Schedule a Conference from Your Account

With QCONF you can schedule a conference call through a comfortable interface from your desktop or mobile phone.
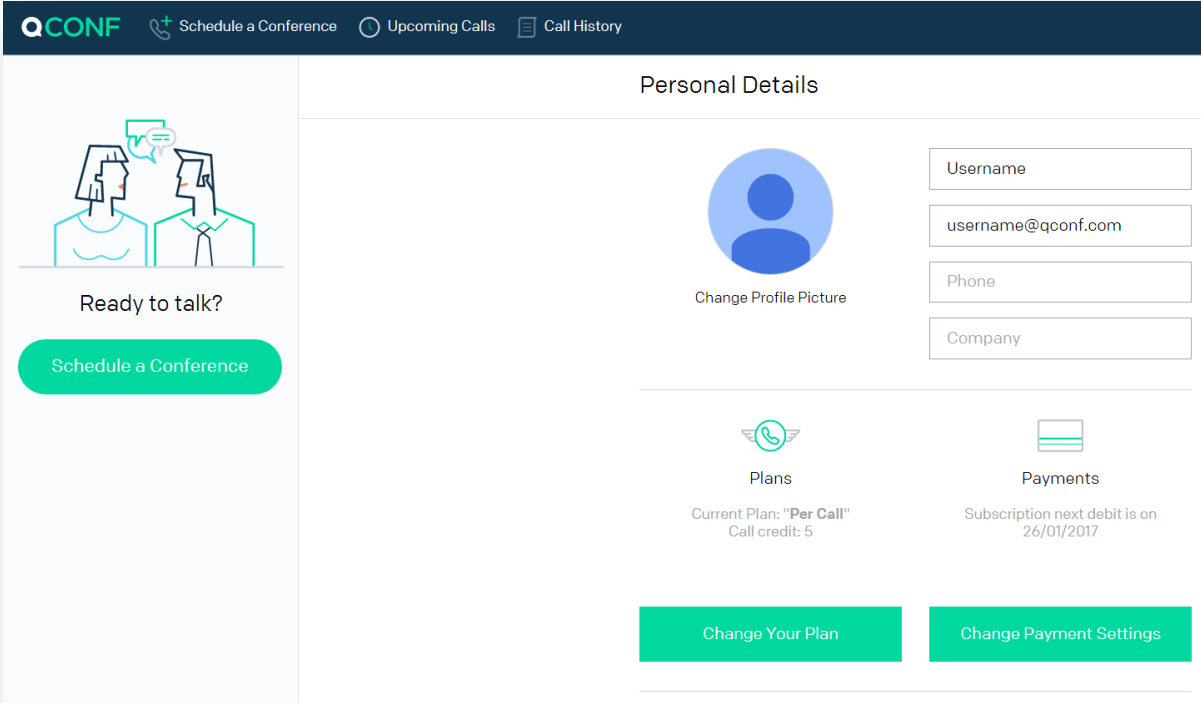
To start sign into your account www.qconf.com

Let QCONF take care of the whole process: we will send all participants an invitation to join the conversation via email. We'll tell them which local number to call, exact time to join the call, in accordance to their location 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. How easy is that?

Through the schedule's process you can add additional features such as **call recording**, **Screen Share** and much more.
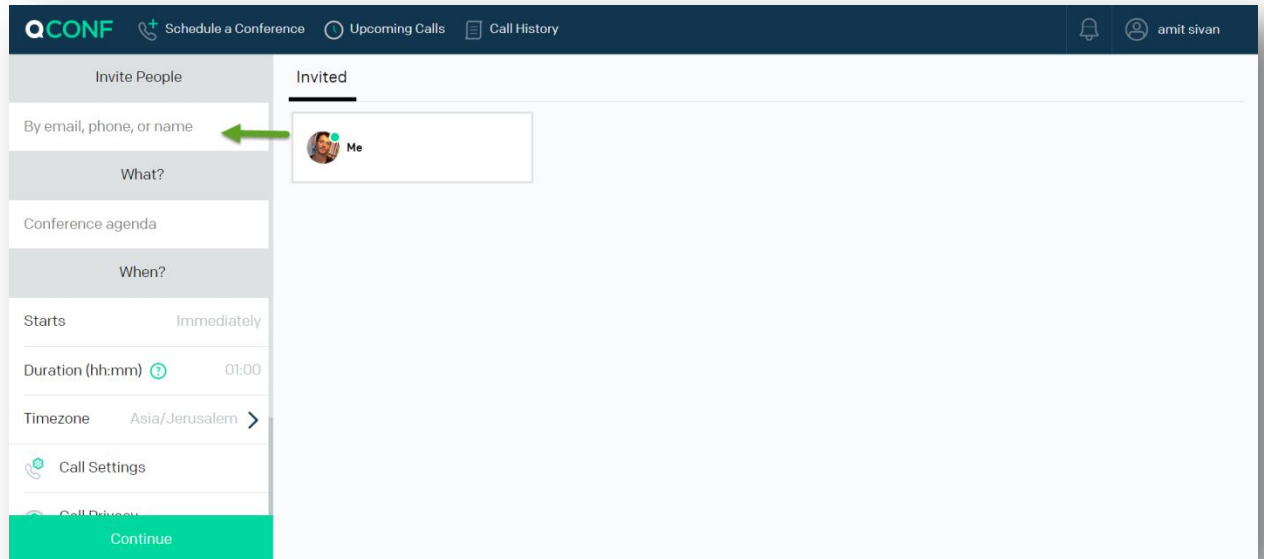
1 Sign in and Click 'Schedule a Conference'

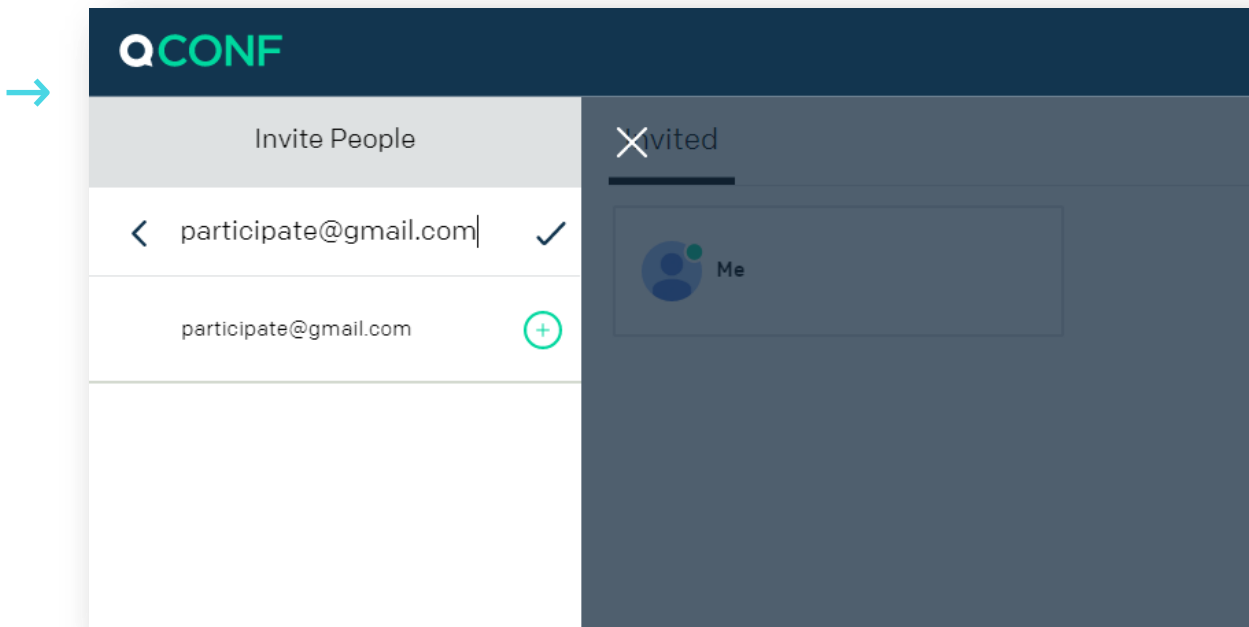Sign In, with your Email and Password and choose 'Schedule a Conference'

info@qconf.com   www.qconf.com

(2) Invite participants to the meeting.

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

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

③ Build the Participants Details

Now you'll be asked to build 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.

If you'll provide a mobile **phone 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.
Defining the participant **location** would help QCONF to submit the most accurate local dial in number to call, and the exact time to join the call, in accordance to their location.
Defining the preferable **language** would help QCONF to send the participant an invitation with the language that is suitable for him.
All invitees' contact details are saved in your personal address book for future use. You can join up to 30 participants per conference call.

You can add premium services to spoil your participants like [Toll Free Dial in Numbers](), Call me service ([dial out to participates]()) and [dial in numbers in exotic countries]().

④ What? 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.
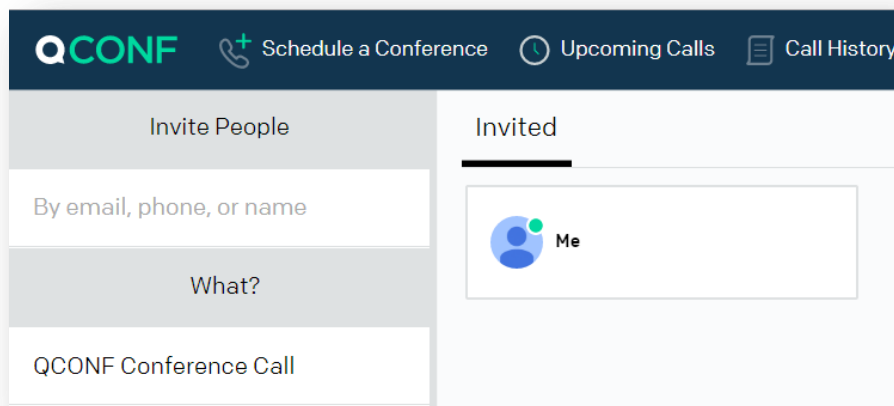
⑤ When? Set Time and Date for your online meeting

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'.
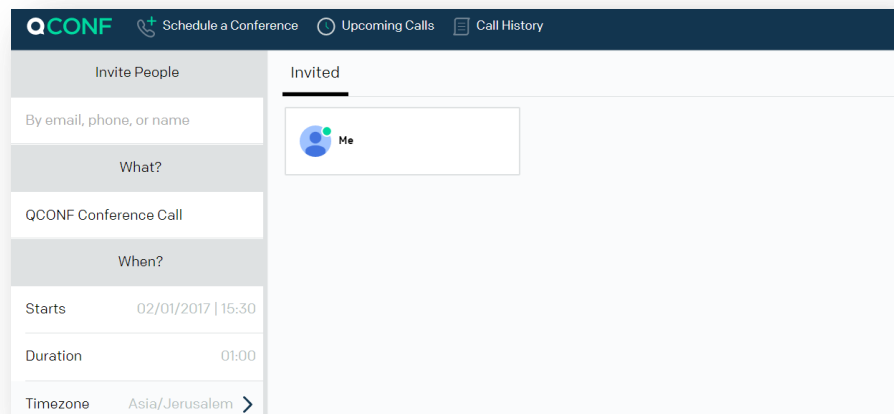
⑥ Under 'Options'

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

Call Settings

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 like 'call begins when administrator joins'. Read more about using the admin access code.

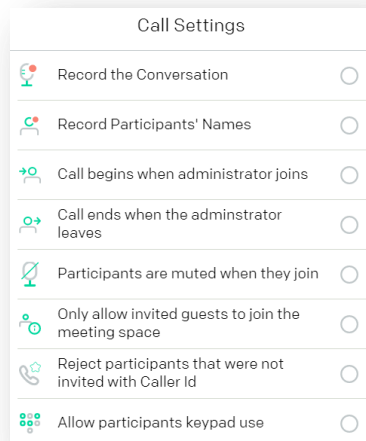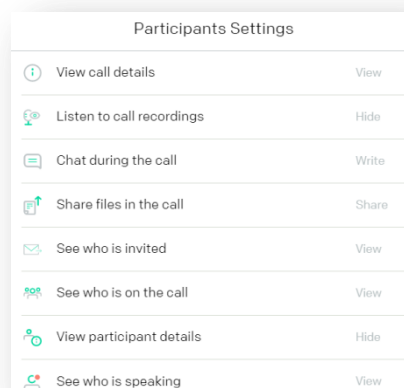### Call Settings

Record the Conversation	○
Record Participants' Names	○
Call begins when administrator joins	○
Call ends when the administrator leaves	○
Participants are muted when they join	○
Only allow invited guests to join the meeting space	○
Reject participants that were not invited with Caller Id	○
Allow participants keypad use	○

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 besides 'Send Invitations'

Confirmation

Are you sure you want to schedule the conference 'QCONF '

Send invitations ⊘

[Confirm] [Cancel]
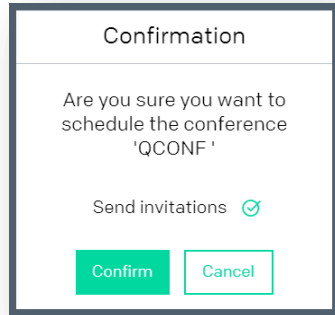
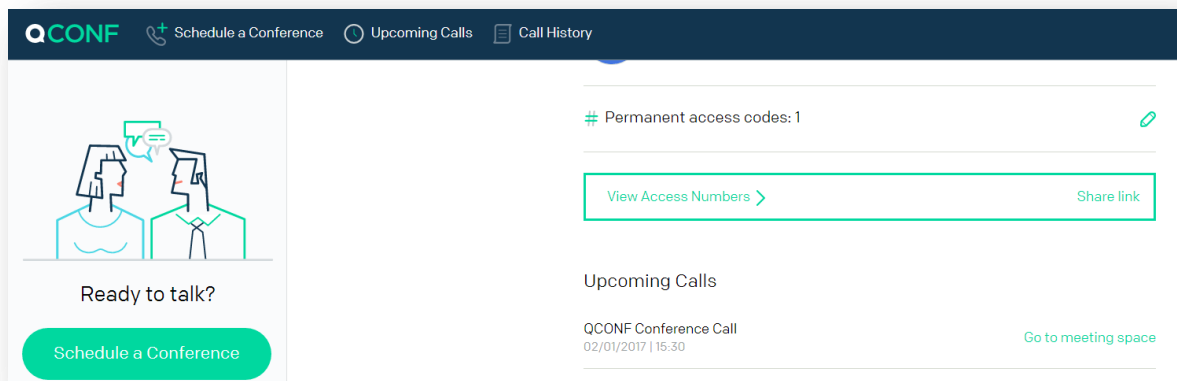### ⑧ Adding additional participants after the conference is set

Find the relevant call from the 'Upcoming calls' list and press 'Go to meeting space'.

* Get to the 'upcoming calls' list either from 'my account' or from the upper menu

QCONF   Schedule a Conference   Upcoming Calls   Call History

Ready to talk?

[Schedule a Conference]

\# Permanent access codes: 1

View Access Numbers ›   Share link

Upcoming Calls

QCONF Conference Call
02/01/2017 | 15:30   Go to meeting space

Press 'Invite people' from the upper left part of the screen and invite additional participants by E-mail, phone number or by name. Same as before.

QCONF   Schedule a Conference   Upcoming Calls   Call History

QCONF Conference Call   ✎   Invited   ⊕ Invite People

Scheduled   02/01/2017 | 15:30

Me

Duration   01:00

Phone   (646) 878-6212 ›