

## Schedule a Conference from Your Account

With QCONF you can schedule a conference call through a comfortable interface from your desktop or mobile phone.

Let QCONF take care of the whole process: we will send all participants an invitation to join the conversation. We'll tell them which local number to call, and provide them with an access code to join the conversation. We'll send reminders via email and SMS, just a few minutes before the conference call begins, and we will even call them to connect them to the conference call. How easy is that?

Through the schedule's process you can add additional features such as call recording, participants' names announcement and much more.

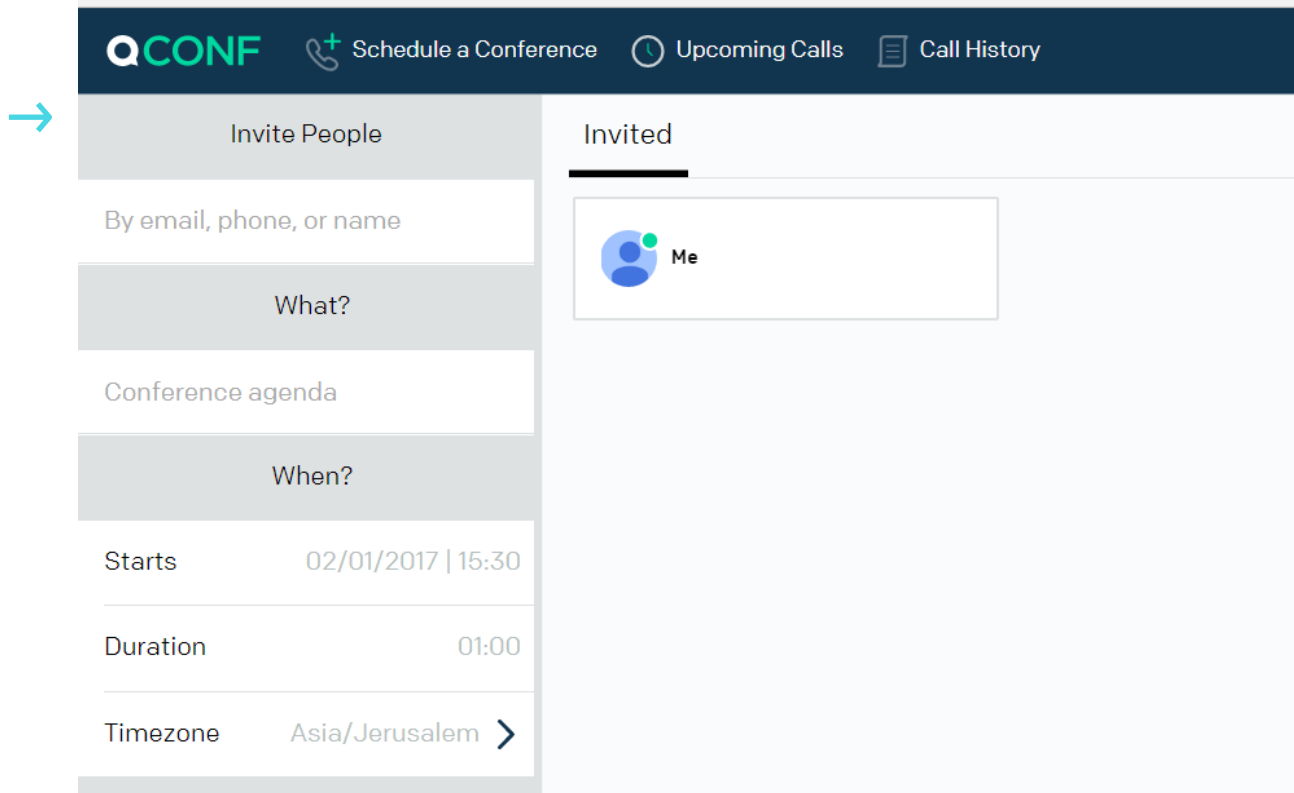
### 1 Sign in and Click 'Schedule a Conference'

After you [Sign In](#), choose 'Schedule Conference'

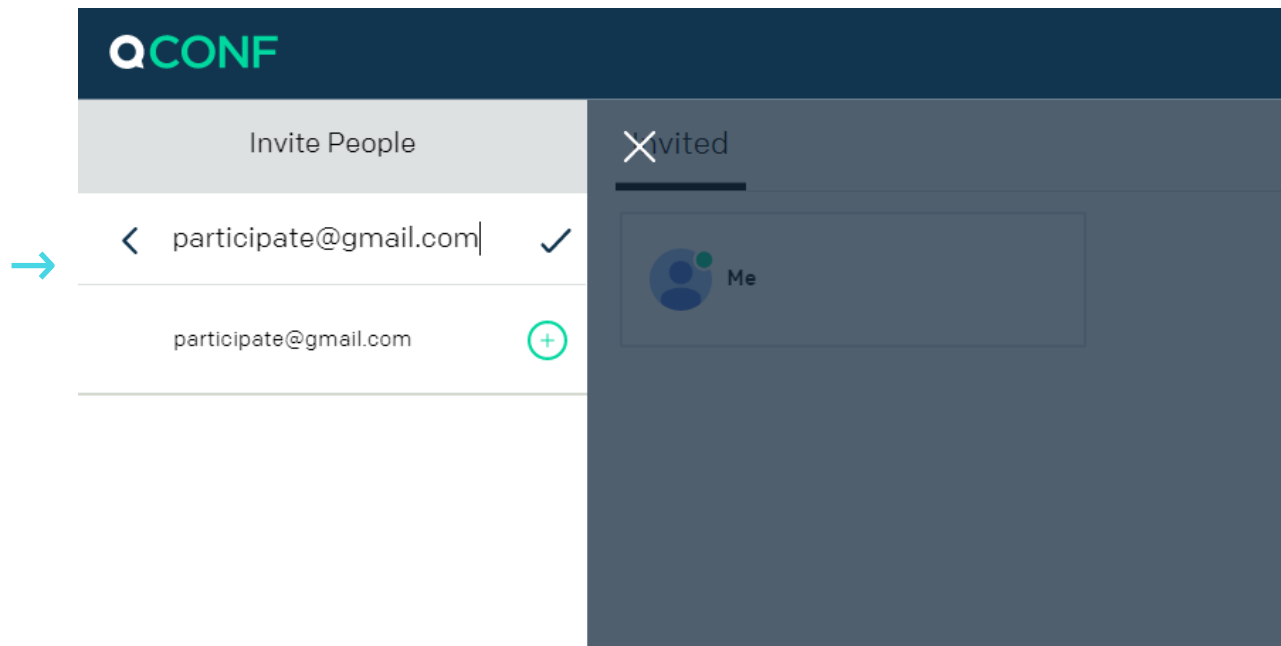
The screenshot shows the QCONF user interface. At the top, there is a navigation bar with the QCONF logo and four menu items: 'Schedule a Conference' (active), 'Upcoming Calls', and 'Call History'. Below the navigation bar, the page is divided into two main sections. On the left, there is a sidebar with a 'Ready to talk?' section containing a 'Schedule a Conference' button, which is highlighted with a blue arrow. On the right, there is a 'Personal Details' section. This section includes a profile picture placeholder with a 'Change Profile Picture' link, and four input fields for 'Username' (containing 'username@qconf.com'), 'Phone', and 'Company'. Below these fields, there are two sections: 'Plans' showing the current plan as 'Per Call' with a call credit of 5, and 'Payments' showing the next debit on 26/01/2017. At the bottom of the 'Personal Details' section, there are two buttons: 'Change Your Plan' and 'Change Payment Settings'.

## 2 Invite participants to the meeting.

Invite participants by E-mail, phone number or by name.



A V symbol will appear when you'll finish if the data you enter is valid.  
Click + when you're done

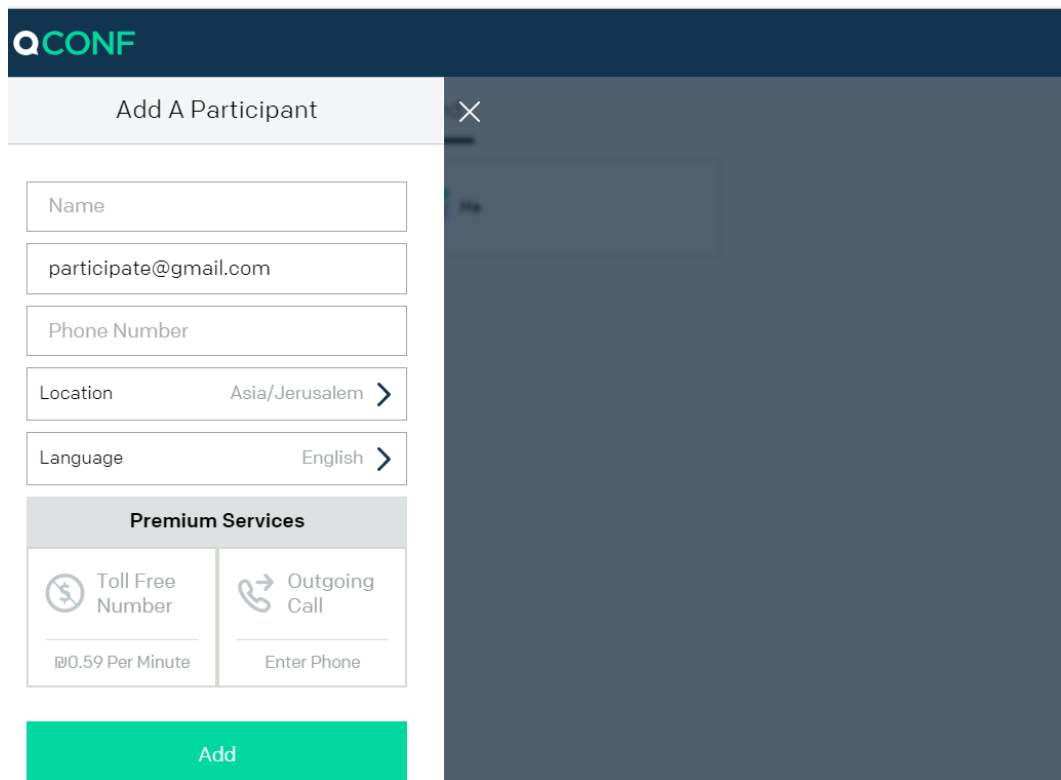


### 3 Update Participant details

Now you'll be asked to submit the participant details. It is better to add as many contact details as possible, as for QCONF to contact the participant and schedule the conference call in the most suitable way.

Defining the participant location would help QCONF to submit the most accurate local Dial in number to call.

Defining the preferable language would help QCONF to send the participant an invitation with the language that is suitable for him. If you'll provide a mobile number, QCONF will send a reminder by SMS. SMS reminders are sent a few minutes before the call with a direct link to the conference – at no additional cost. All invitees' contact details are saved in your personal address book for future use. You can join up to 30 participants per conference call.



The screenshot shows a mobile application interface for adding a participant. At the top left is the QCONF logo. Below it is a modal window titled 'Add A Participant' with a close button (X). The form contains the following fields:

- Name: [Empty text box]
- Email: participate@gmail.com
- Phone Number: [Empty text box]
- Location: Asia/Jerusalem >
- Language: English >

Below the form is a section titled 'Premium Services' with two options:

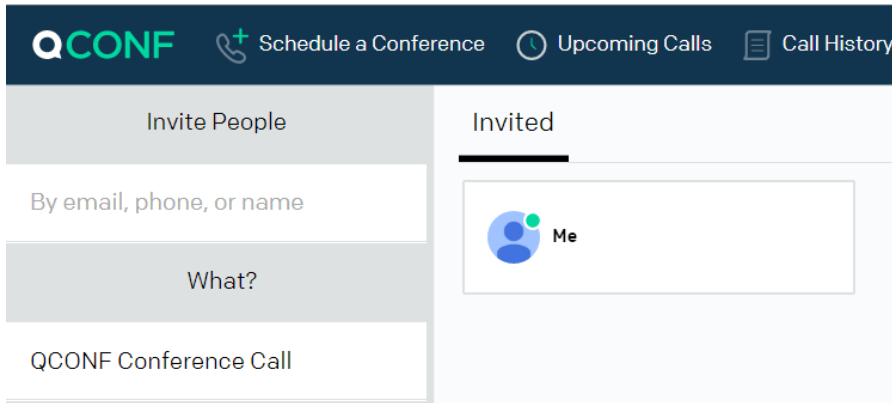
- Toll Free Number: ₪0.59 Per Minute
- Outgoing Call: Enter Phone

At the bottom of the form is a large green button labeled 'Add'.

You can add premium services to spoil your participants like Toll Free Dial in Numbers, Outgoing Call services and dial in numbers in exotic countries.

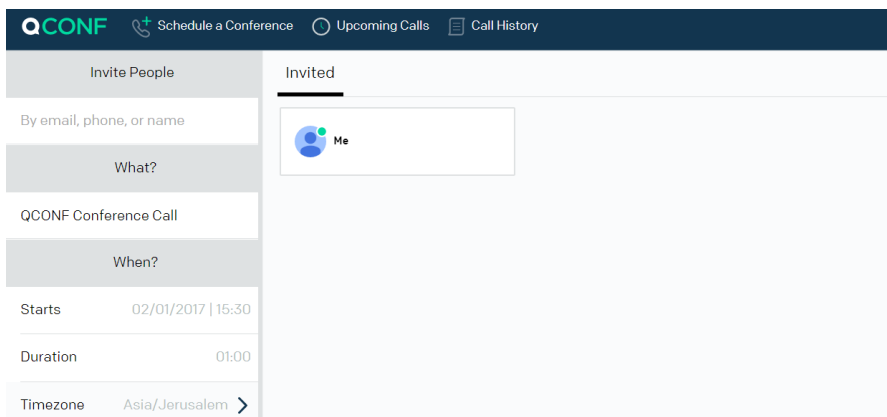
## 4 Set agenda for the meeting

Define the Agenda for the conference call. That way it will be easier to trace the conference in your history calls. The agenda will be sent to all invitees and will help them to understand the purpose of the conference.



## 5 Set Time and Date for your online meeting

Define the time for the conference call to begin, the duration of the conference and the time zone of the conference room. QCONF will send the participant an invitation with the exact time to join the call in accordance to their location during the call. To schedule the conference press 'Continue'.



## 6 More Options

### Access Code

In case you have a permanent access code, you could choose it from the codes' list or continue using a temporary ('single use') code.

### Call Setting

Activating advanced features for this meeting. As part of the setting you can enable feature as: 'record the conversation', 'record participants' names' and more advance options.

Call Settings		
	Record the Conversation	<input type="checkbox"/>
	Record Participants' Names	<input type="checkbox"/>
	Call begins when administrator joins	<input type="checkbox"/>
	Call ends when the administrator leaves	<input type="checkbox"/>
	Participants are muted when they join	<input type="checkbox"/>
	Only allow invited guests to join the meeting space	<input type="checkbox"/>
	Reject participants that were not invited with Caller Id	<input type="checkbox"/>
	Allow participants keypad use	<input type="checkbox"/>

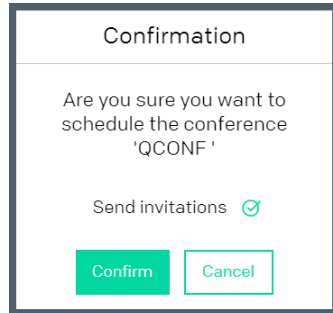
### Call Privacy

In this section you can define what the meeting's participants could see and do in the meeting space. You can enable participate chat during the call, listen to call recording and much more.

Participants Settings		
	View call details	View
	Listen to call recordings	Hide
	Chat during the call	Write
	Share files in the call	Share
	See who is invited	View
	See who is on the call	View
	View participant details	Hide
	See who is speaking	View

## 7 Create a conference!

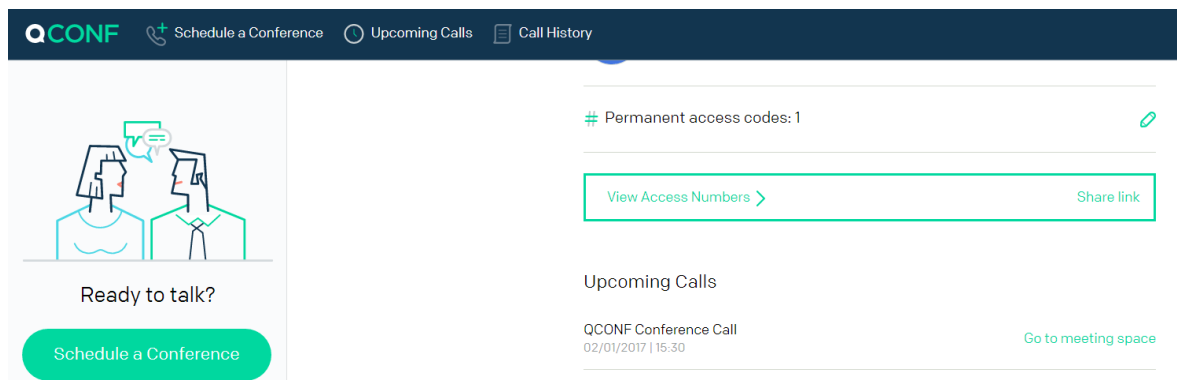
Press 'Confirm' to schedule the conference. If you don't want to send invitations, unmark the V symbol.



## 8 Adding additional participants after the conference is set

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 left part of the screen and invite additional participants by E-mail, phone number or by name

