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Your account is now active and we look forward to providing you with the best of event services. Our services are available to you 24 hours a day, 7 days a week.

Account Information

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Passcode: 748771
Subscriber PIN: 348999
Play Back Number: (641) 985-5026

Instructions

When you use your SimpleTollfree conference call number you will need to organize every one in your call by notifying them of the date, time, dial in number and access code of your conference.

All parties will call the same dial in number and enter the same passcode followed by the # key. Once connected to the conference, every caller will be on hold and hear music until the host arrives. It is suggested that the host be the first person on the call - although it is not a requirement. Once the host has entered the passcode, he/she will be prompted to enter the subscriber pin code. By doing so the host will open the conference to conversation and be granted access to the additional host feature keys detailed 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 then 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 passcode. 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 passcode. 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.

Features by Caller

To access the different Feature Keys when in a call, simply press the corresponding key below - it is not required that a caller enters a star (*) or pound (#) key before or after the feature key.

Participant Feature Keys

3	Exit - exit the call
4	Instructions - conference instructions
6	Mute/Unmute - caller controlled muting

Host Feature Keys

2	Count - plays the number of parties in the call
3	Exit - exit the conference call
4	Instructions - conference instructions
5	Listen only modes - host controlled muting

Detailed Touch Tone Explanation

Caller count - 2 key (Host only)

Press 2 to get a count of how many callers are on the conference.

Exit conference - 3 key

Press 3 to take your individual line out of the conference call and back into the lobby. At the prompt, press 1 confirm that you want to exit the conference, otherwise press 2 to cancel and return to the conference.

Instructions - 4 key

Plays a menu of touch tone commands.

Listening modes - 5 key (Host only)

Press 5 once to mute the audience, however the audience can unmute themselves by pressing 6 for questions or guest speakers. Press 5 a second time to put the audience into mute mode without the capability of un-muting themselves. Press 5 again to return to open conversation mode.

Mute - 6 key

Press 6 once to mute your individual line from the conference.

6	Mute/Unmute - caller controlled muting
7	Secured/Unsecured - stops callers from entering
8	Tone controls
9	Record Conference

Press 6 again to un-mute your line.

Security - 7 key (Host only)

Press 7 to secure the conference and block all other callers attempting to enter the conference. Press 7 again to re-open the conference for all callers joining.

Tone control - 8 key (Host only)

Press 8 once to turn entry and exit tones off. Press 8 a second time to turn entry tone off and exit tone on. Press 8 a third time to turn entry tone on and exit tone off. Press 8 one more time to return to default mode with both exit and entry tones on.

Record Conference - 9 key (Host only)

Pressing 9 once will disconnect the host from the conference and then the host is returned to the conference and an announcement is made to the attendees that the conference is being recorded. To stop the recording, press 9 again.