FLORIDA ATLANTIC UNIVERSITY
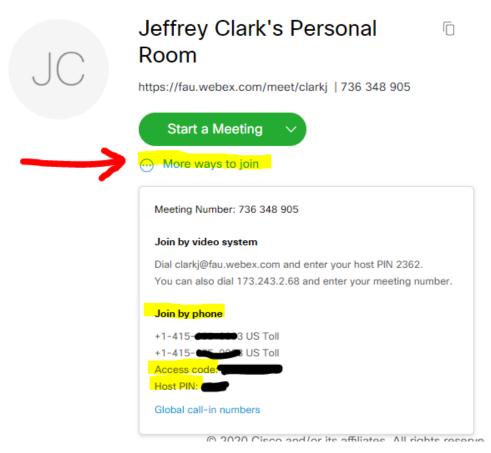**Charles E. Schmidt**
College of Medicine

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 #)

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- You can use this at any time, even without a computer as long as you have the HOST

PIN number.

- 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 [VoIP conference call](#) 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.