



FreeConferenceCall.com[®]

Quick Start Guide

Meeting Wall

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For full documentation of all features and options please refer to our Reference Guide located at www.FreeConferenceCall.com/support.

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The Meeting Wall is a virtual meeting web page that you can customize with your headshot, company logo, meeting description, and meeting host information. In addition, you can upload meeting resources (i.e., supporting documentation for your meeting), access meeting scheduling information, and view conference dial-in information.

Meeting Wall

The Meeting Wall is a public page that may be accessed by anyone who has a link to it, unless you have restricted access by requiring a password for viewing. Participants can access your Meeting Wall to see information about your meeting, supporting documentation or files you choose to share, scheduling, etc.

As a host, you can use the Meeting Wall to control all aspects of your meeting, i.e. update the host details, update the meeting subject and additional information, manage meeting files and links resources, manage conference preferences, invite other people to your meeting, schedule a meeting, start a meeting, manage live conference calls with Web Controls, manage instant chat sessions and view your meeting history. The Wall components are shown below.

The screenshot displays the Meeting Wall interface with several annotated components:

- Top Bar:** Includes the FreeConferenceCall.com logo and a search bar containing the email address `ldenz@freeconferencecall.com`.
- Audio Information Panel:** Contains fields for Toll Number (775) 555-5555, Access Code (012-345-678 PIN), Playback Number (555) 555-5555, and Online Meeting ID (test). It includes 'Invite' and 'Help' buttons and a green 'Host Online Meeting' button.
- Host Information Panel:** Features a placeholder for a host's headshot, the company name 'FreeConferenceCall.com', address (P.O. Box 41969, Long Beach, CA 90853), phone number (877-216-7555), and email (support@freeconferencecall.com). A description below states: 'FreeConferenceCall is an online meeting service designed for screen sharing, web conferencing, product demonstrations, webinars and more.' An 'Edit' button is in the top right.
- Calendar Panel:** Includes an 'Add' button and a description: 'View, edit and create meeting using the calendar feature on your Wall'.
- Meeting Resources Panel:** Includes 'Upload File' and 'Add Link' buttons and a description: 'Upload files and links to share with visitors or meeting attendees to your Wall'.
- Annotations:** Blue arrows point from external text boxes to the corresponding panels. One annotation points to the top bar: 'Your company logo Upload an image file with your company logo instead of using the default'.

At the bottom of the interface is a control bar with three sections: 'History & Recordings', 'Web Controls', and 'Broadcaster'.

Wall Preferences

This option allows you to change the background colors of your Meeting Wall, as well as, setting a password to the entire page or to specific panels of it (i.e. Meeting Resources). From the top right corner of the Wall, locate the drop down menu and select Wall Preferences. On the next window, make your desired changes, click Save and close the window. Note any passwords you create and make these changes as often as you like. Wall Preference components are listed below.

Wall Preferences

General Options

Background Gradient

Top Color: Bottom Color:

Background

Tile background

Horizontal: Vertical:

Panel Options

Master Password

Feature Panel	Toggle	Password Protect
Meeting Wall	<input type="checkbox"/>	<input type="checkbox"/> enable password
Calendar	<input checked="" type="checkbox"/> ON	<input type="checkbox"/> enable password
Chat	<input type="checkbox"/> OFF	<input type="checkbox"/> enable password
Meeting Resources	<input checked="" type="checkbox"/> ON	<input type="checkbox"/> enable password
Radio	<input type="checkbox"/> OFF	<input type="checkbox"/> enable password

Audio Information

This section of the Meeting Wall displays the dial-in numbers along with the online meeting ID. Participants can easily reference this section for meeting credentials.

Host Information

From this section, you can upload your headshot, company logo; add your contact information and a meeting description. Click the Edit button in the right corner of Host Information pane to customize. You are not required to fill in this information; however, it is always available and may be changed at anytime.

Invitations

When you wish to invite other people to join to your live meetings there are several options available to you.

- Word of mouth communications
- Personal emails
- Invite from the Meeting Wall

In this guide we will describe the Invite feature from the Meeting Wall. You can use the “*Invite*” button from your Meeting Wall. On this screen, you will see your Meeting Wall URL, the phone numbers that should be used to join your meeting, and your Access Code. Select a meeting to which you would like to invite or create new meeting schedule using the “*Create a new meeting*” option or use the “*Please join me now*” option if you are going to start your meeting now. Type a list of invitee email addresses separated by a “;” and click the “*Send Invites*” button. All recipients from the list will receive an email invitation that includes a message stating that they are invited to the conference, along with instructions on how to join the conference. You can also click the “*Copy to Clipboard*” button to add the contents of this window to your clipboard and paste this information into your own email client.

Calendar

With the provided Calendar feature of the Wall, hosts can view, edit and add meetings that will be listed for future reference and for all visitors to the Wall.

Meeting Resources

To upload documents or links to the Meeting Wall, click the Upload or Add Link buttons in the right corner of the Meeting Resources pane and follow the prompts to add any documents (Word, Excel, PPT, etc.) or web links that you wish to share with your attendees.


Radio

Got a large audience? Have them visit your Wall and listen to a live conference call using the Radio feature. During a live call simply click On to enable audio streaming from the Wall. All visitors will also click On from that panel to listen in. To stop streaming, click Off.

Chat

Easily instant chat with your attendees using the Chat panel of the Wall. To enable Chat, click On in the right corner of the panel. All visitors simply type their message in the chat field and click Send. To disable Chat, click Off in the right corner of the panel.

History and Recordings

Another useful feature of the Meeting Wall is that it allows the host to see the history of the meetings that took place in the specified date range. As a host, you can view the meeting history by clicking the  *History & Recordings* tab on the Meeting Wall.

Web Controls

Easily manage live conference calls with click commands from the Web Controls section of your Meeting Wall. During a live call, simply click on the tab to expand the window. To close, click again. The screen shot below shows all controls that are available.

Broadcaster

Play recorded conference calls, other audio files or screen sharing sessions during live meetings using the Broadcaster of your Meeting Wall. Click on the tab to expand the window and use the commands provided to upload files. Your recorded conference calls and screen sharing sessions will display automatically. To play a file, click the play icon. All callers on the line and meeting attendees viewing your computer screen will be able to hear and see the broadcast of the audio file or screen sharing session.

Note: Recorded screen sharing sessions from other providers cannot be uploaded to the Broadcaster at this time.

Broadcasting of recorded screen sharing sessions does not require a live meeting. Select the screen sharing recording you would like to broadcast and click Play from the Broadcaster window. All invited attendees will see the broadcast on their computer screens.

History & Recordings X

Filter

Search

Info	Description	Start Date/Time -	End Time	Callers	Reference No.	Recording Options	Size
Q	Description	03/23/2015 09:12 AM	10:03 AM	4	2		
Q	Description	03/23/2015 08:39 AM	09:11 AM	5	1		15MB
Q	Description	03/23/2015 08:35 AM	08:36 AM	2			
Q	Description	03/23/2015 08:31 AM	08:33 AM	2			
Q	Description	03/20/2015 12:58 PM	04:59 PM	5			
Q	Description	02/26/2015 09:06 AM	09:47 AM	3			
Q	Description	10/29/2014 12:10 PM	01:43 PM	3			

[Learn more](#) on how to listen to your recordings.

The page will show all meetings that occurred within a specified date range. If you wish to change the date range, you can either change the dates manually by entering the dates into the “From” date and/or “To” date fields, or by clicking the calendar-buttons to select a new date. To the right of the date range fields is the “Search” button that allows you to refresh the results. In addition, from this page you can view the call detail reports for your meetings and download, playback and share recordings.

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