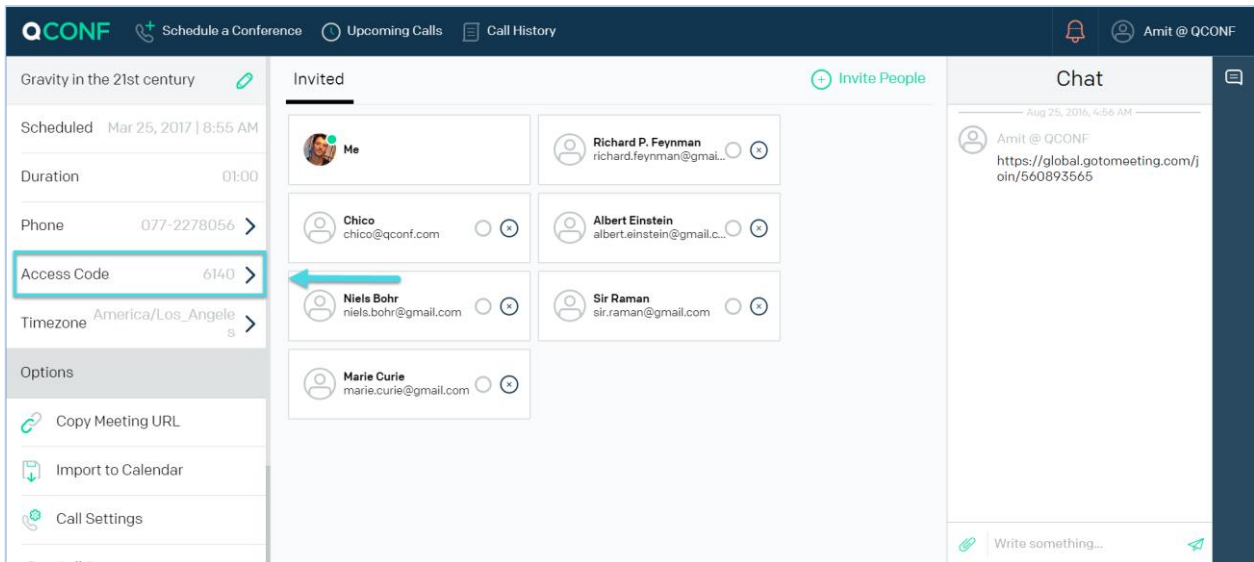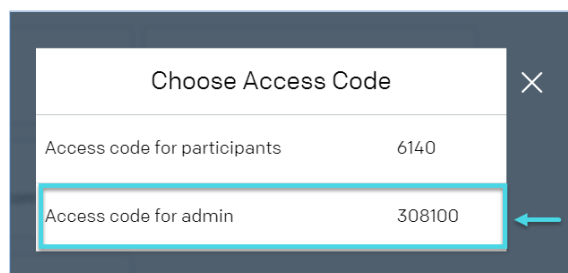## Administrative Access Code

Every conference call needs a leader, to keep the conversation running smoothly. For this purpose, QCONF provides the conference call host with an administrative access code. When you enter this code, you will unlock special conference control functions designed to keep order, reduce noise, and ensure that participants can speak in turns.

1 I have scheduled a call, Where do I find my administrative code ?

After you schedule a conference call QCONF will offer you an administrative code. This code is different from the code assigned to conference call participants. To find your administrative code, go to the 'meeting space' and click on the Access Code.


A popup will show you your "admin code"

② Where do I find my Permanent Administrative Code?

With a permanent admin access code, you can make conference calls 24/7. No need to plan ahead, no scheduling, no reservations necessary. Just pick up the phone, invite your participants and start your conference call at any time.

To find your code sign into QCONF and click the pencil, to see your "permanent access code"
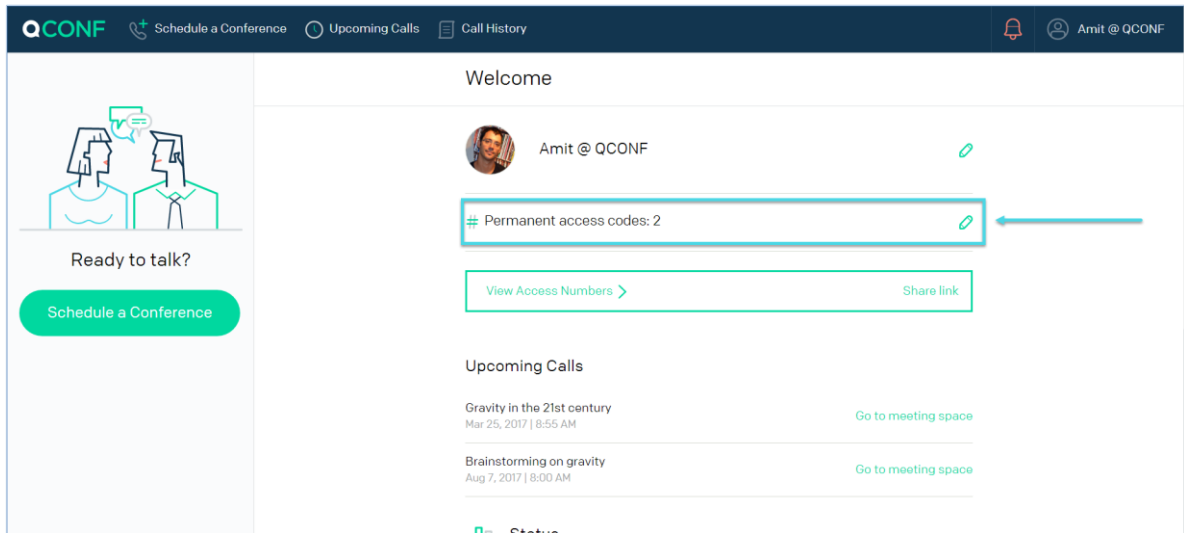
A popup will appear showing your codes, you can edit your codes here:
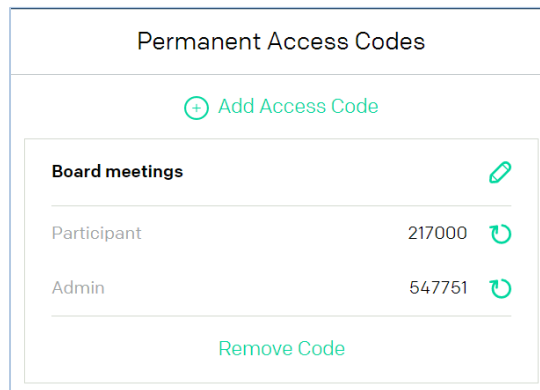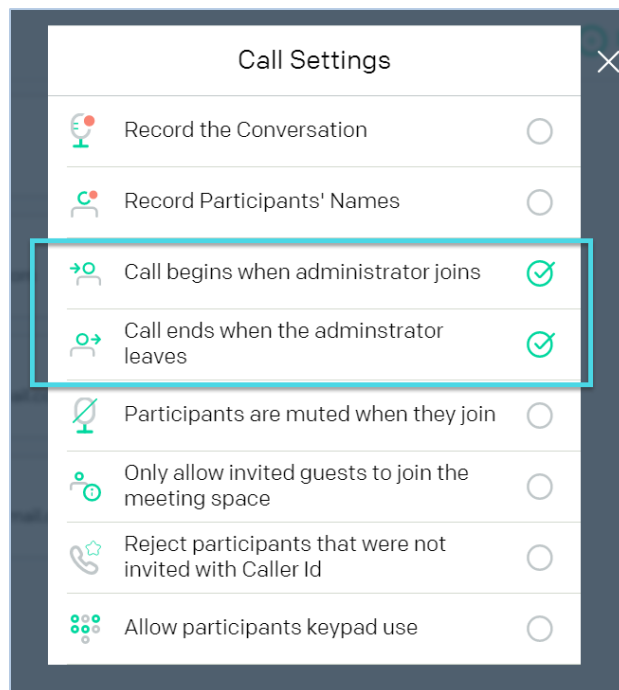

③ Setting options for the Administrative Code

When you Schedule a conference call from QCONF website, you can set when the call starts and ends using the admin code:

- **The call will begin only when the admin enters** – This is good when you don't want your participants to chat before the call. They can enter and listen to nice music until the admin connects.

- **The call will end when the admin exits the conversation** – The room will be closed, once the admin leaves the call, and everyone will be disconnected.

How? After you schedule a conference call from the app, click on "call settings"
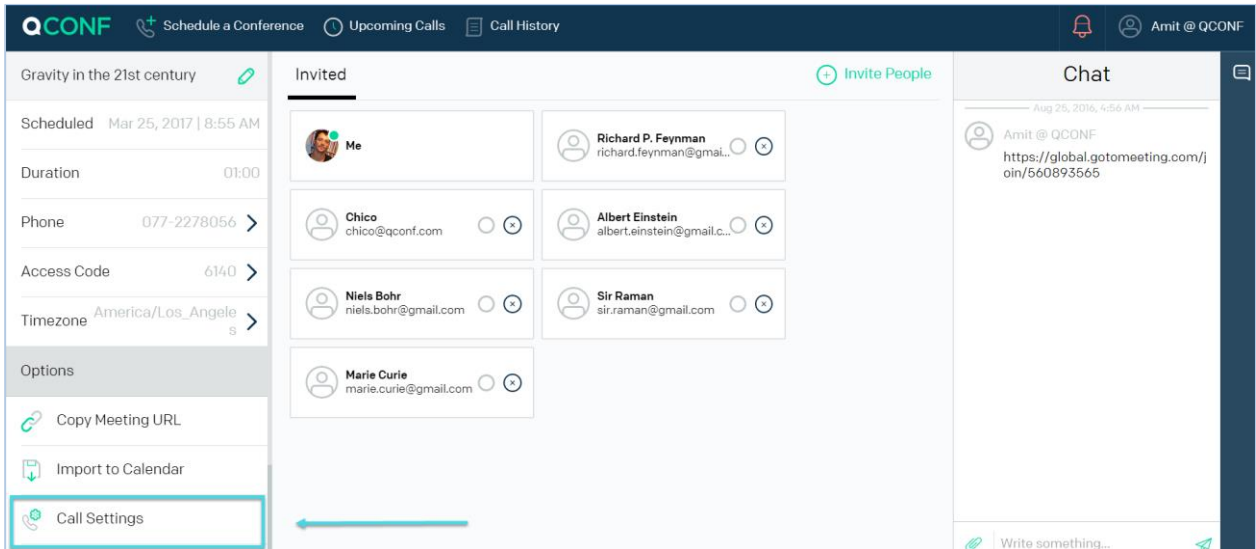
The "call Settings" popup will show:

Check or uncheck the above security options.

④ Using the Administrative Code while you are connected

When you connect to a conference call with your admin access code, you can activate the following features using your keypad (touch tones):

| Phone Keypad Shortcuts	Action
*0	Mute/Unmute All invitees(Lecture mode)
*1	Mute/Unmute self (Host)
*3	Lock/Unlock the meeting (To allow or prohibit further entrance of participants to the conference call.)
Up:*4, Normal:*5, Down:*6	Adjust listening volume
Up:*4, Normal:*5, Down:*6	Adjust microphone volume

For more information about keypad shortcuts, read our support document regarding **Phone Keypad Shortcuts**

5 Setting global options for the admin access code:

You can configure security features for one specific conference call, or set them to activate automatically each time you start a call (Global setting).To set automatic global features for all future conference calls, click on the name (upper right corner), a drop down menu will appear, choose 'setting' and then click on "Security Settings".
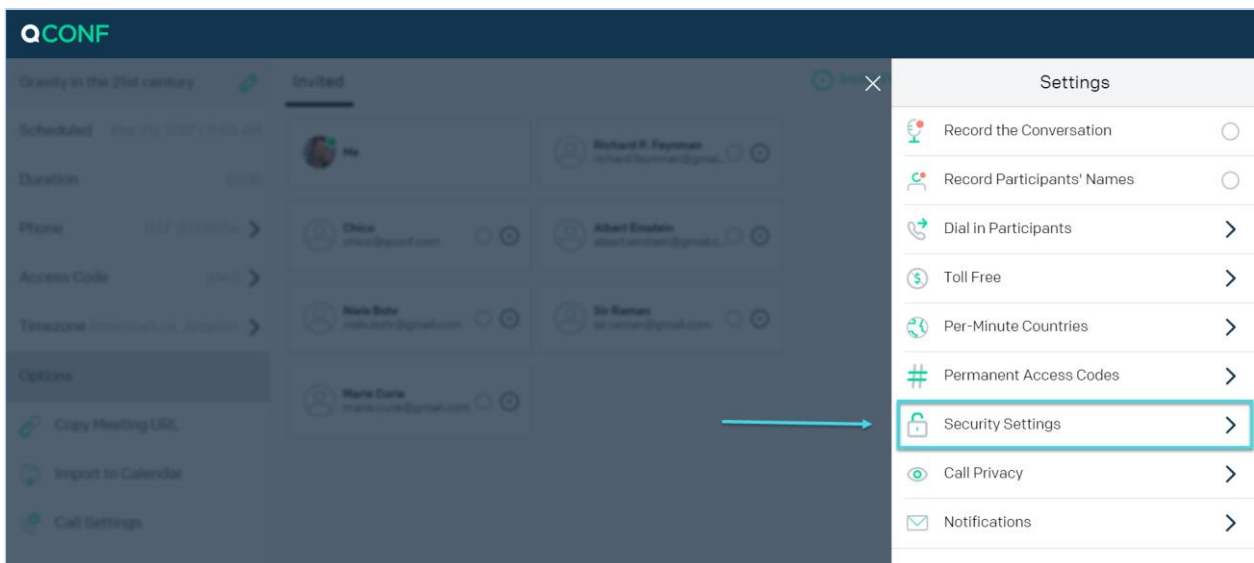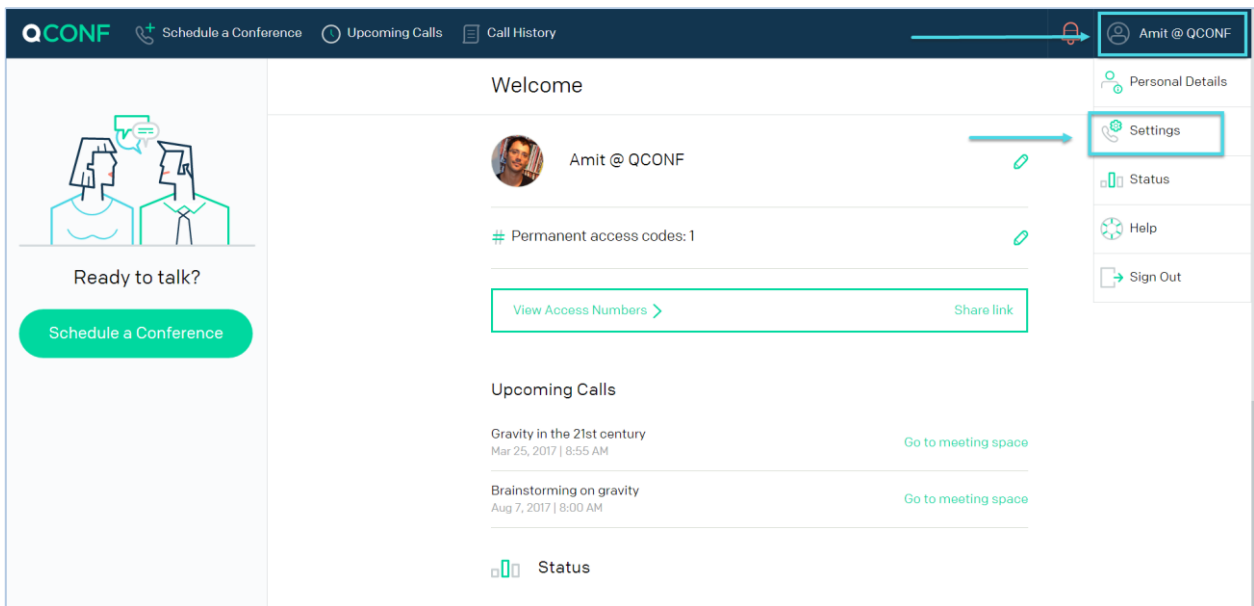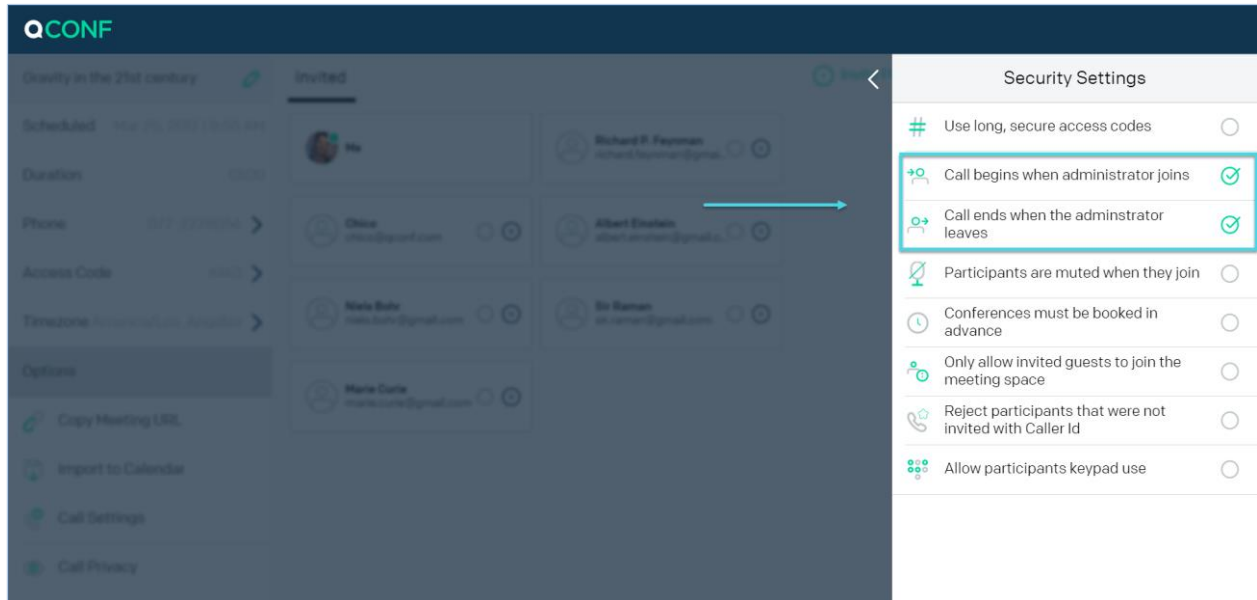
⚠ **Be careful**, setting the options here will be the default for every call you start. A common pitfall with the administrative code is setting 'Call begins when administrator joins" and forgetting that someone needs to enter with the admin code with every call, If you forget everybody will wait for the call to start over music on hold. Wasting everybody's time including your time ☺