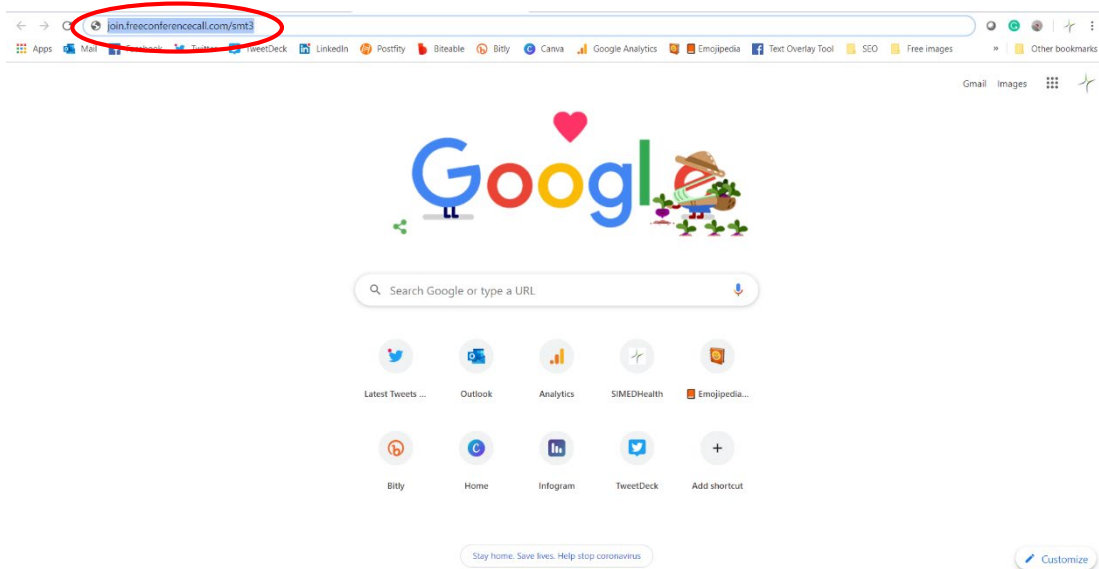


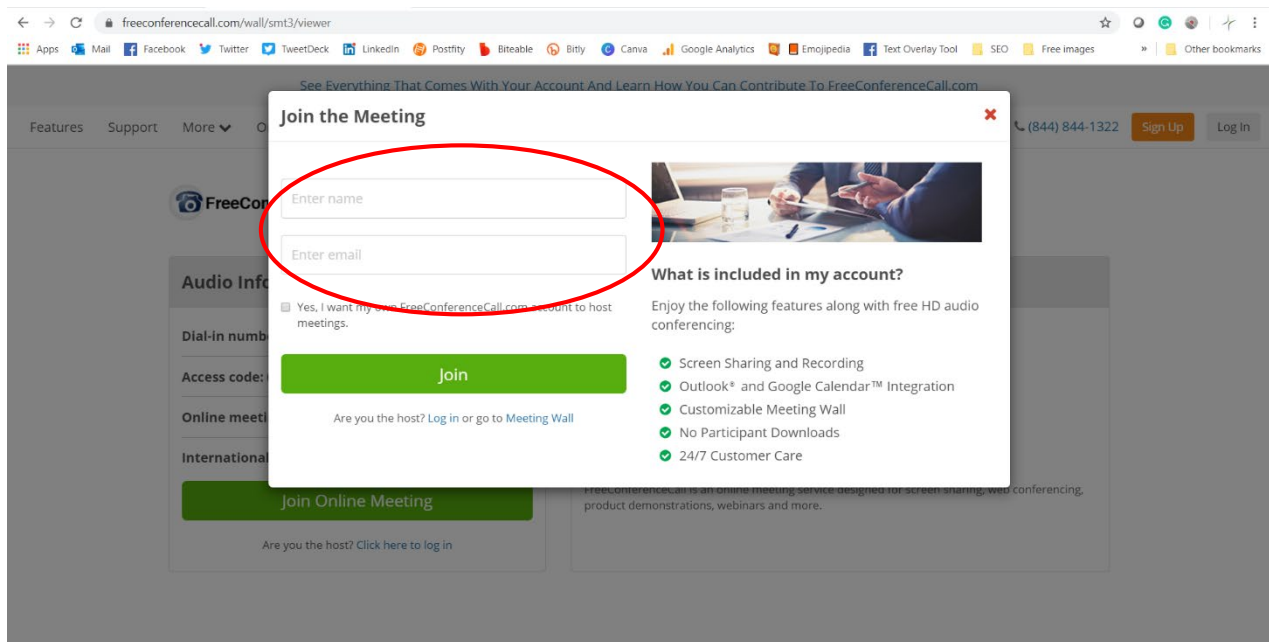
Patient Instructions for Free Conference Call Desktop

Chrome and Firefox Users:

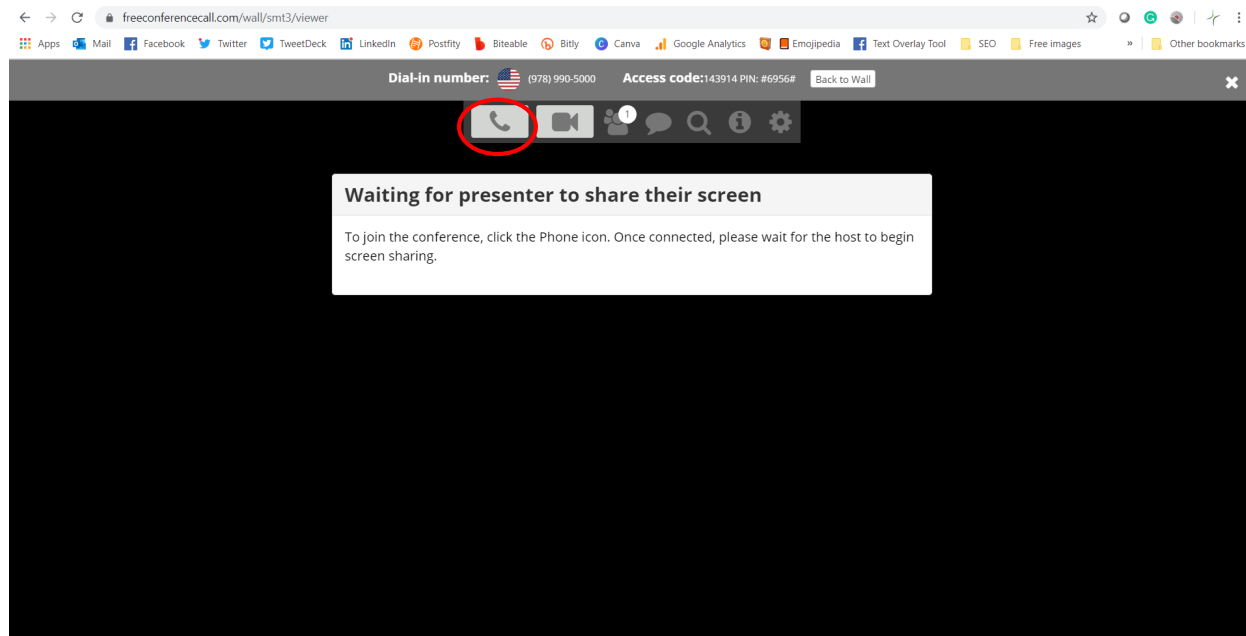
1. Open Chrome or Firefox. Type “join.freeconferencecall.com/yourdoctorsmeetingid” into the address bar at the top.



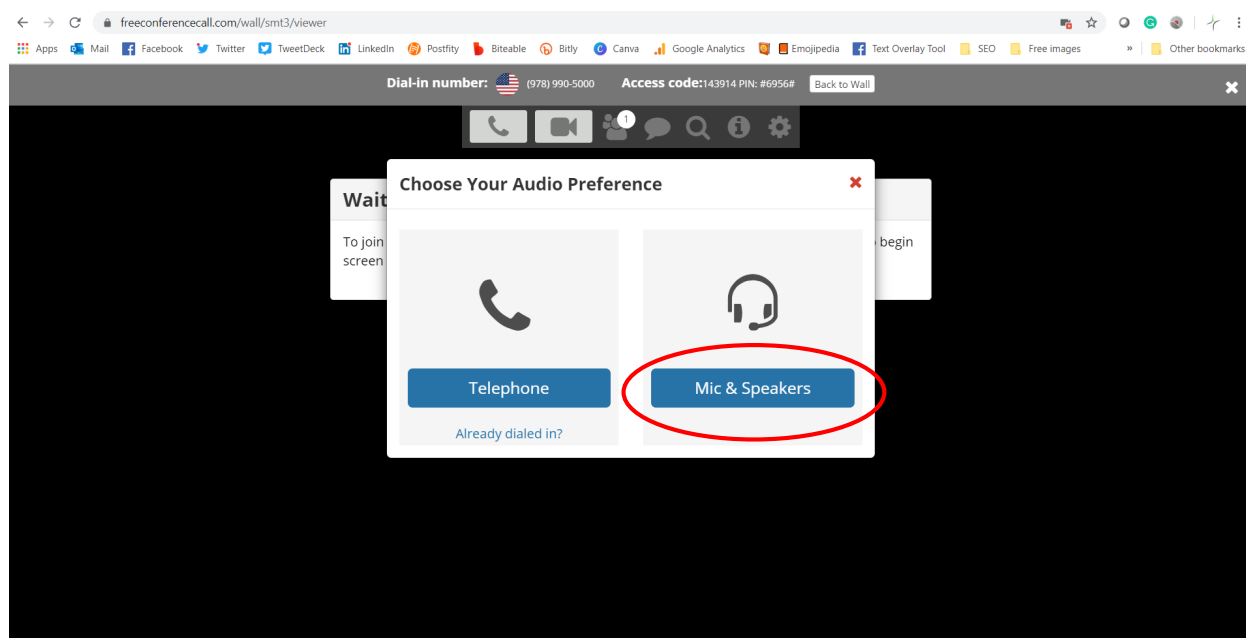
2. It will then bring up a new screen where it will ask you to enter your name and email address. Type those in then click “Join”.



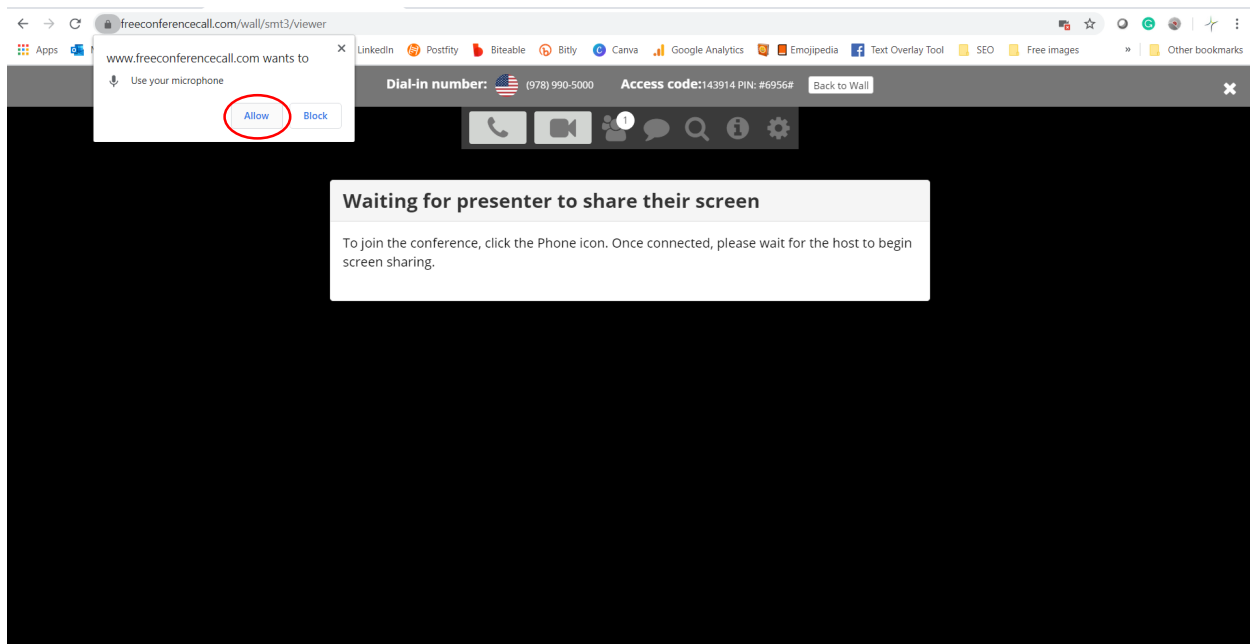
3. Then you will be taken to the meeting room. To turn your microphone on, click on the phone icon.



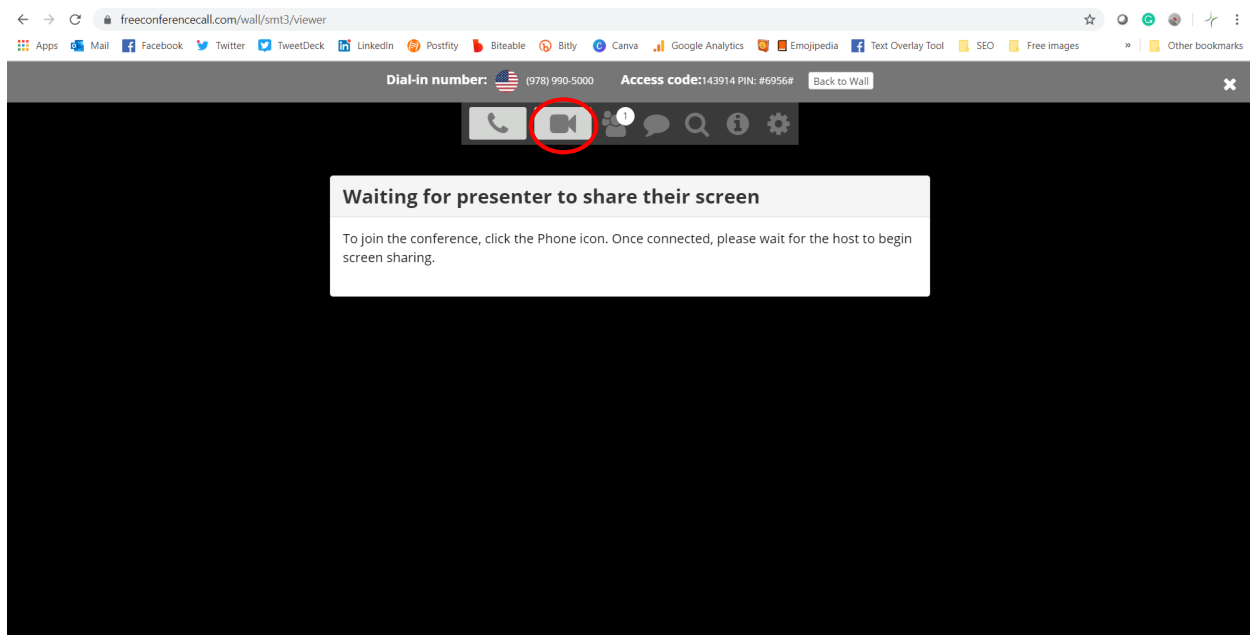
4. You will then be asked to pick your audio preferences. Click on "Mic & Speakers".



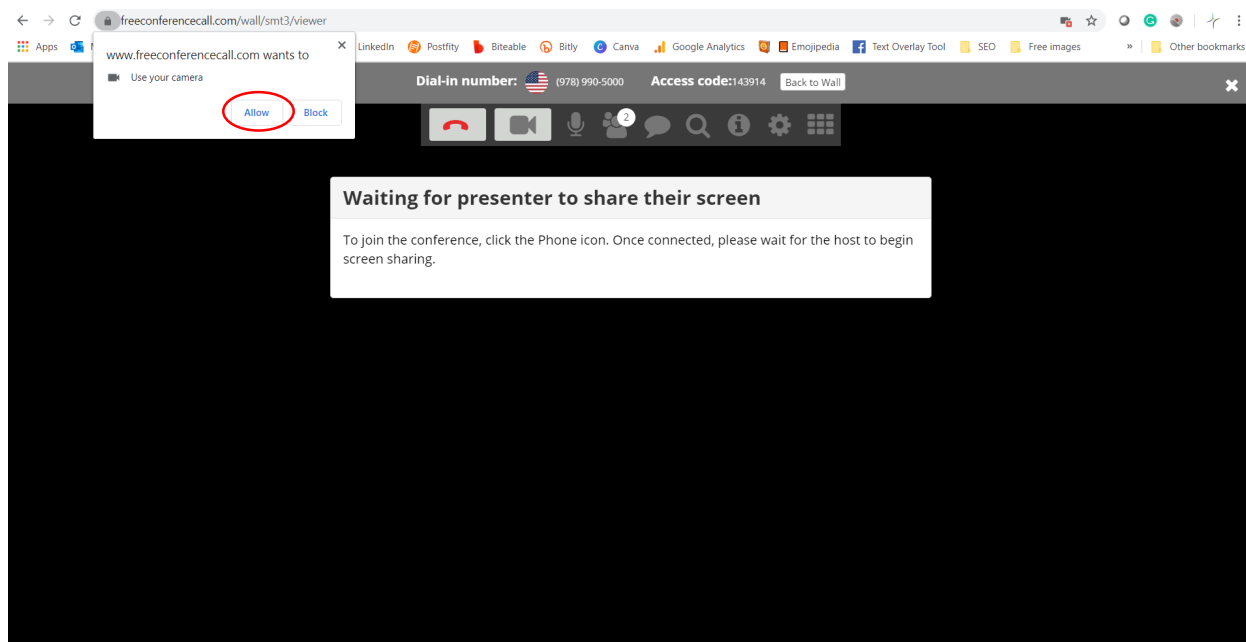
5. Chrome will ask you then if freeconferencecall.com can access your microphone. Click “allow.”



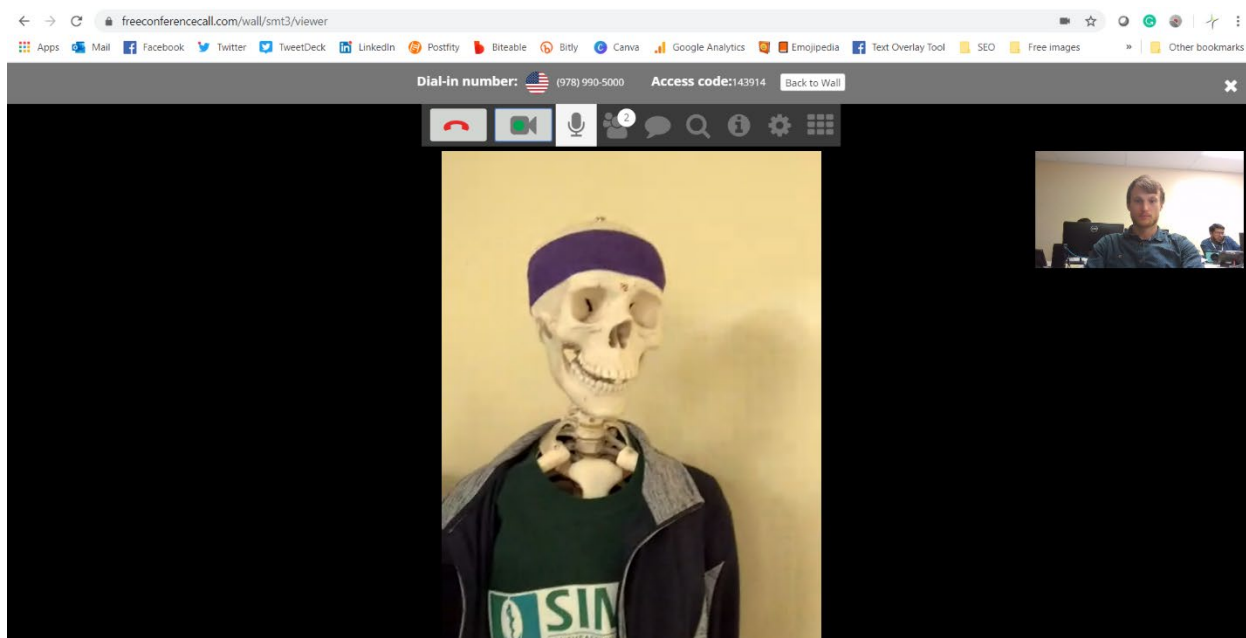
6. Then you need to turn on your camera. Click on the video camera icon which is to the right of the phone icon.



7. Chrome will ask you if you want to allow freeconferencecall.com to use your camera.

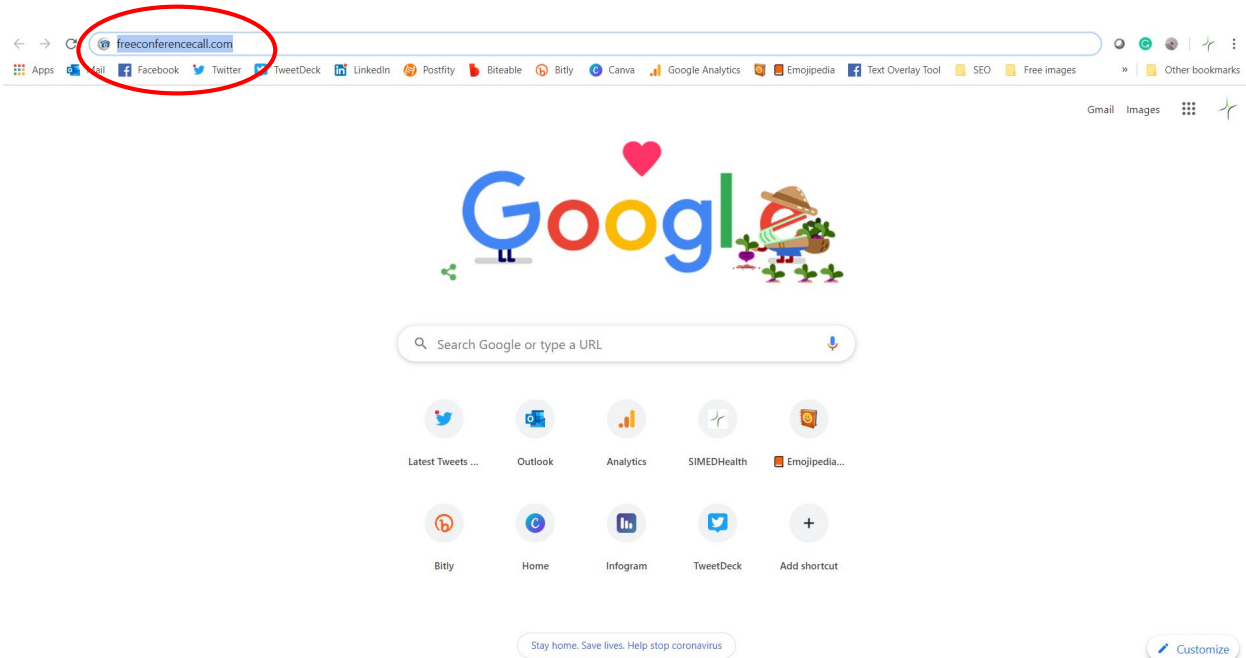


8. After that you will be good to go for your video appointment with your doctor.

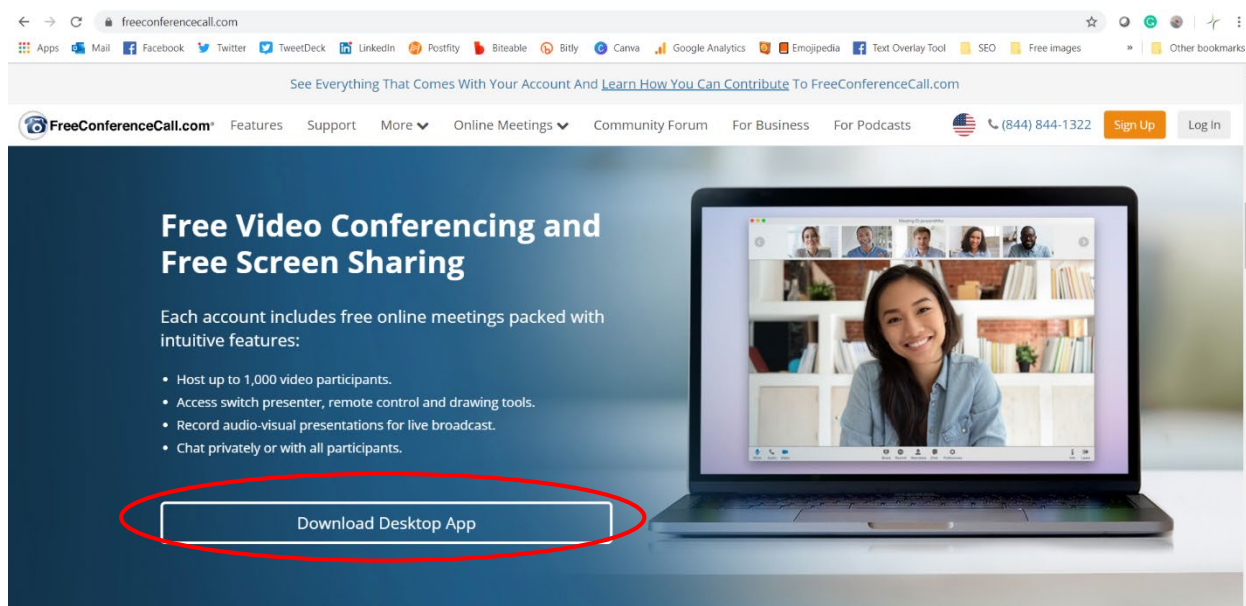


Other Internet Browsers:

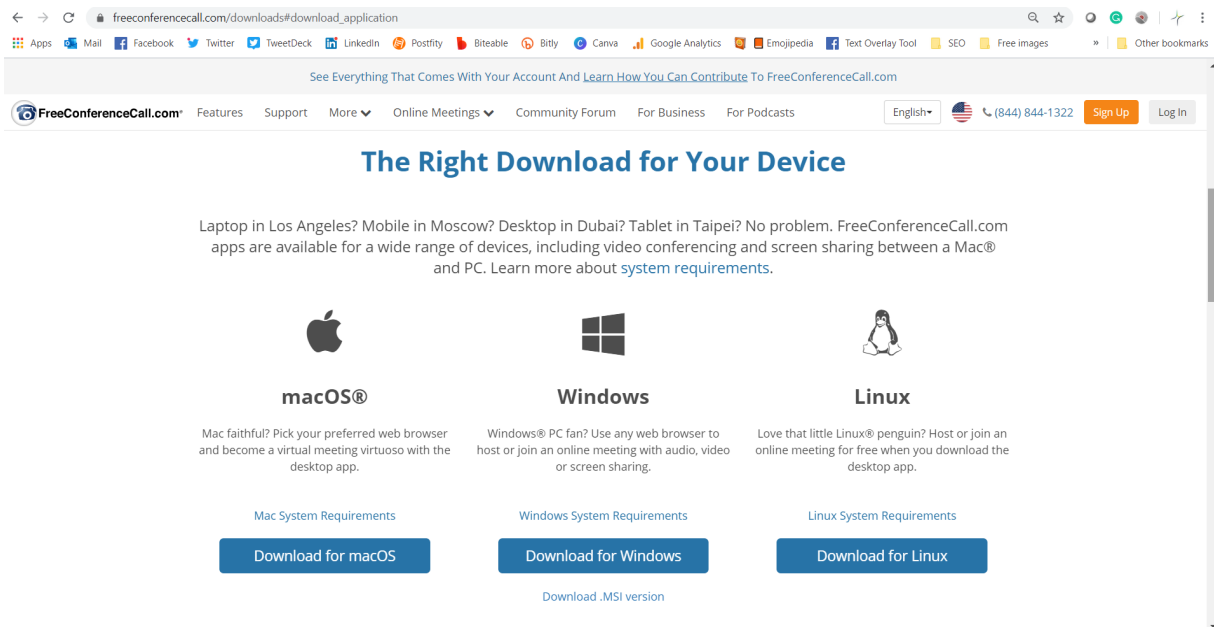
1. Open an internet browser like Internet Explorer. Then type in the address bar “freeconferencecall.com”.



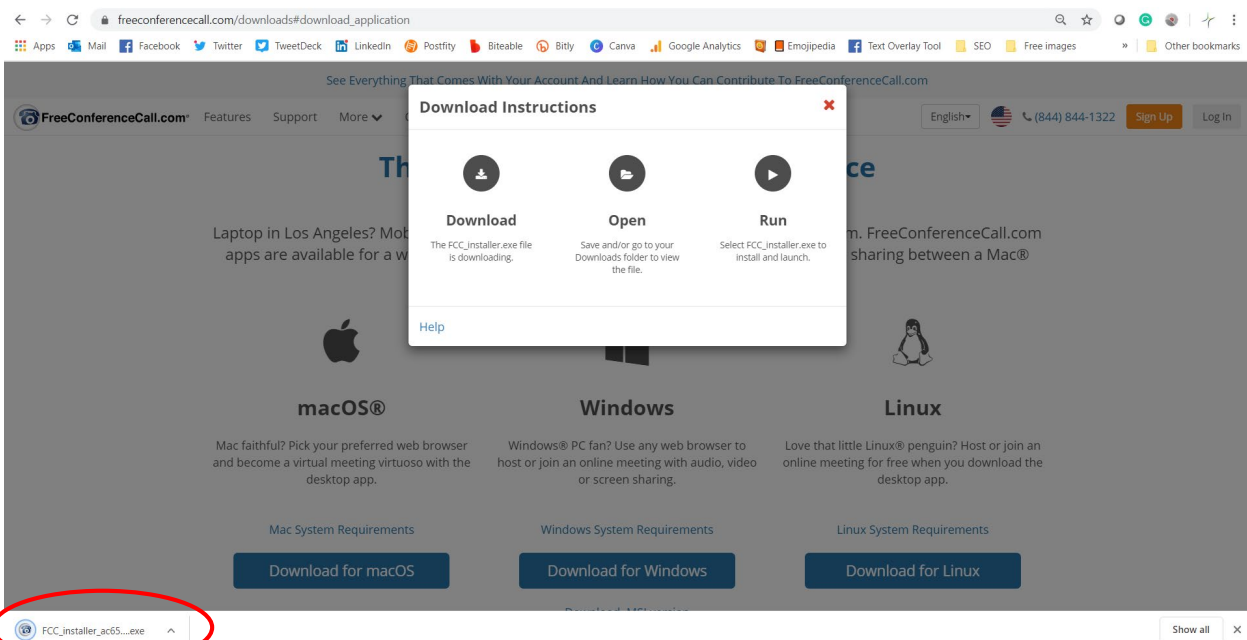
2. Once the page pulls up, scroll down to the third tile that's titled “Free Video Conferencing and Free Screen Sharing.” Click on the “Download Desktop App” button.



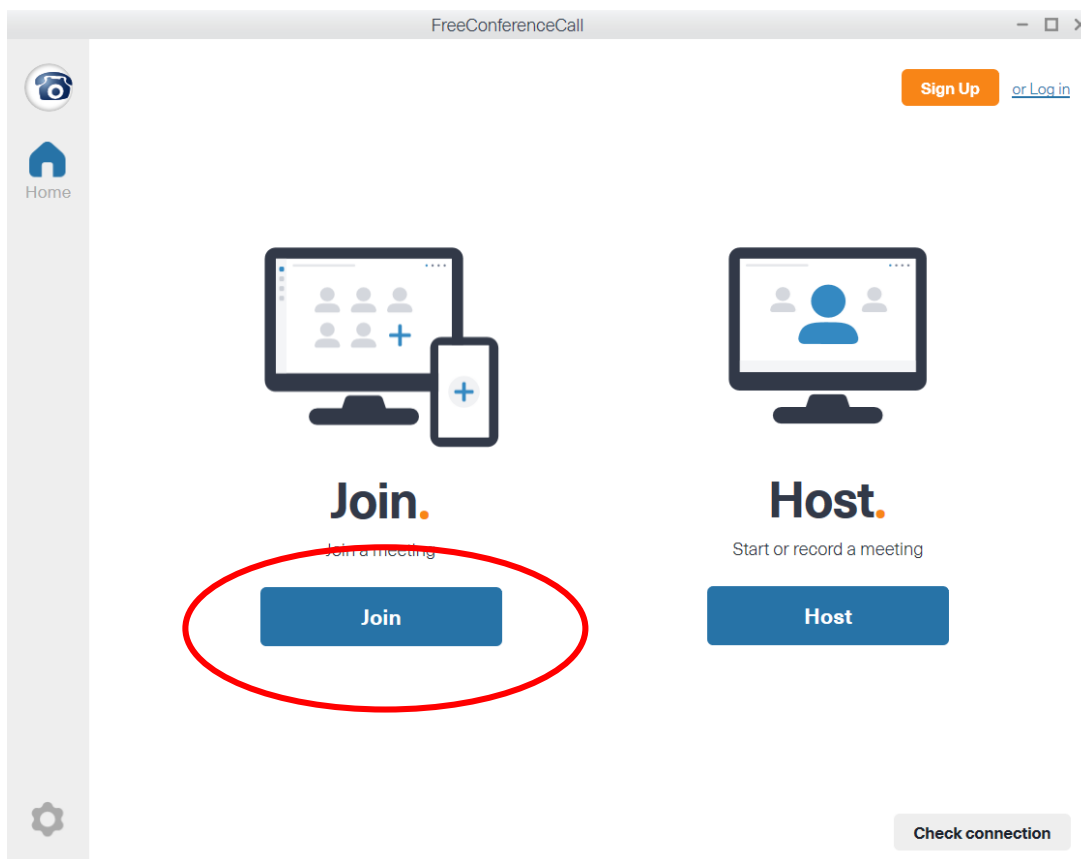
- You will then be taken to a new page. Scroll down until the page turns white and you see the header “The Right Download for Your Device”. Pick the download that matches your computer. If you have a MacBook download the MacOS version, and if you have a PC pick the Windows version.



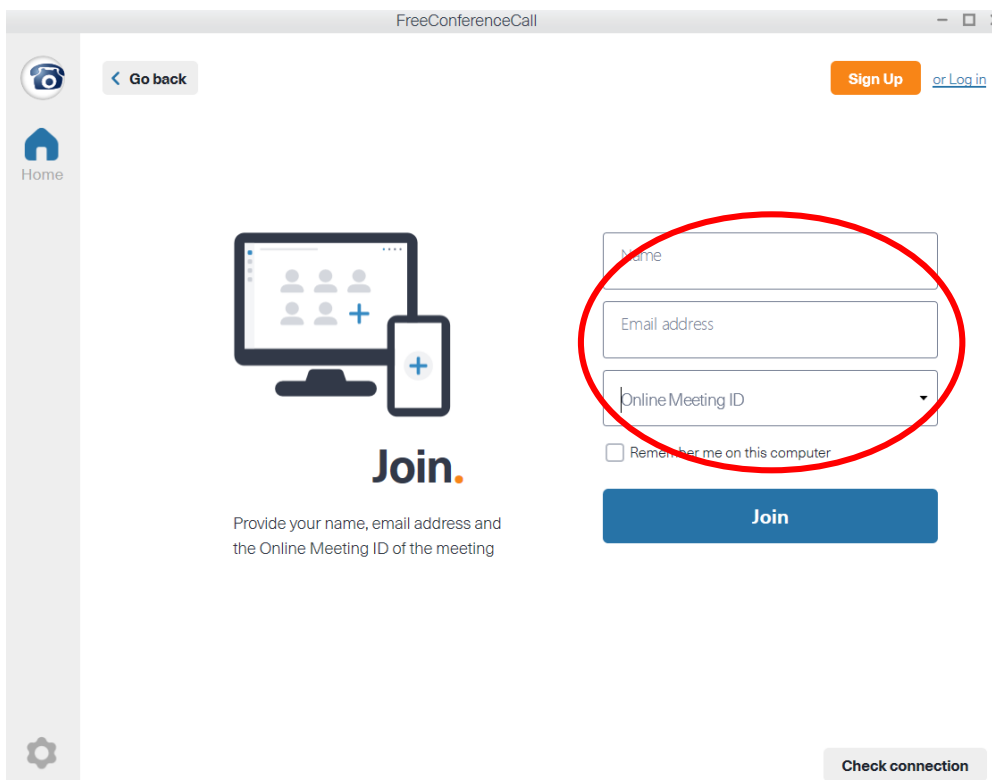
- Now the application will start installing. Once it does download instructions will appear. You should see the application start to download in the lower left-hand corner of your screen or you can go to the downloads folder to open the application.



5. Once the app is open, it will give you two options, to “Join” or “Host.” Click on “Join.”



6. Then enter your first and last name, email address and doctor's meeting ID then click “Join”.




7. After entering your information it will ask you if you want to synch up your phone for the audio for the appointment. You do not want that. Click on “Computer Audio”.

FreeConferenceCall

Welcome to the meeting lobby.

There are no attendees in the meeting.

Dial into the meeting

 United States (978) 990-5000

Access code: 143914*

PIN: ****#

If you are already dialed in, press #****# to sync your phone to the desktop app.

or

Computer audio

I will decide later

Mute Audio Video Invite Attendees Chat Preferences Leave

8. Then on the next screen click “Continue”.

Online Meeting ID: smt3

[Go back](#)

Welcome to the meeting lobby.

There are no attendees in the meeting.

Select your mic and speakers

Recording devices: Same as System

☒ Use ambient noise reduction ☐ Automatically adjust level

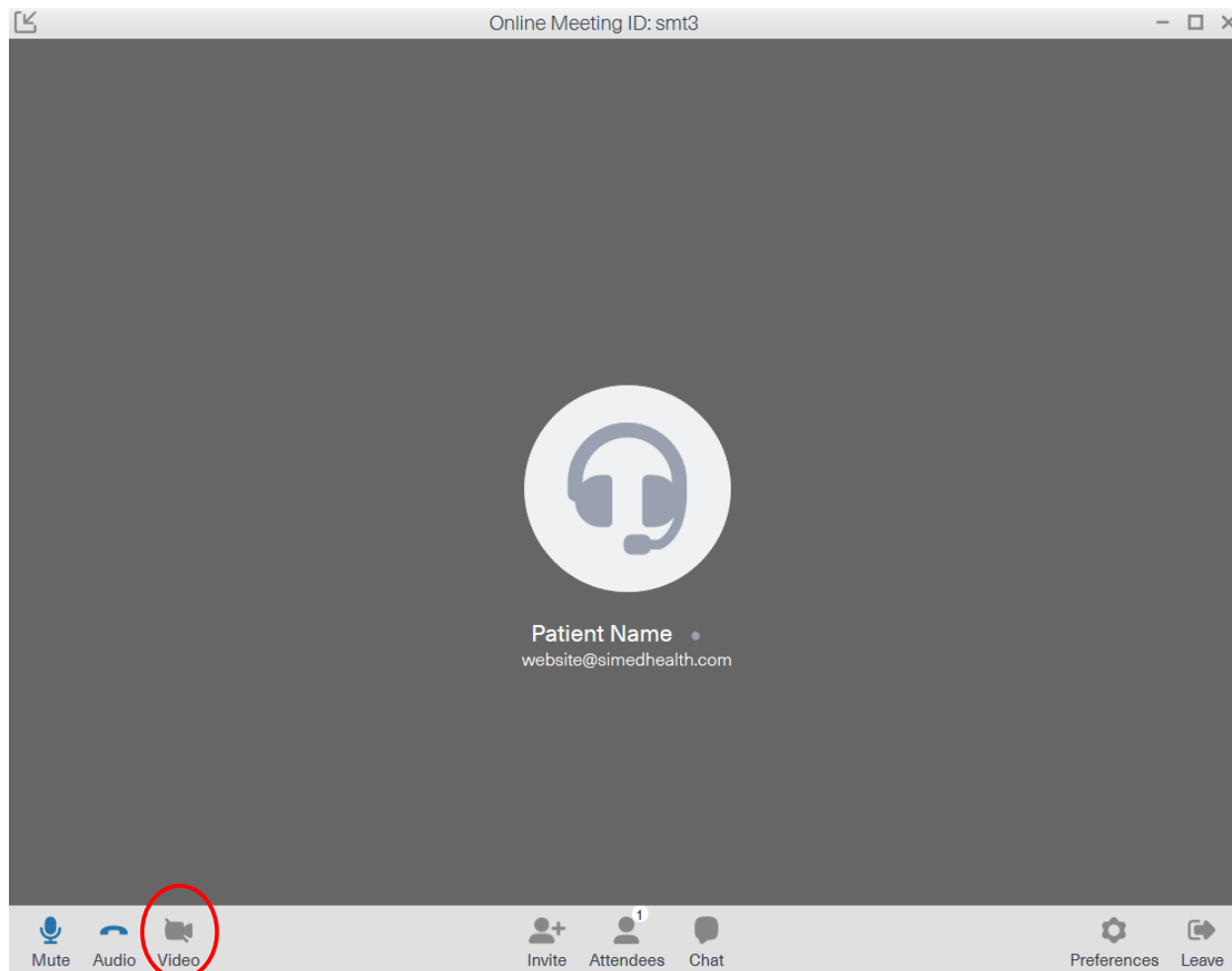
Playback devices: Same as System

Continue

I will decide later

Mute Audio Video Invite Attendees Chat Preferences Leave

9. You are now in the meeting room. Next you need to make sure you have your camera turned on. In the lower left hand corner there are three icons, a microphone, a phone, and a video camera. Click on the video camera to turn your camera on. It will turn blue when on and you should be able to see yourself.



10. After your camera is turned on then you are good to go for your appointment!