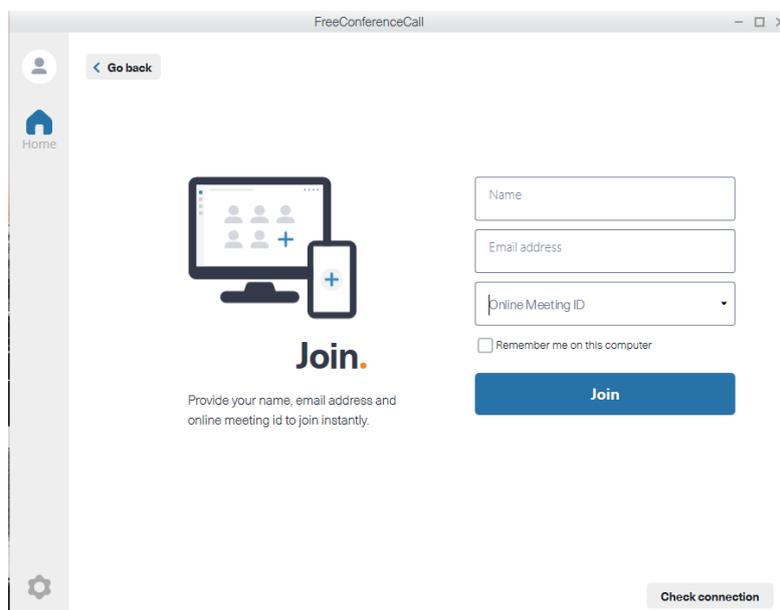


Join a call (desktop client)

1. Open the application, which is called “FCC”. You can search for the application via the Start menu.



2. Click on “Join”, fill in your details and click “Join” once again to confirm. The Online Meeting ID should be provided to you by the host.



Join a call (web app)

1. Click on the link which is provided to you by the host of the call, this should be something like https://join.freeconferencecall.com/test_acb.
2. Click on the green button “Join online meeting”. You will enter the meeting lobby.



Audio Information	Host Information
<p>Dial-in number: ?  <input type="text"/></p> <p>Access code: ? <input type="text"/></p> <p>Online meeting ID: ? <input type="text"/></p> <p>International dial-in numbers: ? <input type="button" value="View list"/></p> <p><input type="button" value="Join Online Meeting"/></p> <p><small>Are you the host? Click here to log in</small></p>	<p> FreeConferenceCall.com Postbus 41069 Long Beach, CA 90853 tel: (844) 844-1322 support@freeconferencecall.com</p> <p><small>FreeConferenceCall is een dienst voor online vergaderen, ontworpen voor schermdeling, webconferenties, productdemonstraties, webinars en meer.</small></p>

Join a call (telephone)

1. Call the number that is provided to you by the host (choose the telephone number of the country you are located in to avoid expensive roaming costs).
2. Enter the access code, provided by the host, and confirm with #. You will enter the meeting lobby.