

How to Join the Large Therapy Workgroup Conference Call:

The video conference option is for those who cannot travel to the meeting in Little Rock on Friday. The meeting is intended for Therapists and Providers to participate in the Workgroup for the DDS Therapy Cap Proposal.

We have a PLAN A, which is the video conference, and a PLAN B just in case of technical difficulties, which is the Facebook group.

The directions appear as follows (skip to what you need):

- Important [information](#) to know starting
- Plan A – freeconferencecall.com
 - [Directions for use with a computer or laptop](#)
 - [Directions for use with a tablet or phone](#)
- Plan B – [Join](#) the Facebook group to access the live stream
This is also where you can ask for help if you have any trouble with the directions.

Please note that this method HAS been tested with multiple attendees. The conference call tool allows for up to 1000 people to join, but it could not be tested beforehand for the large amount of people who may join.

IMPORTANT Information to know before starting:

- You must be directly plugged in to the internet or to wireless Wifi before you can connect. Please ensure you have that capability.
- Please email medicaidssaveslives@gmail.com to receive instruction and an invitation to join the conference call. Make sure to send your name, your job title or credentials, and your email address.
- Prepare ahead of time
 - For computer users – make sure that your speakers and microphone are ready to record and play video and audio.
 - For tablet users – download the App ahead of time. See instructions below.
 - Join Facebook for troubleshooting and just in case we all lose connection.
- These are the best FREE options for the amount of people joining. The back-up plan will only be used in case of some sort of technology failure.

PLAN A: www.freeconferencecall.com

Directions for connecting if you are using a computer/laptop:

1. Go to your invitation email, and click on the Online Meeting Link. You can also paste it directly into your internet browser address bar.



Date and Time:

1. Dial Into the Conference:

Dial-In Number: (712) 451-0200

Access Code: 826459

International Dial-In Numbers: <https://www.freeconferencecall.com/wall/medicaidsaveslives/#international>

2. Join the Online Meeting:

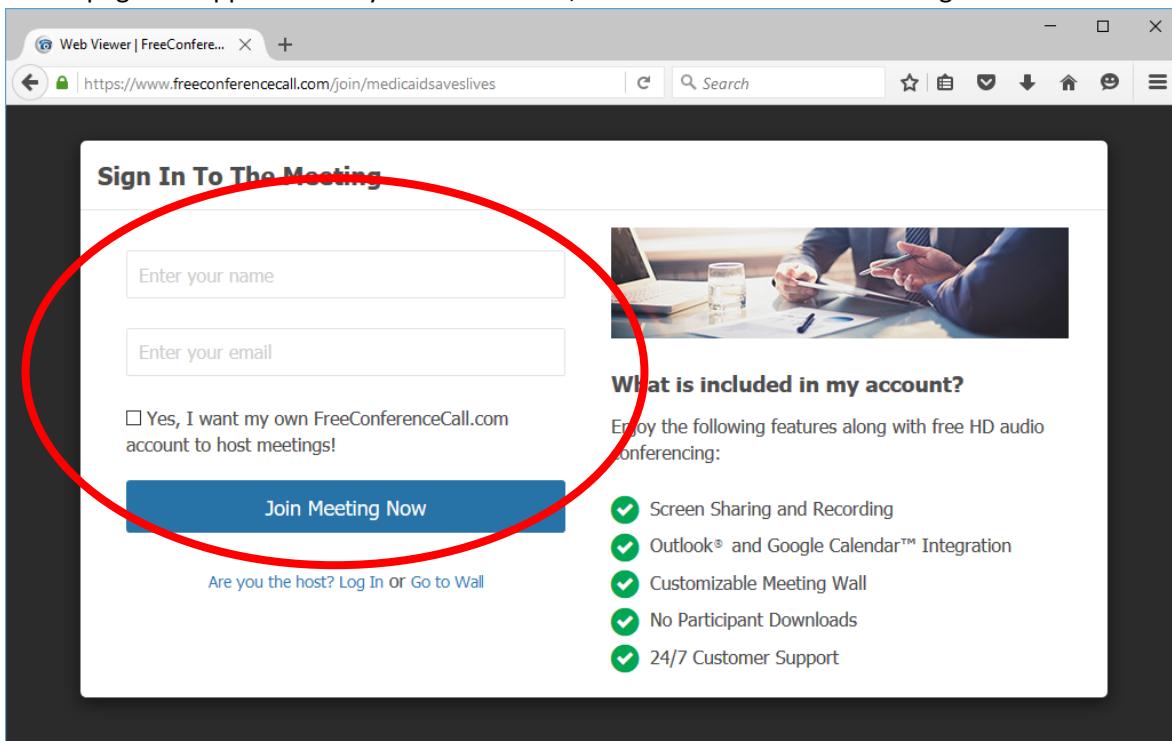
Online Meeting Link: <https://join.freeconferencecall.com/medicaidsaveslives>

Online Meeting Id: medicaidsaveslives

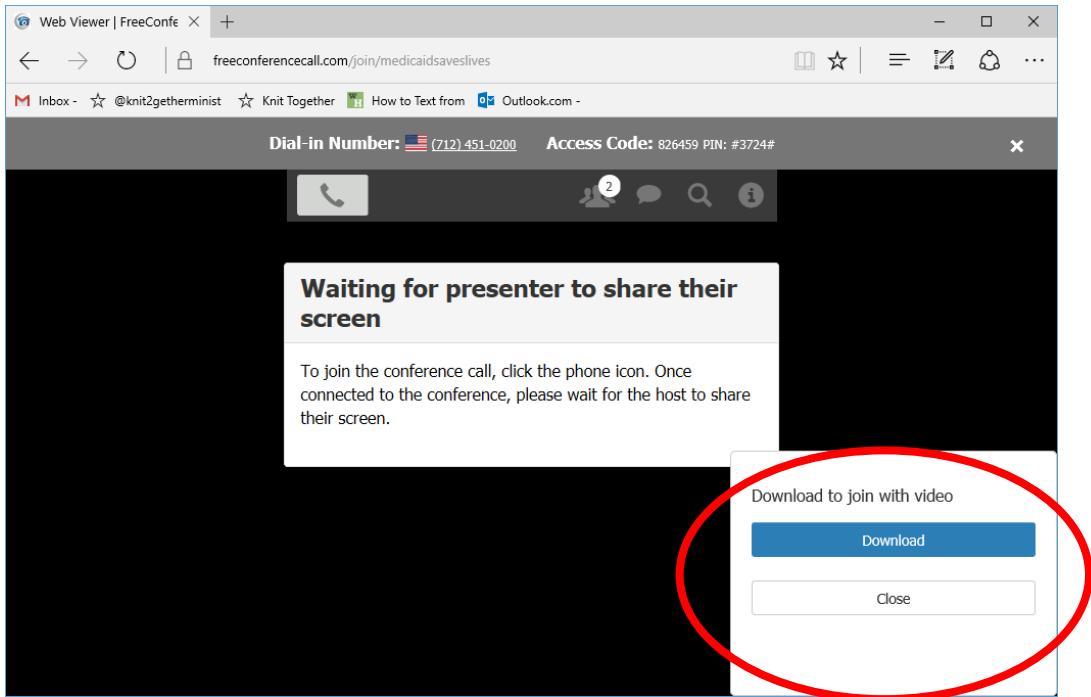
Instructions:

At the scheduled date and time of the meeting, dial into the conference line. When prompted, enter the Access

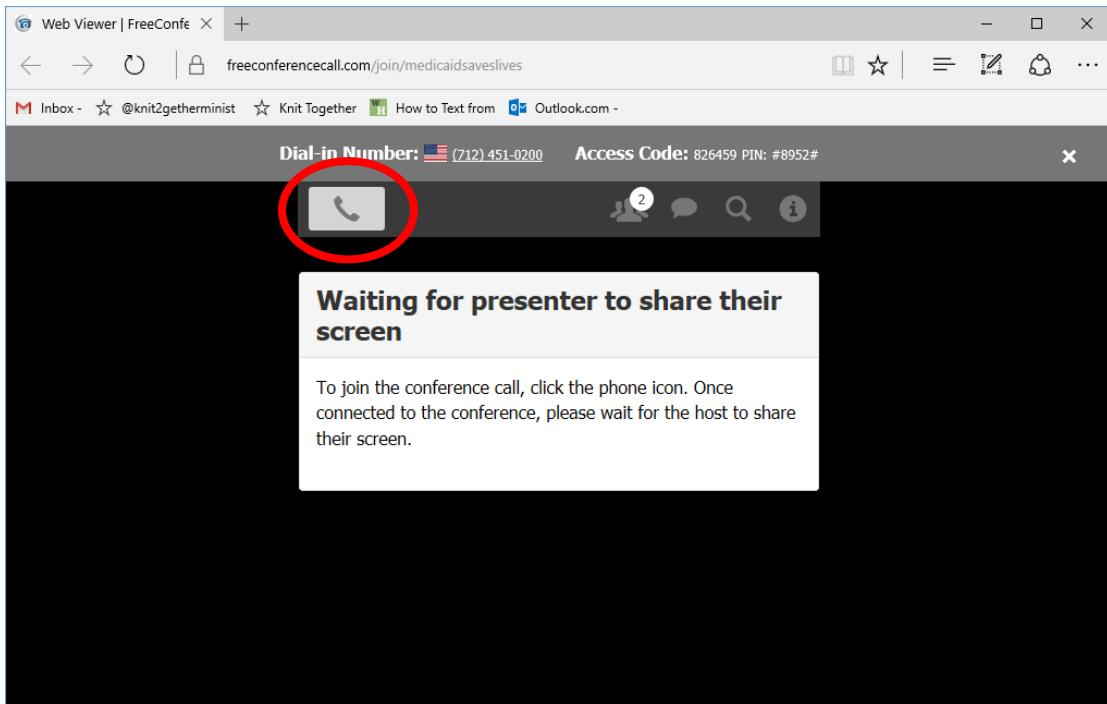
2. A new page will appear. Enter your information, and click the blue Join Meeting Now button.



3. If the presenter has not shared her screen yet, you may be asked to wait. You will see a screen like the one below. Once the presenter does share her screen, you will see an invitation to Download to join with video. Choose the blue Download button.

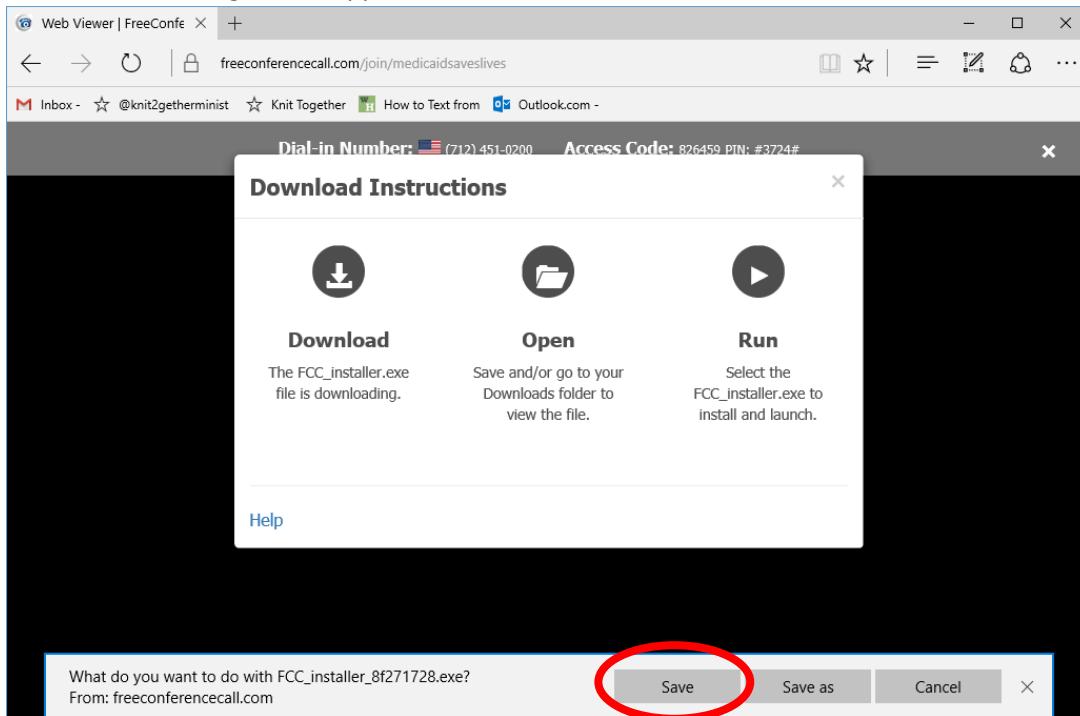


4. If your computer has been set up for this before, you will see this window below. Simply click on the phone icon, and skip to step 8. If it has NOT, make sure to start with step 5.

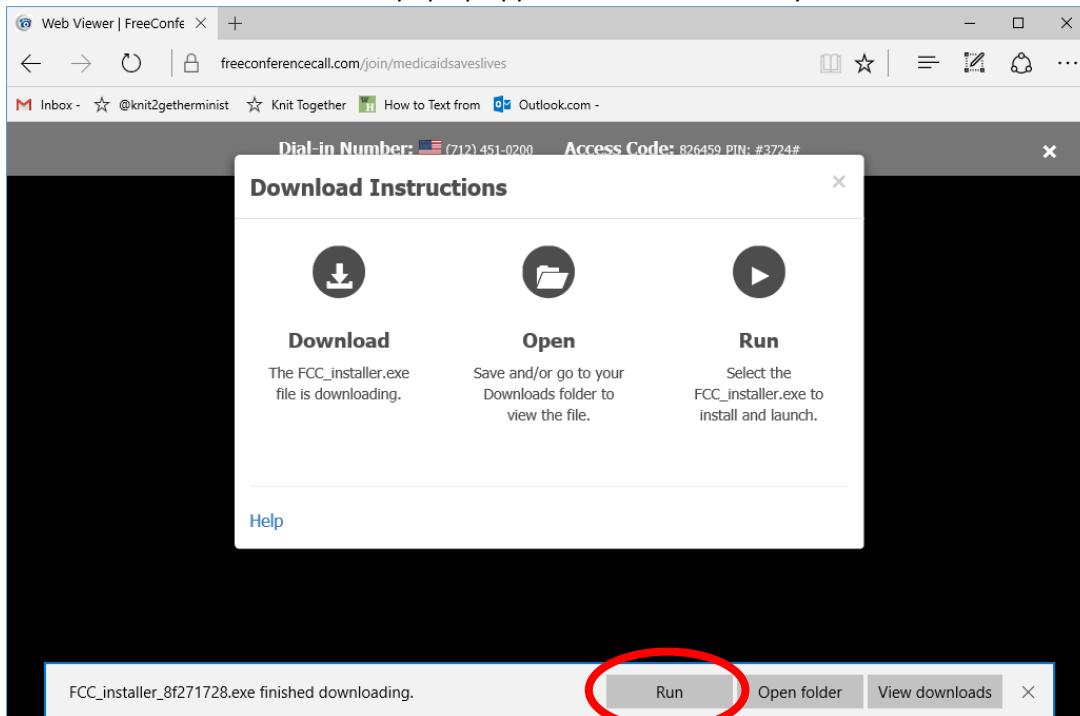


5. Assuming you have not set this up before, you will have to do that now.
NOTE – If you are on a mac, the pop-ups won't appear, and you need to follow the Download directions on screen.

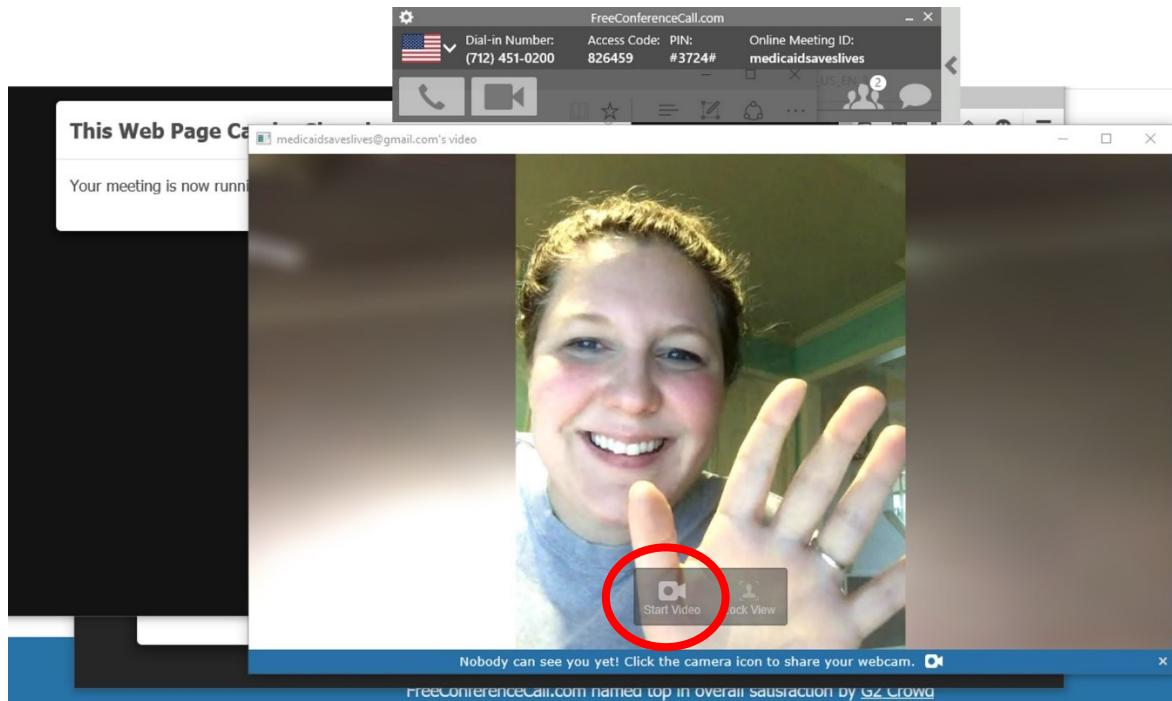
When the following screen appears, choose Save.



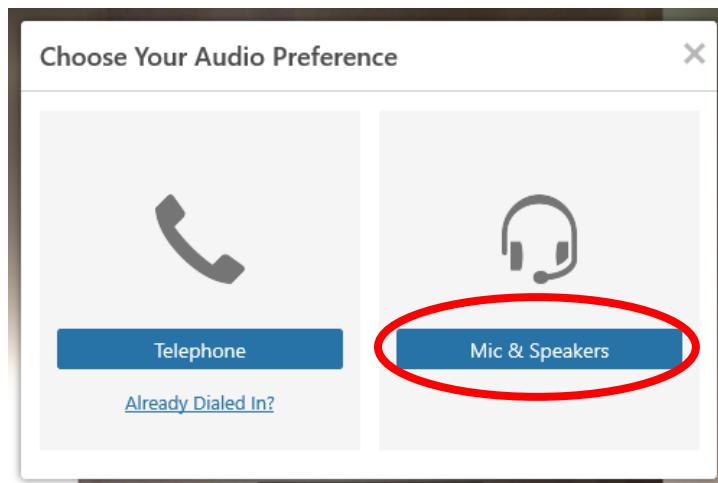
6. Then choose Run when the next pop up appears at the bottom of your screen.



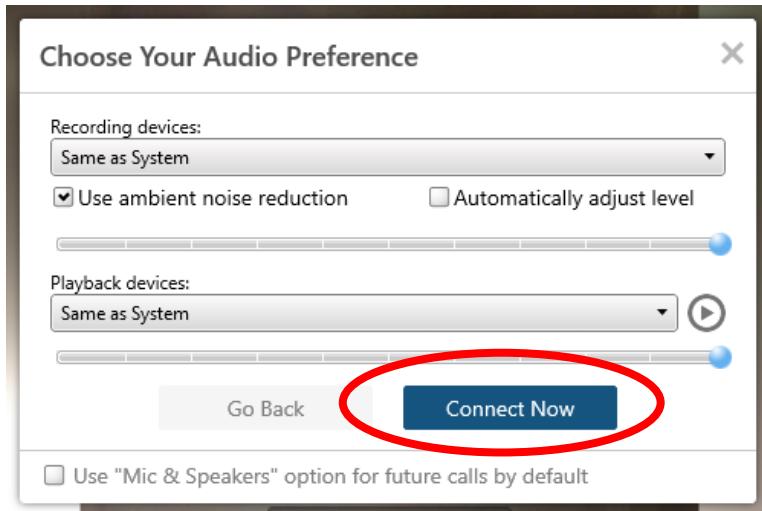
- Once everything is set up properly, you will see the presenter or what's going on in the room. On the video part of the screen, you will see a little gray box (circled in red below). Choose the Video icon to start video.



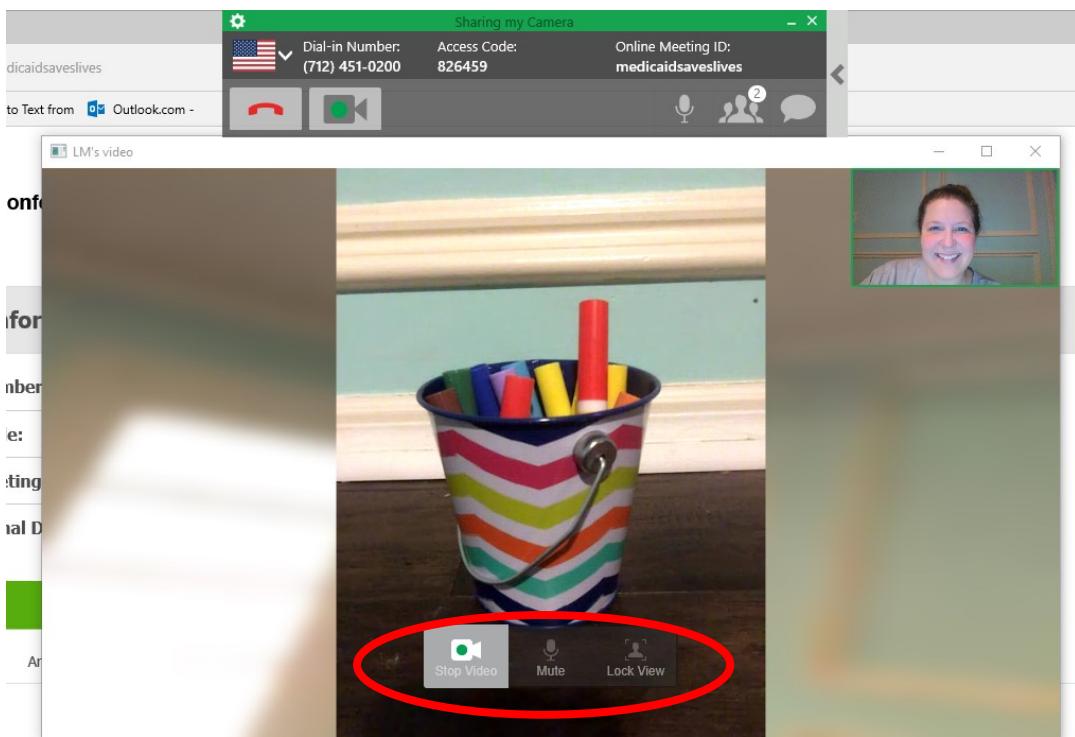
- You can dial in to communicate with your telephone, but if your computer speakers are set up to record videos already, you should choose Mic & Speakers.



9. Then you should ensure that the Audio Preferences look like this window, and choose Connect Now.



10. Once you are connected, you will see a large video in the center of the window that shows what is happening in the presenter's location and a smaller video of you, or your location, in the top right corner. Please note that you can mute yourself or stop your video at any time. That just means that the presenter can't hear you or see you. You can then unmute or rejoin.



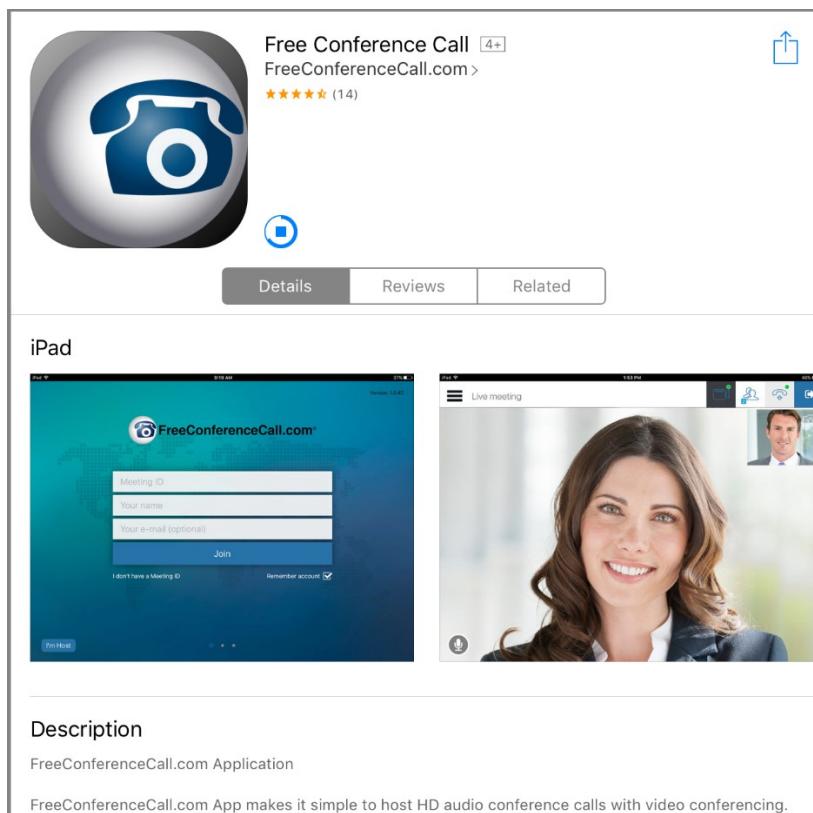
11. To end the video, click the X in the top right of the window, and choose Yes, or Leave conference, when it asks if you're sure that you want to leave the meeting.

NOTE: If you temporarily lose connection on your end or have troubles, you can always refollow this process to join the meeting again as long as the meeting presenter has not ended the meeting for all attendees.

If you have trouble getting set up, be sure to post in the Facebook group to receive help. See instructions at the end to make sure that you are signed up in the Facebook group.

Directions for use if you are on a tablet or phone:

1. To make this easier on yourself, download the FREE app ahead of time.



2. Go to the invitation email, and click on the Online Meeting link.



Date and Time:

1. Dial Into the Conference:

Dial-In Number: (712) 451-0200

Access Code: 826459

International Dial-In Numbers: <https://www.freeconferencecall.com/wall/medicaidsaveslives/#international>

2. Join the Online Meeting:

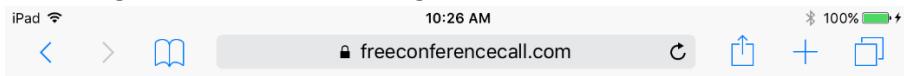
Online Meeting Link: <https://join.freeconferencecall.com/medicaidsaveslives>

Online Meeting Id: medicaidsaveslives

Instructions:

At the scheduled date and time of the meeting, dial into the conference line. When prompted, enter the Access

3. Click the green Join Online Meeting button.



Audio Information

Dial-in Number:

 (712) 451-0200

Access Code:

826459

Online Meeting ID:

medicaidsaveslives

International Dial-In Numbers:

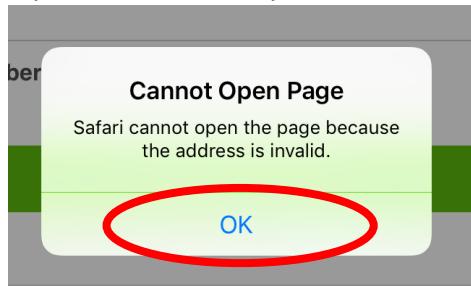
[View List](#)

Join Online Meeting

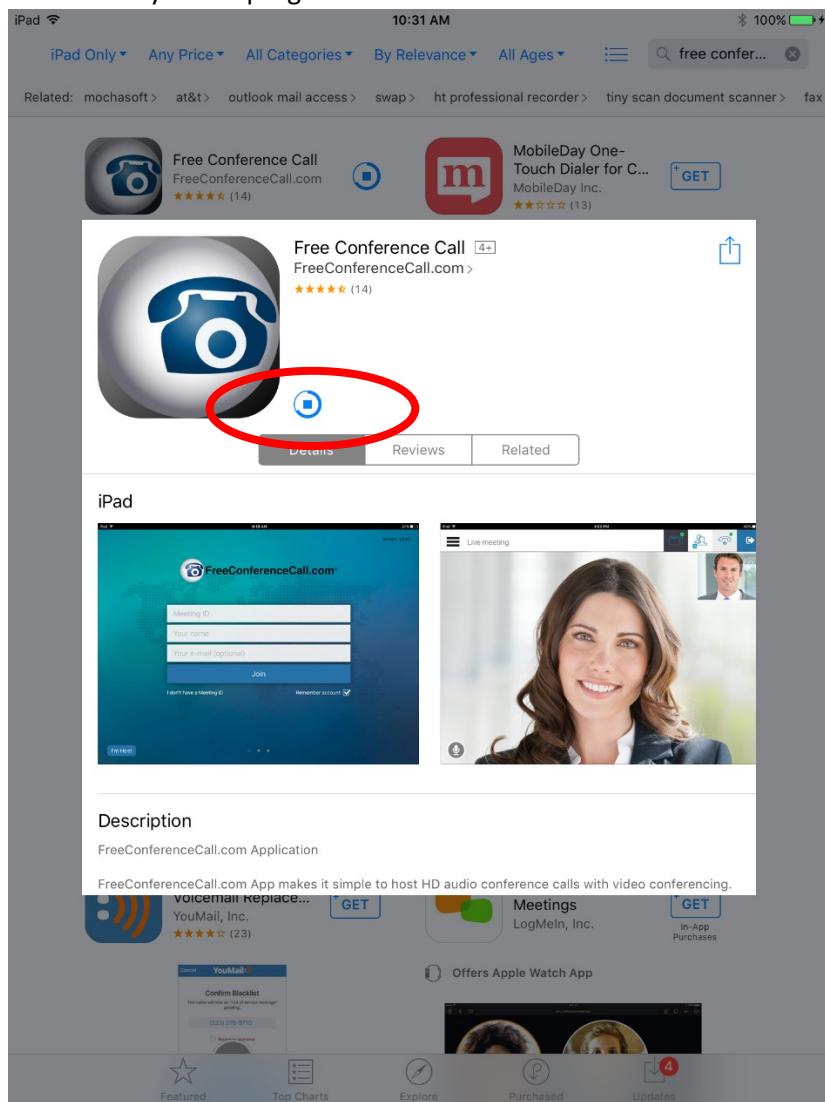
Are you the host? [Click here to login](#)

Host Information

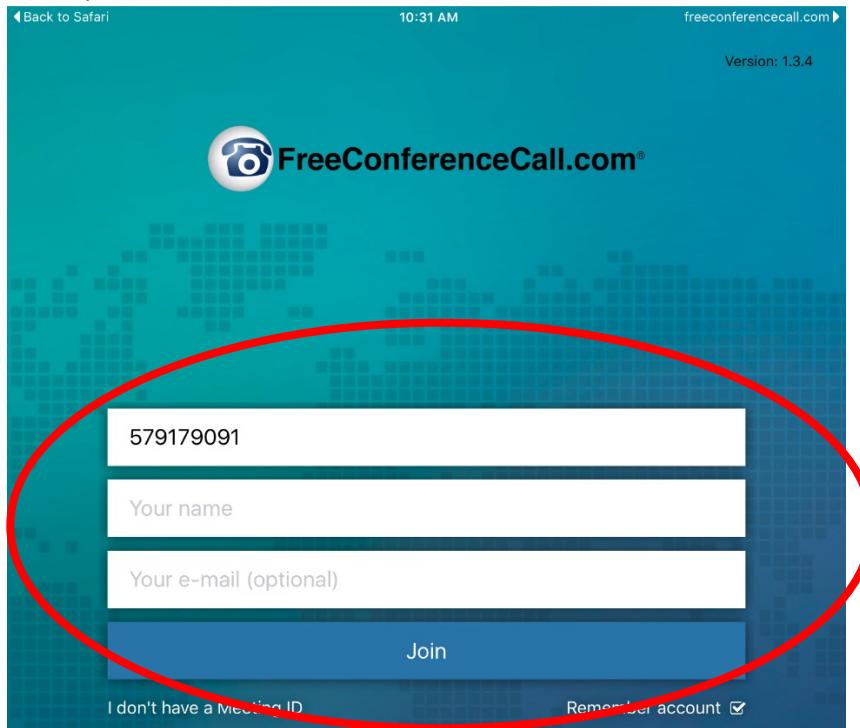
4. If you have not already downloaded the app, it will give you an error message. Choose OK.



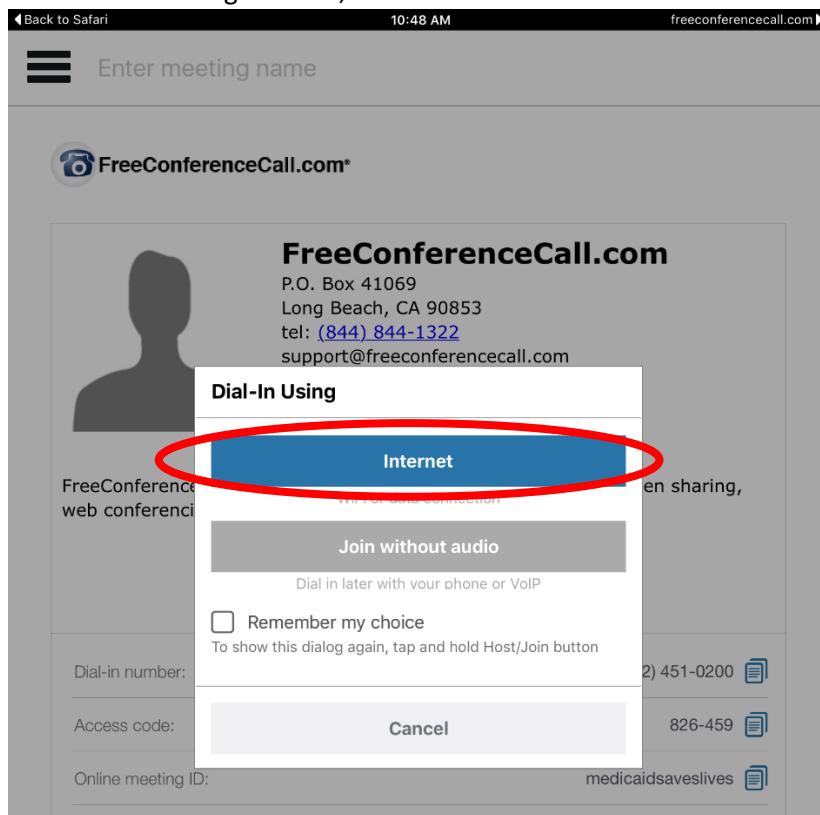
5. It will then ask you to download the app. Choose Open and install it. When you click Install, it will show you the progress of the download.



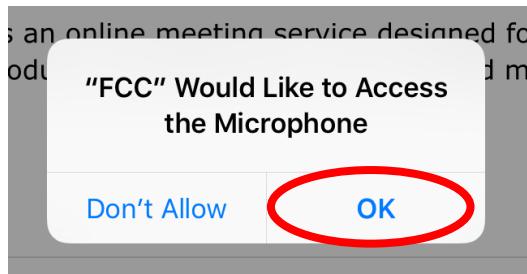
6. If necessary, go back to the invitation email window and click on the Online Meeting link again to reach the log in screen.
7. Put in your information, and click the blue Join button.



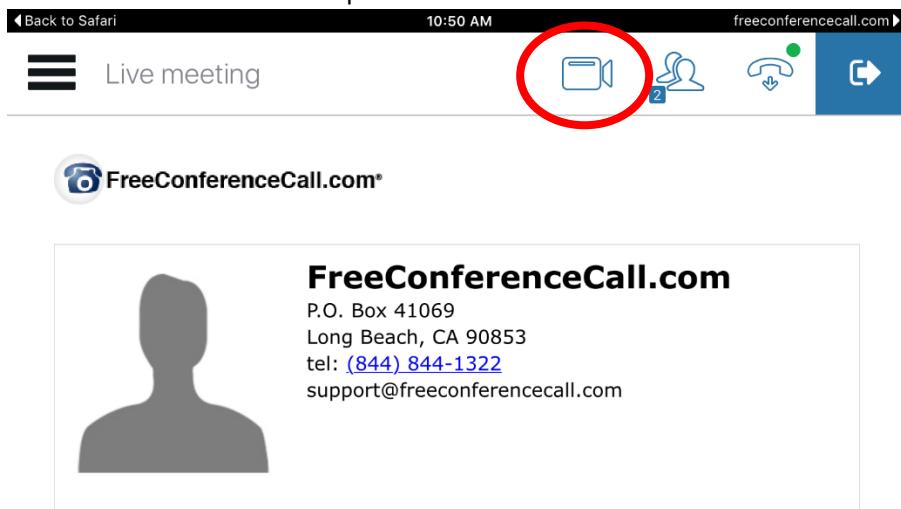
8. At the Dial-in Using window, choose the blue Internet button. Wait for it to connect.



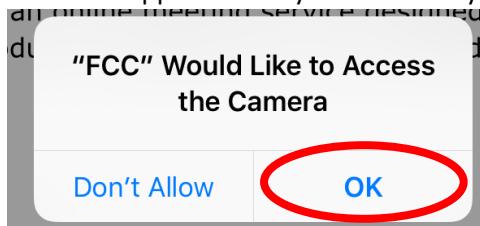
9. Allow the app to access your microphone by choosing OK at the pop up. If this option does not automatically appear, click on the microphone icon that is in the lower left of the screen.



10. Click the video icon at the top of the screen.

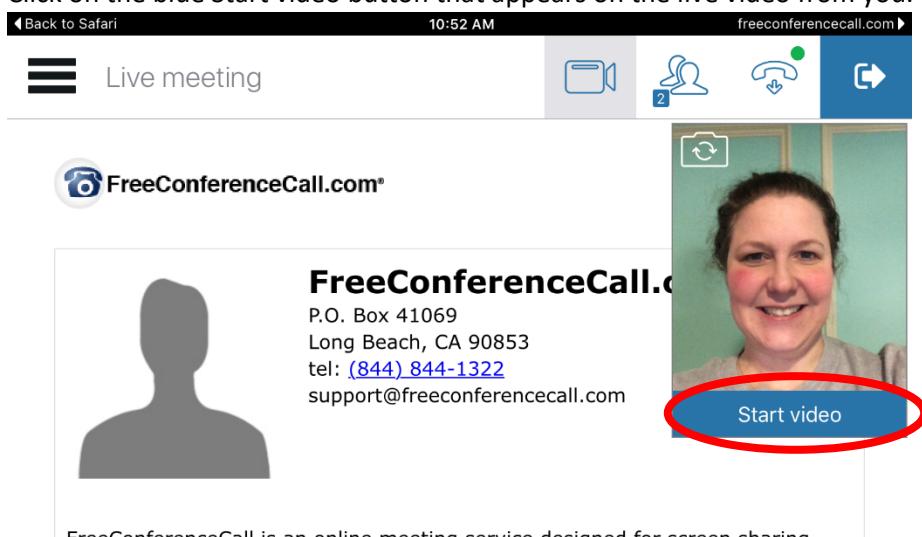


11. Allow the app to access your camera by choosing OK at the pop up.

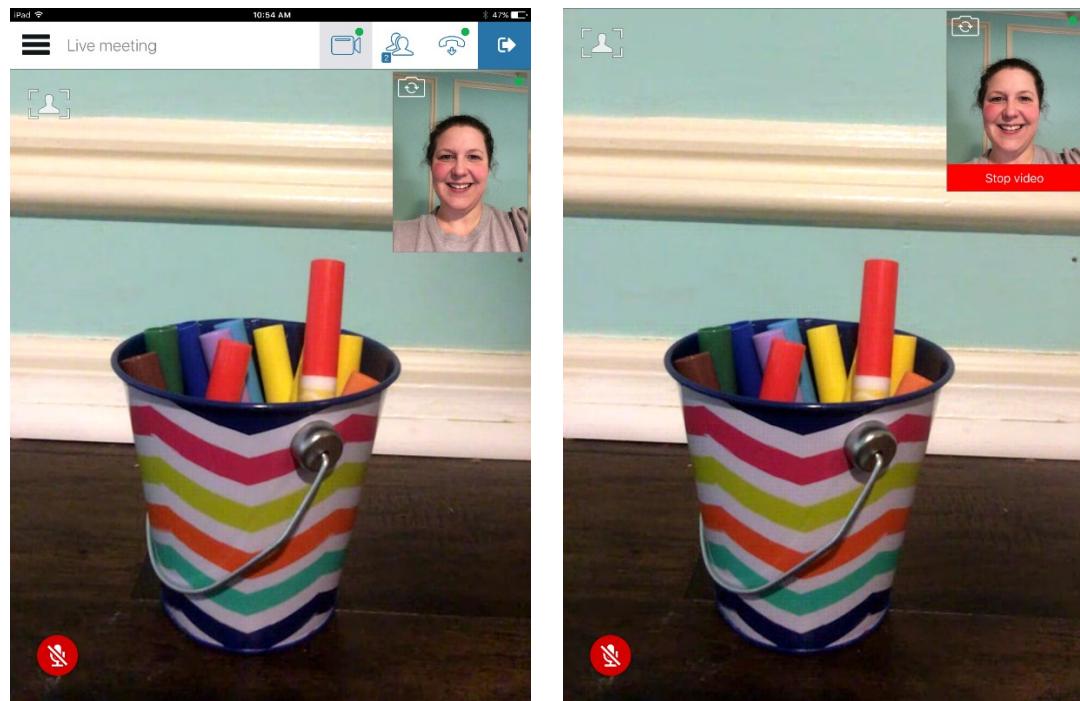


12. You should see a window with video of yourself appear. If not, just go back and click on the video icon again. If you only see yourself, don't be alarmed. The presenter will begin the meeting shortly.

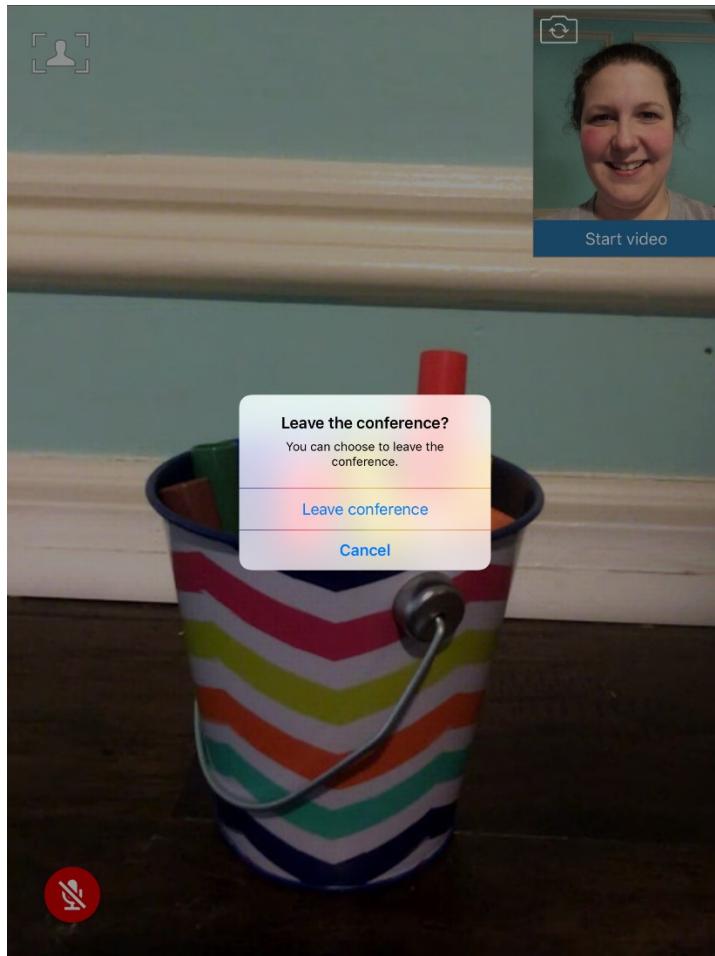
13. Click on the blue Start video button that appears on the live video from you.



14. At any time you can mute yourself. The button in the bottom left corner will appear as red when muted. If you choose to stop your video, that just means that the presenter can't see you. Your controls are at the top of the screen, and if they disappear, just touch the screen to cause them to reappear.



15. When the meeting ends, choose the red Stop video button (it will then turn blue and say Start video indicating that it is not recording anymore), and choose the blue arrow button in the top right corner to officially exit the meeting. Choose Leave conference at the pop up window.



NOTE: If you temporarily lose connection on your end or have troubles, you can always refollow this process to join the meeting again as long as the meeting presenter has not ended the meeting for all attendees.

If you have trouble getting set up, be sure to post in the Facebook group to receive help. See instructions below to make sure that you are signed up in the Facebook group.

PLAN B: Private Facebook Live Stream – Join the group

1. Make sure you are a member of Facebook. It is free to sign up. You can make a simple profile. You can do all of this from a phone, tablet, or computer.
2. Search for the group called “AR DDS Therapy Cap Proposal - Large Workgroup Live” and request to join.
3. Joining this group is just preparation for if the conference call falls through at the last minute or during the meeting. Be sure that you have followed the directions for the conference call, or you most likely will miss the meeting.
4. In this scenario, you would be watching the meeting, and the meeting participants couldn’t see or hear you. However, you can comment, and the group will try to answer your questions and comments. This is not ideal, but that’s why it’s the back-up plan.
5. If you have any problems signing into the conference call, you can post in the Facebook group to receive assistance.
6. If you have lost connection for an extended amount of time, be sure to check the Facebook group for a live stream.