VIRTUAL - Lions Club Meeting Overview

Virtual Club Meetings will allow every member to attend a meeting without actually being present in the same room. Members can simply call a published phone number and participate in a Conference Call using their Computer, (provided that they have internet access, speakers and a microphone), or using a Smart Phone, or an IPhone, or "dumb" phones and landline phones, provided that the phone or landline has Toll Free Long Distance access.

We have selected FreeConferenceCall (**FCC**) as our virtual meeting service provider and each Member should open a FREE Account at this link: https://www.freeconferencecall.com/ You will only need to create a free FCC account once. The same account will be reused for every Virtual Club Conference Call Meeting in the future. After you open your Account, you should decide which platform you want to use to participate. If you intend to use your computer you can download the computer software from this link: https://www.freeconferencecall.com/downloads. **OR** if you intend to use a mobile device, you can download and install the **Free Conference Call APP.** IPhones can get it from the Apple APP Store, **and** Android Phones can get it from the Google Play Store.

You may participate in meetings using a mobile device, with or without having the APP installed; or use "any" phone that has toll free long distance access; however, if you don't use the APP, your call may be identifiable by number, but not by name, to anyone else on the call. This means that during Q&A sessions, you may not be recognized or addressed by name when you want to ask a question. Therefore, if you intend to use your Smart Phone or IPhone, please install and use the APP on your device for Security, Privacy and Identification reasons.

Your Club President, Secretary or meeting HOST will initiate a **CONFIDENTIAL Invitation** Email, one or two days prior to each meeting date and time. Those Emails will resemble the following example and will contain information needed to join the meeting on the specified date and time. **Please join the meeting approximately 5 minutes before it is scheduled to start.**

(Sample Email message)

> **Meeting Date: April 16, 2020**
>
> **Meeting Time: 6:30PM (18:30 hours)**   (please join the meeting 5 minutes ahead of time)
>
> **DIAL-IN -- Phone Number** (US): **(_____) _____ _____** (the number will be provided)
>
> When the connection has been made, you will be asked to:
>
> **ENTER** -- the **Access Code**: ____**Code**____ (**Code** will be provided & may resemble **624351#**)
> and the **Online meeting ID: _____ID_____** (**ID** will be provided & may resemble "**mYlion5C1ub**")
>
> You can also participate using your PC and internet connection by "clicking or selecting" the URL address embedded in the Email invitation, or typing the URL address from the Email invitation, into your PC browser's address line. (NOTE: To use your Windows PC or MAC you should have the FCC software installed and a functioning **internet connection, speakers** and a **microphone**.)
>
> **Join Meeting Link:** To join the meeting**: https://join.freeconferencecall.com/____ID_____**
> (where the **ID** will be provided and resemble something like " **mYlion5C1ub** ")

FreeConferenceCall.com®

Participant Reference Guide

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Introduction

FreeConferenceCall.com is an intuitive and agile collaboration tool packed with features to allow participants to join audio conference calls and online meetings. All accounts include high-definition audio, screen sharing and video conferencing for up to 1,000 participants at no cost.

During a conference, use phone keypad commands to mute, hear instructions and more. Access the host's Meeting Wall to find important information and resources for a meeting.

For assistance, go to www.freeconferencecall.com/support to live chat with 24/7 Customer Care, email support@freeconferencecall.com or call (844) 844-1322.

System Requirements

FreeConferenceCall.com audio conferencing can be accessed at any time by calling from a landline, mobile phone, VoIP call (through the internet using a computer, tablet or mobile device) or a third-party VoIP call. In order to access the FreeConferenceCall.com website and use online meetings with screen sharing and video conferencing, the following system requirements must be met:

Browsers:
- Chrome™ 29 or newer (recommended)
- Firefox® 22 or newer
- Safari® 6.0 or newer (Mac only)
- Internet Explorer® 10 or newer (Windows only) (Javascript)

Operating systems:
- Windows 7 and up
- Mac OS X 10.7 and up
- Ubuntu 14.04 and up
  Note for Linux:
  - Preferred Windows Manager environment: Compiz
  - Desktop Environment: Unity, Gnome
- Bandwidth 100Kb/s (HD Audio), 400Kb/s (screen sharing), 500 Kb/s (video)
- Video camera supported by OS, integrated or external

Definitions

In order to use the FreeConferenceCall.com reference guide effectively, the following list of terminology has been provided:

- **Dial-in number** - A phone number that is dialed to join a meeting.
- **Access code** - A number code used to join a conference call after dialing the dial-in number.

- **Host** - The most privileged role in a meeting. Hosts have additional commands available to record, mute/unmute participants, secure the conference and much more.
- **Host PIN** - A numeric PIN that allows a user to be authorized as a host and receive additional privileges.
- **Conference** - An audio meeting hosted on a bridge and consisting of PSTN and/or VoIP participants.
- **Online meeting** - An audio meeting (conference) that includes screen sharing and/or video conferencing
- **Online meeting ID** - A unique meeting identifier that is used by hosts and participants to join online meetings with screen sharing and video conferencing.
- **Participant** - A person in the conference who can actively participate in a meeting by both talking and listening.
- **Playback number** - A phone number that is dialed to listen to a recorded conference. The host must provide participants with the playback number that is different from the conference dial-in number.
- **PSTN** - Public Switched Telephone Network, the traditional phone system.
- **VoIP** - Voice over Internet Protocol, a term that refers to calling through the internet.

Audio Conferencing

A conference call is the easiest way to connect with a group.

How to Join

To join an audio conference call:
1. Call the dial-in number provided. A link to local in-country dial-in numbers is also available in the invitation from the host.
2. When prompted, enter the host's access code, followed by **pound** or **hash** (**#**).

Phone Keypad Commands

Participant Keypad Commands

Control certain aspects of the conference from the telephone with the following commands:

Command	Description	Details
*3	Breakout Rooms	Leave the main conference to join a sub-conference: ● Press ***3** followed by the number of the sub-conference, from **1** to **9.**

		● Press ***3*** to return to the main conference room at any time.
*4	Instructions	Hear the list of available keypad commands.
*6	Self Mute	Mute your individual line. Press ***6** again to unmute the line.
#PIN# Audio Sync	Integrate your audio with the online meeting	Integrate your audio with the online meeting. Press **#**, enter the **PIN** listed on the Meeting Dashboard and press **#** again. **Note:** This command is used only for online meetings.

Playback Instructions

There are two options for playing back a recorded conference.

1. The host provides participants with the playback number, access code and reference number.

   Please note that the playback number is different from the conference dial-in number. Call into the recording playback number, then enter the access code and reference number for a specific recording when prompted. Once confirmed, the system will play back the recorded conference. During playback, scroll forward or backward through the recorded conference using the following phone keypad commands:

4	Rewind one minute
5	Pause/Resume
6	Fast forward one minute

2. The host shares a link to the recording.

Online Meetings

Use online meetings to join a web conference to screen share and show video using a webcam.

How to Join

Join the online meeting by clicking the host's online meeting link to connect with either the FreeConferenceCall.com desktop application (recommended) or Web Viewer.

Note: We recommend Chrome™ web browser for full participant functionality, including VoIP audio, video and viewing screen sharing with chat.

What you need:
- Host's online meeting link or online meeting ID (desktop application only)
- If you are dialing in for the audio portion (recommended), have the dial-in number and access code ready

To join with the desktop application (recommended):
1. Launch the FreeConferenceCall.com desktop application.
2. Click **Join** and enter your name, email address and the host's online meeting ID.
3. Join the audio portion of the online meeting by first clicking **Phone** on the Meeting Dashboard. Then click **Telephone** and call the dial-in number and enter the access code followed by **pound** or **hash** (**#**) or **Mic & Speakers** and **Connect Now** to connect through VoIP.

Note: If you do not have the FreeConferenceCall.com desktop application, go to www.freeconferencecall.com and click **Get Desktop App** at the bottom of the page to download.

To join with Web Viewer (no download necessary):
1. Open the online meeting link in a browser to load Web Viewer.
2. On the Web Viewer pop-up window, enter your name and email address and click **Join Now**.
3. Click **Phone** and/or **Camera** on the Meeting Dashboard then follow the prompts to connect with audio and/or video. You will be placed on hold until the next participant arrives.

Note: To share your screen, you will need the desktop application. Download the app by selecting **Info** on the Meeting Dashboard and clicking **Download Desktop App**. You can also download the desktop app anytime by going to www.freeconferencecall.com and clicking **Get Desktop App** at the bottom of the page.

If using video conferencing, the following controls are available:
- Start/stop video
- Lock view
  - To lock the primary video feed, click **Lock View** from the top left toolbar on an active speaker seen in the main video screen. To unlock, select **Lock View** again.

○ To lock any other video feed, click **Attendee List** on the Meeting Dashboard to view all participants' names. Select a participant and right click, then choose **Lock View** from the drop-down menu. To unlock, select **Lock View** again.
- Mute self
- Hide/expand sidebar

Meeting Wall

Meeting Resources

Find links, files or pictures on the Meeting Resources panel that may be useful before, during or after the meeting.

1. Click the URL for the host's Meeting Wall.
2. Click any links or documents listed in the Meeting Resources section.

Chat

View and send messages before, during or after the meeting (if enabled by the host).

1. Go to the host's Meeting Wall.
2. Read any messages posted in the Chat section.
3. Type a message for visitors to read and click **Send**.

Radio

Listen to a live stream of the conference from the Meeting Wall (if enabled by the host).

1. Go to the host's Meeting Wall at the time of the conference.
2. Scroll to the Radio section.
3. If the conference has started and Radio has been enabled, "on air" will appear and you will hear the audio through your computer speakers.

Technical Support

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