



FreeConferenceCall.com®

Quick Start Guide

Screen Sharing

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

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Starting Application

Start the *FreeConferenceCall.com Desktop Application*, as follows:

Option 1 – From your Meeting Wall

- Login to your FreeConferenceCall.com account
- Click Meeting Wall from the navigation bar
- From your Wall, click the “*Launch Screen Sharing Now*” button (participants click the “*Join*” or the “*Rejoin Meeting*” button) in the *Audio Information* section

Option 2 – From your local hard drive (if previously installed)

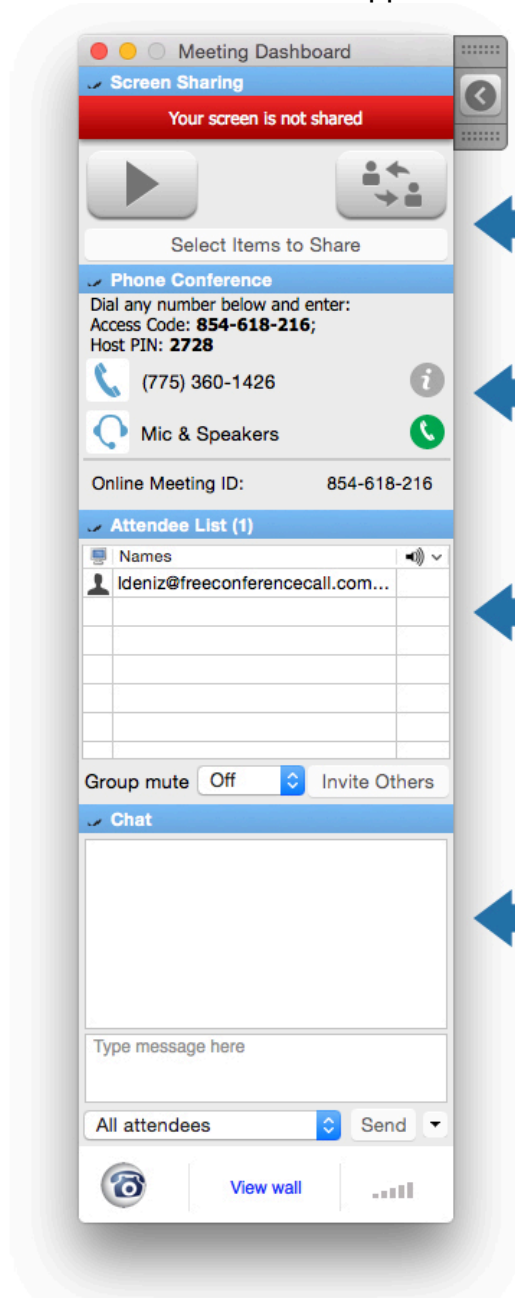
- Click the *FreeConferenceCall.com* application icon on the desktop or icon in the Mac applications folder, or
- Run the *FreeConferenceCall.com* application from All Programs menu FreeConferenceCall.com folder, or
- Run the *FreeConferenceCall.com* application from the Programs tray/Dock

To ensure expedited access to your meeting at the scheduled time, we recommend downloading the *FreeConferenceCall.com* application in advance. Visit www.FreeConferenceCall.com and select “*Get Desktop App*” at the bottom of the home page. This will download and install *FreeConferenceCall.com Desktop Application*, and configure your computer to allow participation in a FreeConferenceCall.com screen sharing session.

Regardless of the method used, the welcome screen shown below will appear. Select either the “Host” button or the “Join” button, as appropriate.



The host dashboard will appear as follows:



The screenshot shows the 'Meeting Dashboard' window. It has a title bar with standard OS controls. The dashboard is divided into several sections: 'Screen Sharing' (top, red bar), 'Phone Conference' (middle), 'Attendee List (1)' (below phone conference), and 'Chat' (bottom). The 'Screen Sharing' section shows a play button and a status 'Your screen is not shared'. The 'Phone Conference' section shows dial-in numbers and a 'Mic & Speakers' button. The 'Attendee List' shows one attendee: 'Ideniz@freeconferencecall.com...'. The 'Chat' section has a text input field and a 'Send' button. Arrows point from text descriptions on the right to these sections.

Screen Sharing Pane

- Start/Stop Meeting
- Pause/Resume Meeting
- Switch Screen Sharing Presenter

Phone Conference Pane

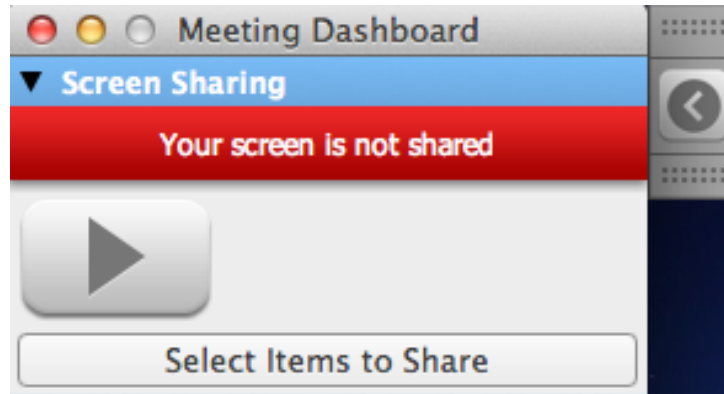
- Contains meeting ID, host PIN, dial-in numbers
- allows to make VoIP call to the meeting

Attendee List Pane

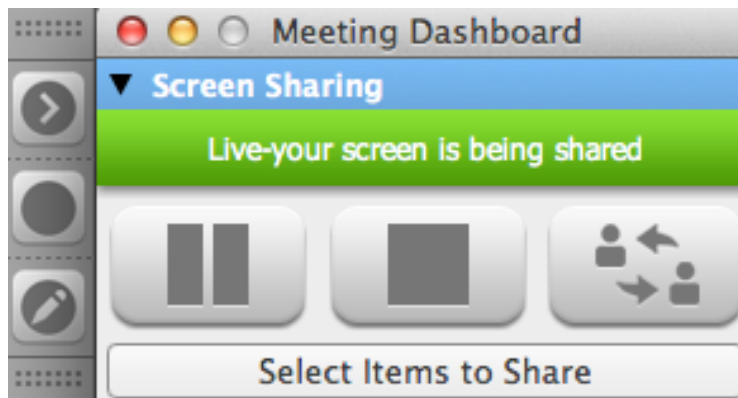
- Shows who else joined to the meeting
- host can either disconnect or make presenter to the attendee as well as invite other attendees

Chat Pane

- allows public and private chatting for meeting attendees



The status message “*Live-your screen is being shared*” will be shown in the top line of the pane:



From this point forward participants will be able to see the Host’s screen content.

While Screen Sharing meetings are in progress they can be recorded using the Meeting Dashboard as well as Meeting Wall Controls or DTMF Touch Tone commands by entering *9 as a host. The recording button on the Meeting Dashboard is shown below and is activated by simply clicking the icon. Participants connected to the audio conference call will hear a notification that the recording has been initiated. Both audio and the screen sharing content will be recorded and are accessible for playback at the completion of the meeting.



Joining a Online Meeting

There are three options for joining an online meeting with FreeConferenceCall.com. Follow the steps below to join a meeting:

1. Go to www.freeconferencecall.com and click on Online Meetings from the navigation bar. Select Join Meeting from the drop-down menu and fill out the fields to join the meeting
2. From your invitation email click on the Online Meeting link and follow the prompts to join the meeting
3. Type the Meeting Wall URL into your web browser and select Join Meeting on the next page

Note:

4. If a participant **already has** FreeConferenceCall.com installed, they will join the meeting from the Desktop Application
5. If a participant **does not have** FreeConferenceCall.com installed, they will join the meeting through their web browser with Web Viewer
6. If a participant **cannot install** FreeConferenceCall.com, they will join the meeting directly through their web browser with Web Viewer

How to make a Participant Viewer Attendee a Presenter

1. From the Meeting Dashboard select a participants name from the Attendee List and right click
2. Select Make Presenter from the drop-down menu
3. A pop-up will display confirming your selection
4. The selected participant will then receive a pop-up to download the Desktop Application in order to be the presenter

Copyright

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