## Administrative Access Code

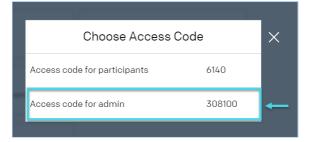
Every conference call needs a leader, to keep the conversation running smoothly. For this purpose, QCONF provides the conference call host with an administrative access code. When you enter this code, you will unlock special conference control functions designed to keep order, reduce noise, and ensure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

<b>QCONF</b> & Schedule a Confer	ence 🔿 Upcoming Calls 📃 Call His	tory		📮 🙆 Amit@QC	ONF
Gravity in the 21st century 💋	Invited		(+) Invite People	Chat	
Scheduled Mar 25, 2017   8:55 AM	<b>Ка</b>	Richard P. Feynman richard.feynman@gmai 🛇 😒		Aug 25, 2016, 4:56 AM Amit @ QCONF https://global.gotomeeting.com/j	
Duration 01:00				oin/560893565	
Phone 077-2278056 >	Chico chico@qconf.com	Albert Einstein albert.einstein@gmail.cO (3)			
Access Code 6140 >	Niels Bohr	Sir Raman			
Timezone America/Los_Angele s	Niels Bohr niels.bohr@gmail.com	sir.raman@gmail.com			
Options	Marie Curie marie.curie@gmail.com O 🛞				
Copy Meeting URL					
📮 Import to Calendar					
Call Settings					
Coll Driveou				🥔 Write something 🦪	

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 <u>sign into</u> QCONF and click the pencil, to see your "permanent access code"

<b>QCONF</b> & Schedule a Conferen	nce 🔿 Upcoming Calls 🗐 Call History	¢	Amit @ QCONF
	Welcome		
	Amit @ QCONF		
	# Permanent access codes: 2	]←	
Ready to talk?		-	
Schedule a Conference	View Access Numbers > Share link		
	Upcoming Calls		
	Gravity in the 21st century Go to meeting space   Mar 25, 2017 [ 8-55 AM Go to meeting space		
	Brainstorming on gravity Go to meeting space Aug 7, 2017   8:00 AM		

A popup will appear showing your codes, you can edit your codes here:

+ Add Acce	ess Code
Board meetings	0
Participant	217000 🚺
Admin	547751 🚺

### 3 Setting options for the Administrative Code

When you <u>Schedule a conference</u> 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"

• CONF & Schedule a Confer	ence 🔿 Upcoming Calls 📄 Call His	tory		Amit @ QCONF
Gravity in the 21st century 💋	Invited		+ Invite People	Chat
Scheduled Mar 25, 2017   8:55 AM	<b>Ме</b>	Richard P. Feynman richard.feynman@gmai ()		Aug 25, 2016, 4:56 AM
Duration 01:00	-			https://global.gotomeeting.com/j oin/560893565
Phone 077-2278056 >	Chico chico@qconf.com	Albert Einstein albert.einstein@gmail.c〇 🛞		
Access Code 6140 >	Nul Date			
Timezone America/Los_Angele s	Niels Bohr niels.bohr@gmail.com	Sir Raman sir.raman@gmail.com		
Options	Marie Curie marie.curie@gmail.com			
Copy Meeting URL				
Import to Calendar				
🧶 Call Settings				
				🥔 Write something 🦪

The "call Settings" popup will show:

		Call Settings		
	Ç	Record the Conversation	$\bigcirc$	
	C.	Record Participants' Names	0	
	<b>→</b> O	Call begins when administrator joins	${}^{\oslash}$	1
	<b>○</b> →	Call ends when the adminstrator leaves	${}^{\bigcirc}$	
	Ø	Participants are muted when they join	$\bigcirc$	
ļ	°	Only allow invited guests to join the meeting space	$\bigcirc$	
	Ċ	Reject participants that were not invited with Caller Id	$\bigcirc$	
	800	Allow participants keypad use	$\bigcirc$	

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 all	Mute/Unmute All invitees ( <b>Lecture mode</b> )
* <b>1</b> Mute me	Mute/Unmute self (Host)
*3 Lock meeting	Lock/Unlock the meeting (To allow or prohibit further entrance of participants to the conference call.)
* <b>4</b> UP	Adjust admin listening volume
*5 Normal	
<b>*6</b> Down	
* <b>7</b> UP	Adjust admin microphone volume
*8 Normal	
<b>*9</b> Down	

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".

<b>QCONF</b> & Schedule a Confe	ence 🔿 Upcoming Calls 📃 Call History	Amit @ QCONF
	Welcome	Personal Details
	Amit @ QCONF	Settings
	# Permanent access codes: 1	🔅 Help
Ready to talk? Schedule a Conference	View Access Numbers > Share link	Sign Out
	Upcoming Calls	
	Gravity in the 21st century Go to meeting space Mar 25, 2017   8:55 AM	
	Brainstorming on gravity Go to meeting space Aug 7, 2017   8:00 AM	
	□]] Status	

QCONF					
	Invited		0=×	Settings	
	6	(a) Robert R. Tearman		Record the Conversation	0
				Record Participants' Names	0
Phone Diff (1) Phone >		Ater Braten		💓 Dial in Participants	>
Access Code				S Toll Free	>
Terrezone America Callo, America 🕻	S Note Bare Spread over 0 O	(a) to Raman to convergence on (C) (C)		Per-Minute Countries	>
				# Permanent Access Codes	>
	(a) Mark Dark mark Low Byrnation (C) (C)		<b></b> →	Security Settings	>
				Call Privacy	>
				Notifications	>



info@qconf.com



QCONF						
	Invited		0-<	Security Settings		
	6	Contract format		#	Use long, secure access codes	0
				<del>,</del>	Call begins when administrator joins	Ø
Phone Diff germania >		Allert Datas	<b>→</b>	<u>e</u>	Call ends when the adminstrator leaves	Ø
Access Code ***** >				Ø	Participants are muted when they join	0
Terrestone Assessments in Assession	C Note Sale	Contractional Contractions		¢	Conferences must be booked in advance	0
	C Manadaman			°	Only allow invited guests to join the meeting space	0
	(2) Have been			Ċ	Reject participants that were not invited with Caller Id	0
				000	Allow participants keypad use	0

 $\bigcirc$ 

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 ©



info@qconf.com

