

Knowledgebase > WORKING REMOTELY > Phone Conference / Bridge Line Call

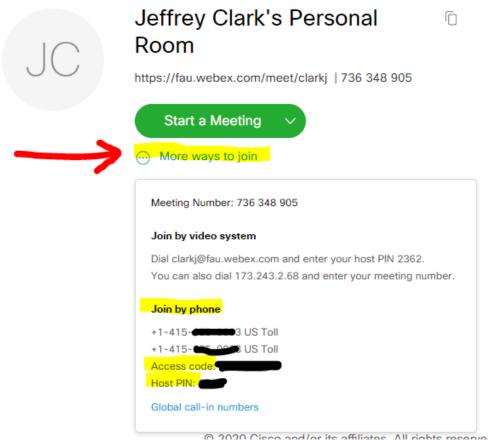
# **Phone Conference / Bridge Line Call**

Jeff Clark - 2023-06-16 - WORKING REMOTELY

There are 2 options for creating a phone (audio only) conference call:

## (1) WebEx (preferred)

- Log into Fau.Webex.Com using your FAU credentials
- Select HOME on the LEFT Menu
- In the Center of the screen, it shows "xxx PERSONAL ROOM"
- Select the MORE WAYS TO JOIN option
- There you will have a Call in Number, Meeting Number and PIN. These are your permanent numbers.
- Provide ONLY the Phone Number and Meeting Number with your Participants. (NEVER SHARE THE HOST PIN #)



- You can use this at any time, even without a computer as long as you have the HOST PIN number.
- Positional description of the Avidence of the
- Participants do not need the WebEx app installed to call in
- You do not need a computer to use this feature

### (2) FreeConferenceCall.com

- To setup a phone conference, you can create a free account at:
- https://www.freeconferencecall.com/

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#### Conference Calls

• Host high-definition audio conferences with up to 1,000 participants.

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## • FEATURES:

#### Recording

- Record conference calls for later playback. Dial a number, enter the reference number and listen to them anytime.
- · Phone keypad icon

#### • Keypad Commands

- Use phone keypad commands to manage the conference call. Mute, enter job codes, record and more.
- Breakout Rooms

#### • Breakout Rooms

- Have participants leave the main conference to join sub-conferences for small group sessions and discussions.
- Telephone icon

#### Call Control

- Use the call controls to set the conference mode (lecture, Q&A or muted), see who is talking and mute individual lines.
- Settings icon

#### • Meeting Settings

 Access and change meeting presets, including turning on or off entry and exit tones and setting up auto recording.



Headphones icon

#### VoIP

- Connect to a <u>VoIP conference call</u> on your laptop or mobile device using the mic and speakers or a headset.
- Keywords icon

### Keywords

• Find important parts of recorded conferences with Keywords and access automatic transcriptions.