

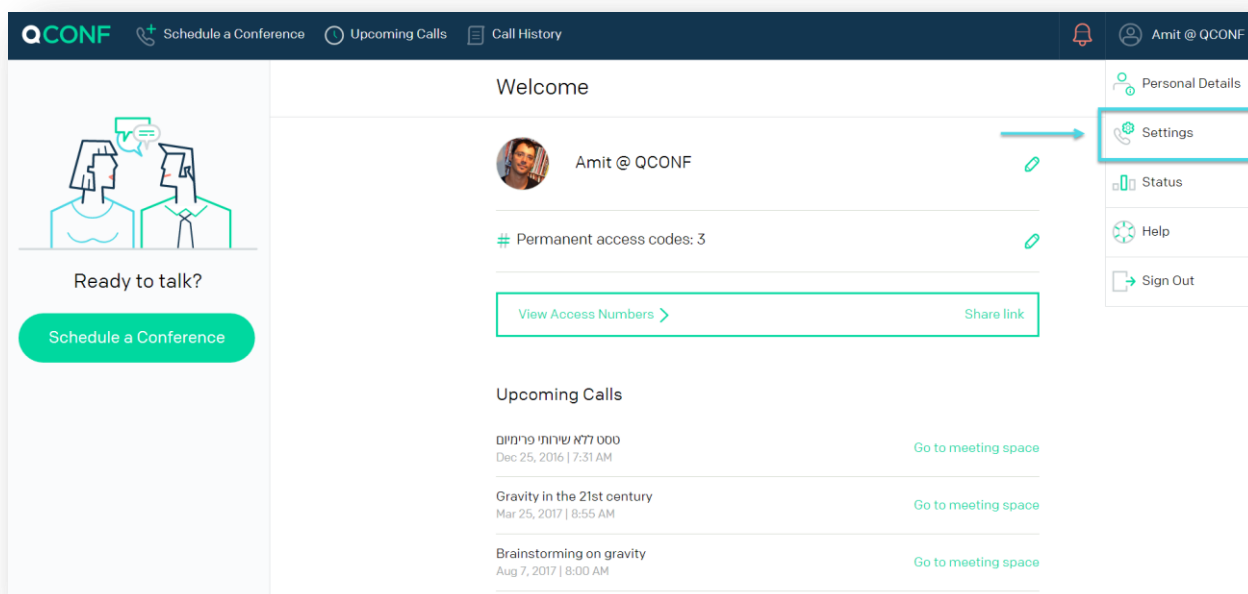
Using Dial-Out Service

With QCONF's Dial-Out Service, your audio conferencing participants can join your [online meeting](#) just by answering the phone. It's perfect for the busy executive on the go. No more wasted time as you wait for everyone to dial in and join the teleconference. **Let your investors and Board directors know you value their time**, don't make them call and enter codes or wait for everybody to connect.

How to use Dial-Out service on every call?

① Go To 'Settings'

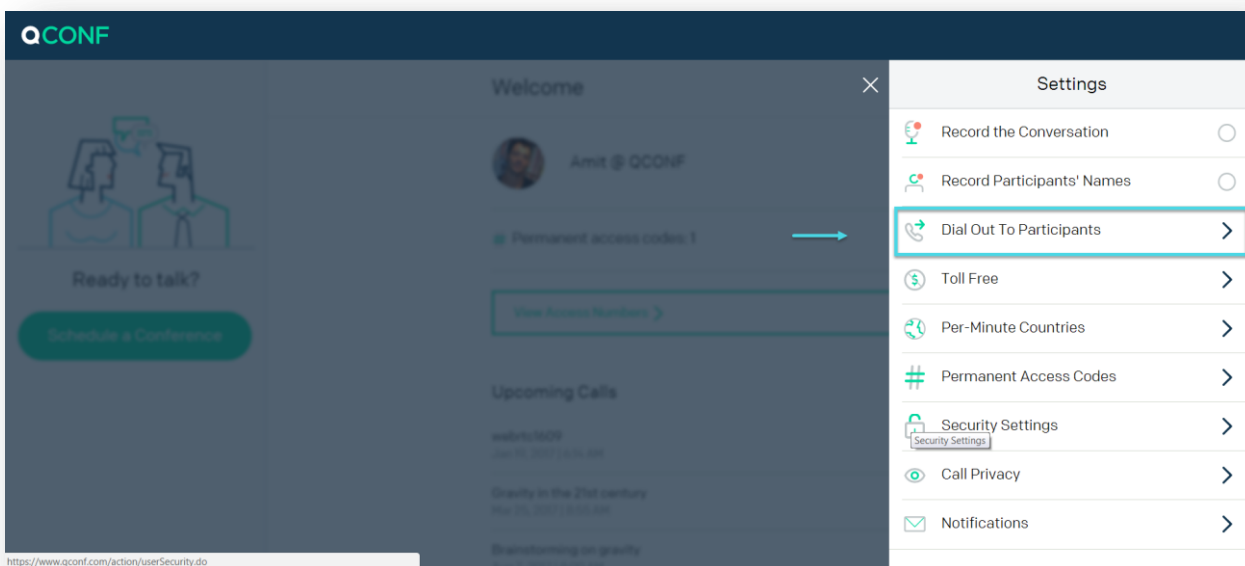
After you sign into QCONF, click the drop down menu and choose 'settings'



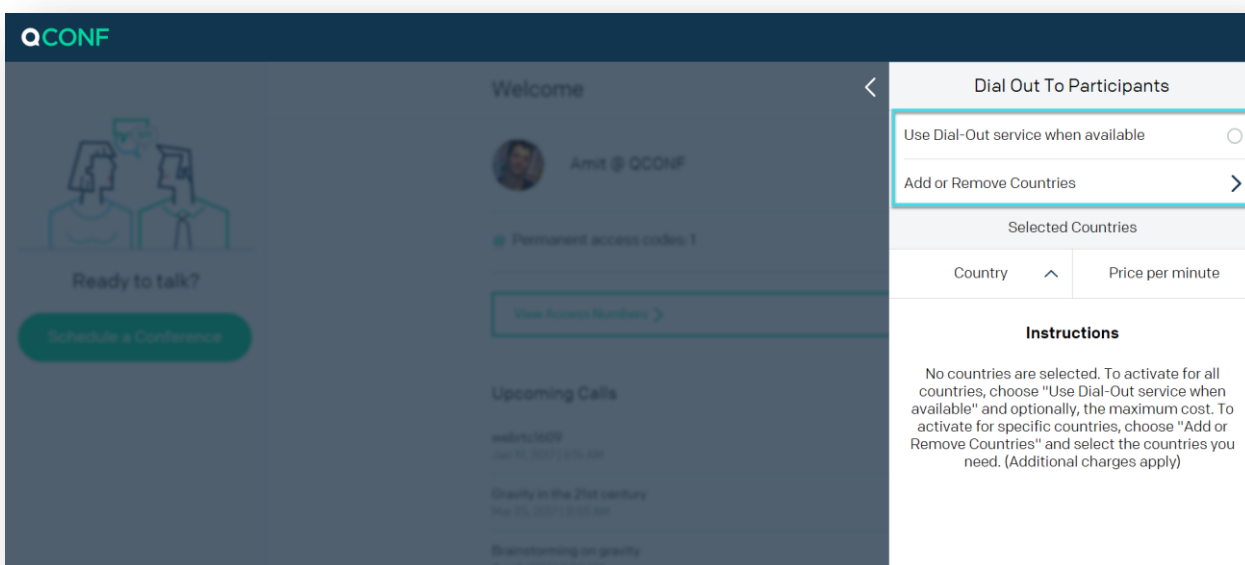
The screenshot displays the QCONF user interface. At the top, there is a navigation bar with the QCONF logo and links for 'Schedule a Conference', 'Upcoming Calls', and 'Call History'. The user's name 'Amit @ QCONF' is visible in the top right corner. The main content area is divided into several sections:

- Welcome:** A section with the user's profile picture and name 'Amit @ QCONF'. Below this, there is a field for 'Permanent access codes: 3' and a 'View Access Numbers >' button with a 'Share link' option.
- Upcoming Calls:** A list of upcoming calls with the following details:
 - שירותי פריווים (Private Services): Dec 25, 2016 | 7:31 AM. Link: [Go to meeting space](#)
 - Gravity in the 21st century: Mar 25, 2017 | 8:55 AM. Link: [Go to meeting space](#)
 - Brainstorming on gravity: Aug 7, 2017 | 8:00 AM. Link: [Go to meeting space](#)
- User Profile Dropdown:** A dropdown menu is open, showing options: 'Personal Details', 'Settings' (highlighted with a red box and an arrow), 'Status', 'Help', and 'Sign Out'.

Choose Dial Out To Participants



In the following Screen You can make Dial-Out your default mode of conferencing. Then, when you schedule a conference call, you only need to click the numbers of the people you want to invite and the rest is done for you. You can limit the Dial-Out service only for specific countries or set a maximum price per minute.

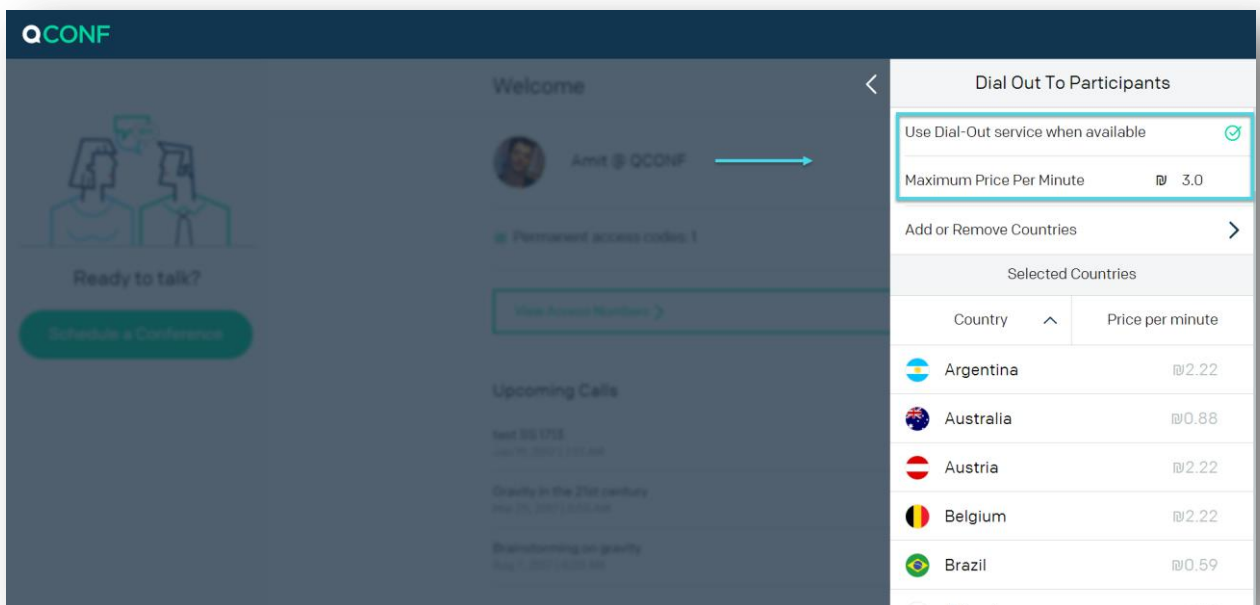


2 Use Dial-Out service when available

To activate for all countries, choose "Use Dial-Out service when available" and optionally, the maximum price per minute.

What is the 'Maximum price per minute'?

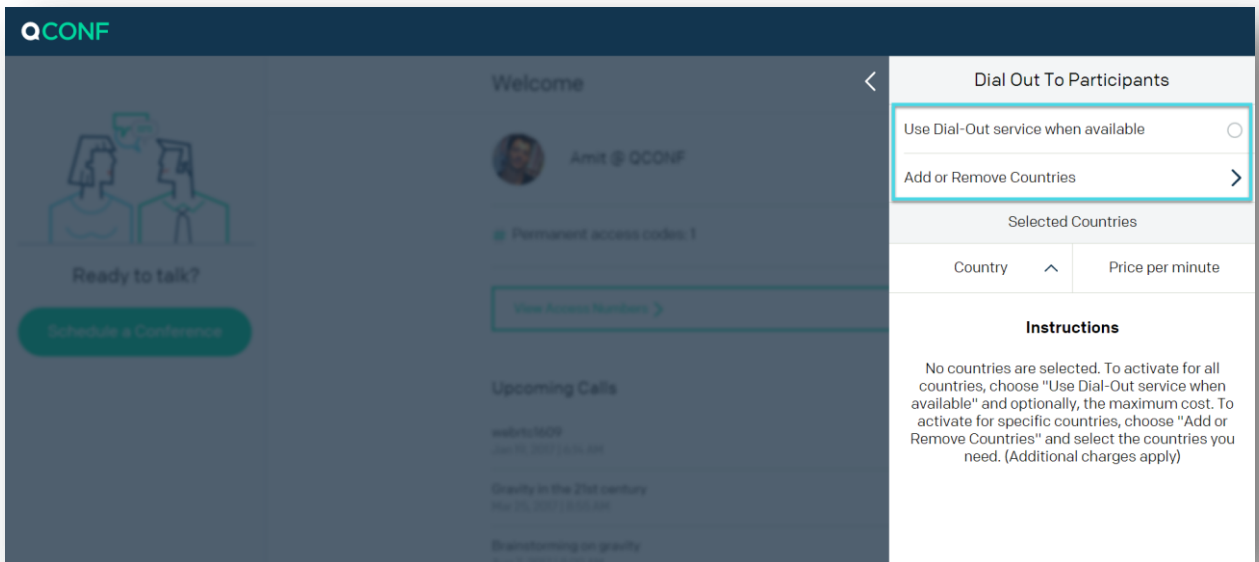
The system will only dial to invitees from countries where the price per minute is under the limit.



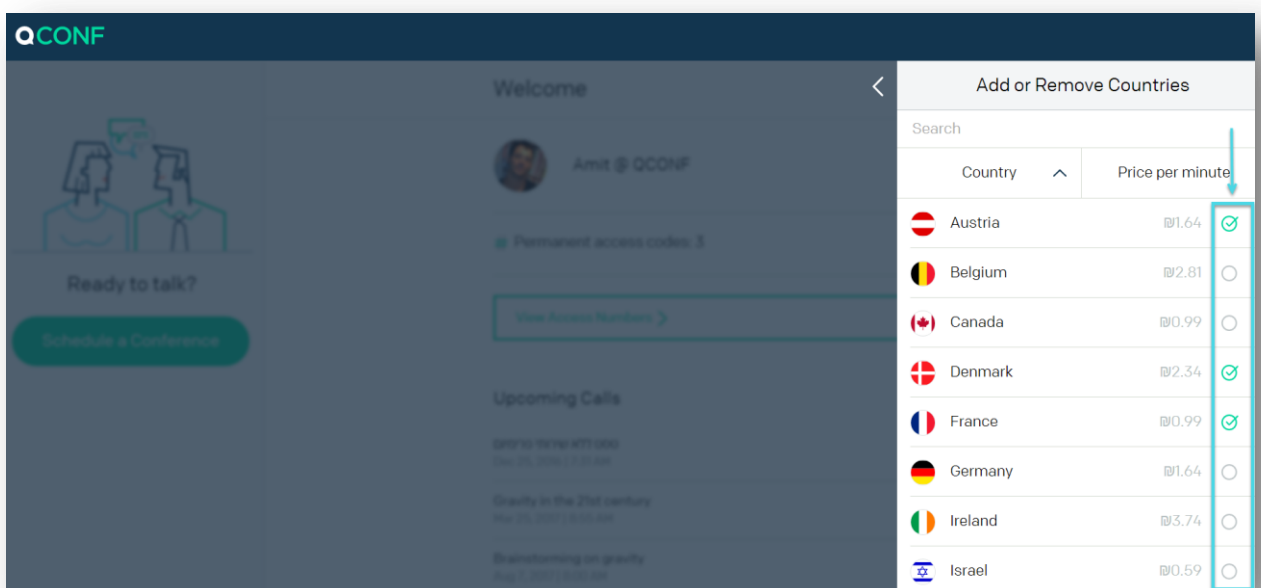
** After you set it to 'Use Dial-Out service when available' the list of available countries will be displayed underneath.

3 Use for selected countries.

A second option is to activate for specific countries, choose "Add or Remove Countries". If invitees are located in one of the selected countries, QCONF will call and Dial them into your conference! Hands Free and Hassle Free.



Optionally include/exclude countries.



How to invite a specific participant with Dial-Out Service?

If you only want to use Dial-Out from time to time, choose it as you Schedule a conference call. Dial-Out feature always remembers the phone numbers you enter, so the next time you create a conference call, you can simply click or tap the number you wish to use.

1 Schedule a call from the web and add a participant

To learn 'how to schedule a call from the web?' click [here](#)

2 Check the 'Premium Services' section

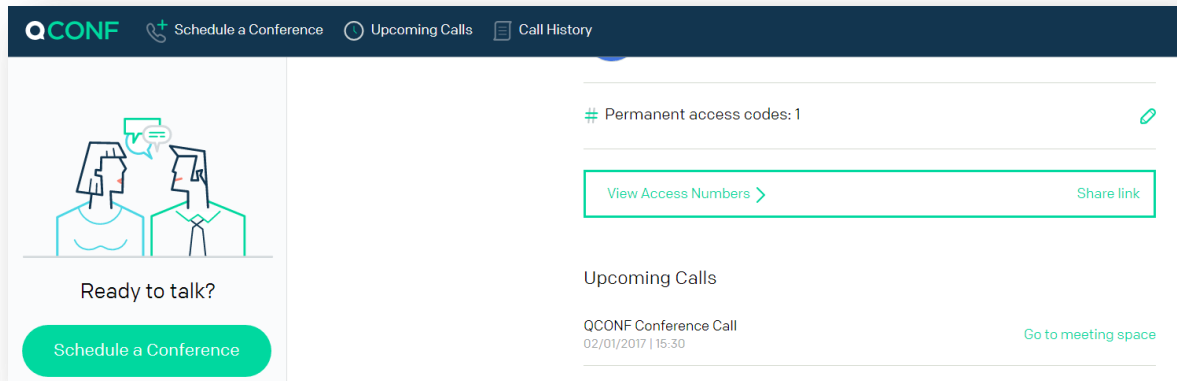
To invite a participant using the Dial-Out Service click the Button 'Outgoing Call' (left screen). The Button will turn green (right) and this participant will get an outgoing call and an invitation by email that tells him about it. The participant will also get a reminder by SMS few minutes before the call to prepare. (country is according to the 'Location' setting)

The screenshot shows the 'Add A Participant' form in the QCONF application. The form includes fields for Name (Albert Einstein), Email (Albert.Einstein@gmail.com), and Phone Number. Below these are dropdown menus for Location (America/Chicago) and Language (English). The 'Premium Services' section contains two options: 'Toll Free Number' (with a rate of \$0.88 Per Minute) and 'Outgoing Call' (with an 'Enter Phone' field). The 'Outgoing Call' button is highlighted with a red box.

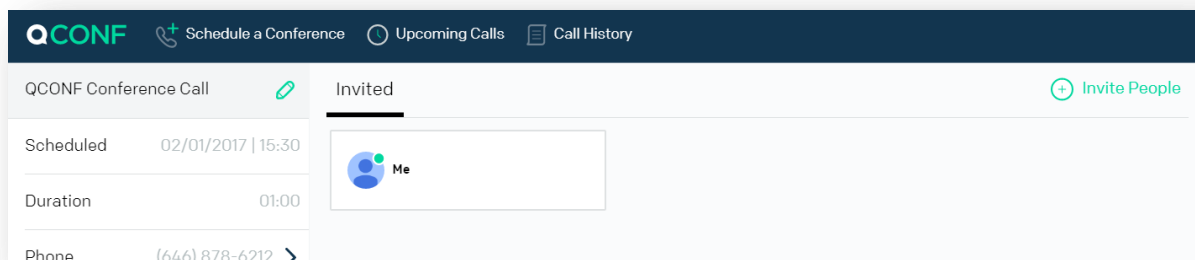
The screenshot shows the 'Add A Participant' form in the QCONF application. The form includes fields for Name (Albert Einstein), Email (Albert.Einstein@gmail.com), and Phone Number (+972546662727). Below these are dropdown menus for Location (America/Chicago) and Language (English). The 'Premium Services' section contains two options: 'Toll Free Number' (with a rate of \$0.88 Per Minute) and 'Outgoing Call' (with a rate of \$0.59 Per Minute). The 'Outgoing Call' button is highlighted with a green box.

How to invite a participant during a call?

Find the relevant call from the 'Upcoming calls' list and press 'Go to meeting space'. Get to 'upcoming calls' list either from 'my account' or from the upper menu.



Press 'Invite people' from the upper right part of the screen and invite additional participants by phone number.



Don't forget to click the Button 'Outgoing Call'.

QCONF

Add A Participant

Albert Einstein

Albert.Einstein@gmail.com

Phone Number

Location America/Chicago >

Language English >

Premium Services

Toll Free Number \$0.88 Per Minute

Outgoing Call \$0.59 Per Minute

Enter Phone

Add

Add A Participant

Albert Einstein

Albert.Einstein@gmail.com

+972546662727

Location America/Chicago >

Language English >

Premium Services

Toll Free Number \$0.88 Per Minute

Outgoing Call \$0.59 Per Minute

Add

What else you need to know?

- **SMS Reminders are included!**

With Dial-Out there are no mistakes. It's effortless. The participants on your call don't have to do anything but answer the phone. And you don't need to send reminders. We will notify all the conference call's participants with a text a few minutes before the call starts so everyone comes prepared.

- **Highest Security**

Keep the high level of security of a QCONF call. With Dial-Out no one can get into the call who hasn't been invited. Just lock your conference call in your online meeting room with our "invited guests only" feature.

- **Global Reach**

Dial-Out works in over 70 countries around the world, including China, Brazil, Israel, Turkey, India and Taiwan, and most countries in Western Europe and North America.