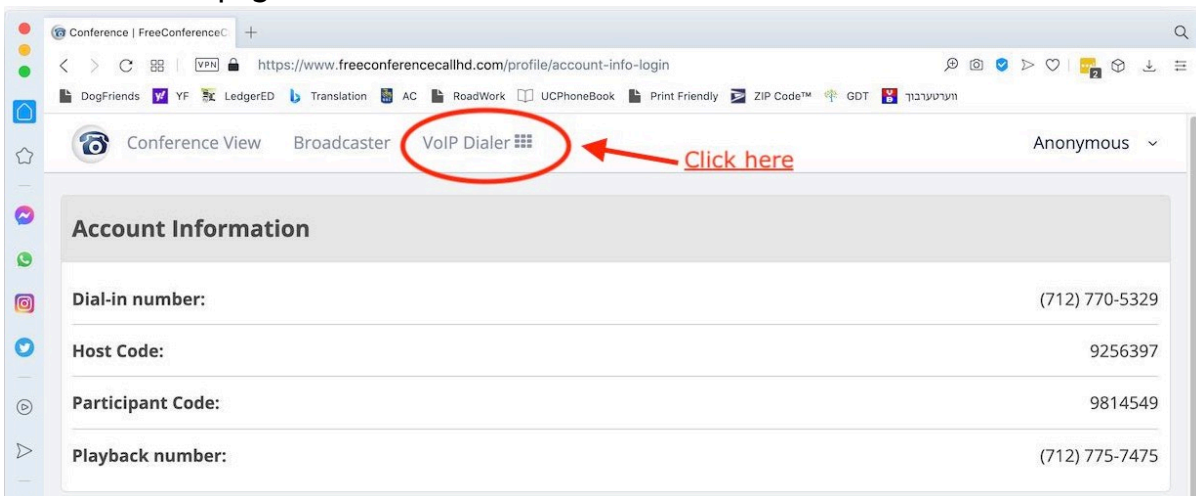


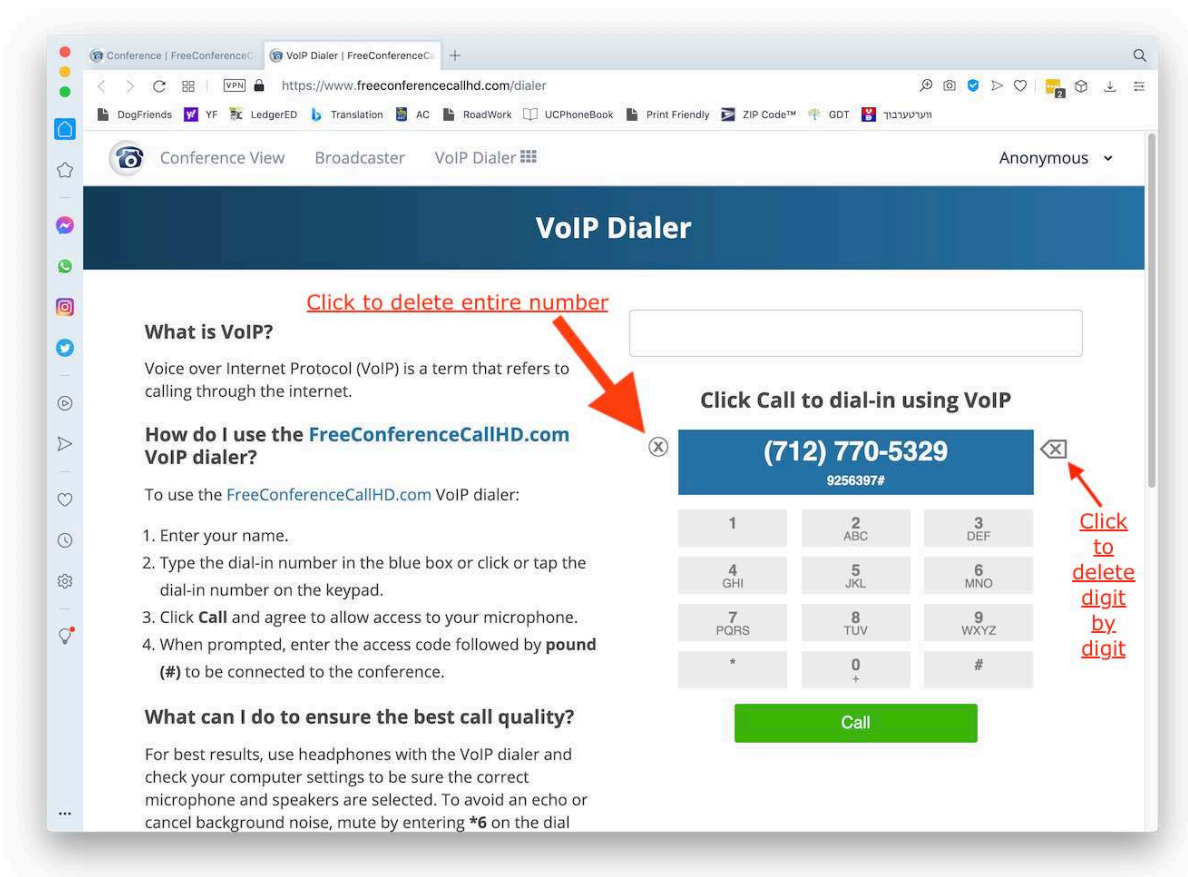
# Access FreeConferenceCallHD via the Internet

## On a computer:

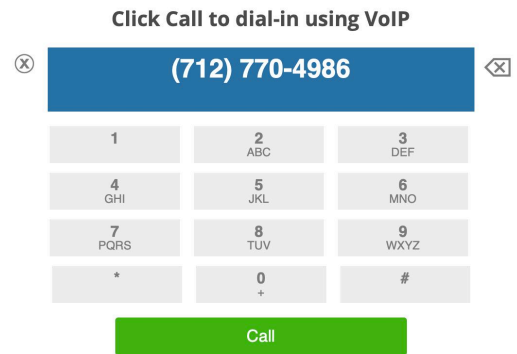
1. Go to <https://www.freeconferencecallhd.com/>. Set up a free account by entering an e-mail address and password, and clicking on “Create My Free Account”. If you already have an account at FreeConferenceCall.com, click on “Log in” and then log in. You will be taken to the Account Information page.
2. Click on “VoIP Dialer” in the horizontal menu at the top of the Account Information page.



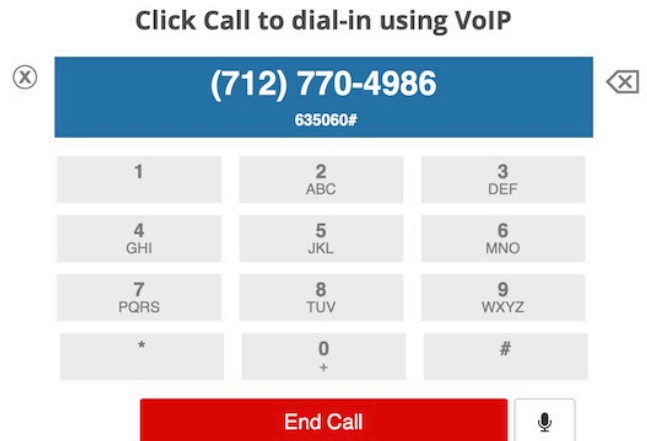
3. Above the keypad on the right side of the window is a blue rectangle containing the phone number and access code that FreeConferenceCall has assigned to you for hosting conferences. **Delete that number** by clicking on the “x” in the circle to the left of the keypad. The blue rectangle should now be “empty”.



- Using the keypad (*not the number keys on your computer*), enter the phone number for the Clutter-Free Day, (712)770-4986, then click on “Call” below the keypad.



- Once the call has been connected, you will be prompted to enter the access code. Using the keypad, enter 635060#. You should then be joined into the conference.
- A small microphone icon will appear below the keypad. To mute and unmute yourself, you can either click on the icon or click \*6 on the keypad.



### **On a tablet or smartphone:**

**NOTE:** If you have been accessing phone meetings using the “regular” (non-HD) FreeConferenceCall app, you can access this event in the same way. You can ignore the following instructions.

- Download the app “FreeConferenceCallHD Dialer” from whichever app store services your device. If you already have the “regular” FreeConferenceCall app (not HD), that will also work.
- Launch the app; go past the welcome screen to the “Recents” screen and tap on “Join”. Next, on the “Join a new meeting” screen, enter the phone number (712)770-4986 and access code 635060# and tap on “Join”. (Note: If the pound key does not appear on your screen, you don’t need it.)
- Now, on the “Dial In Using” screen select “Internet”. Selecting “Internet” will use either WiFi or data connection. *Unless your phone plan includes unlimited data, be sure that you are connected to a WiFi network.*
- You will be asked to enter a name, which you can change at any time, then tap on “Let’s go”. You should now be connected to the conference.