

Schedule a Conference from Your Account

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

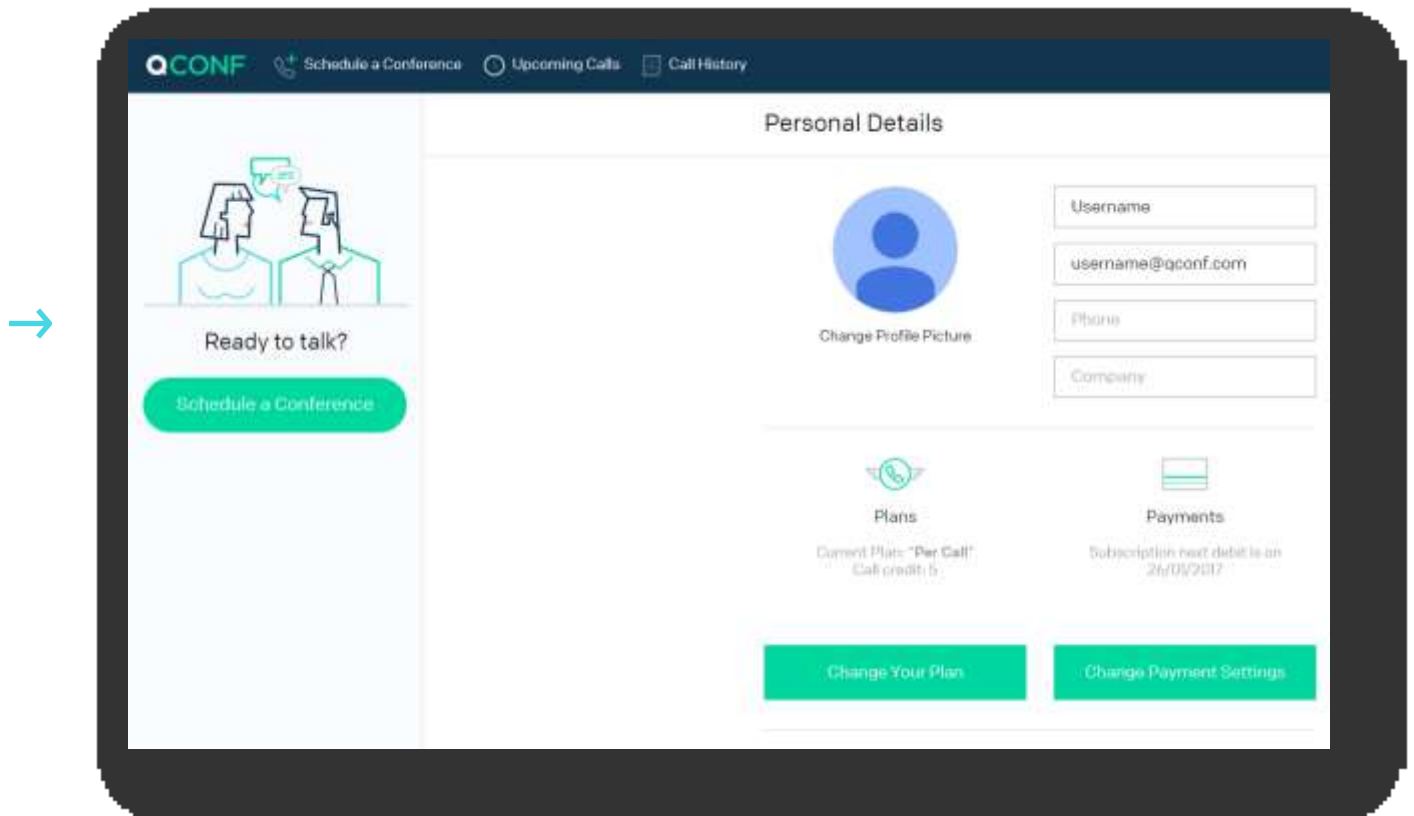
To start sign into your account www.qconf.com

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.

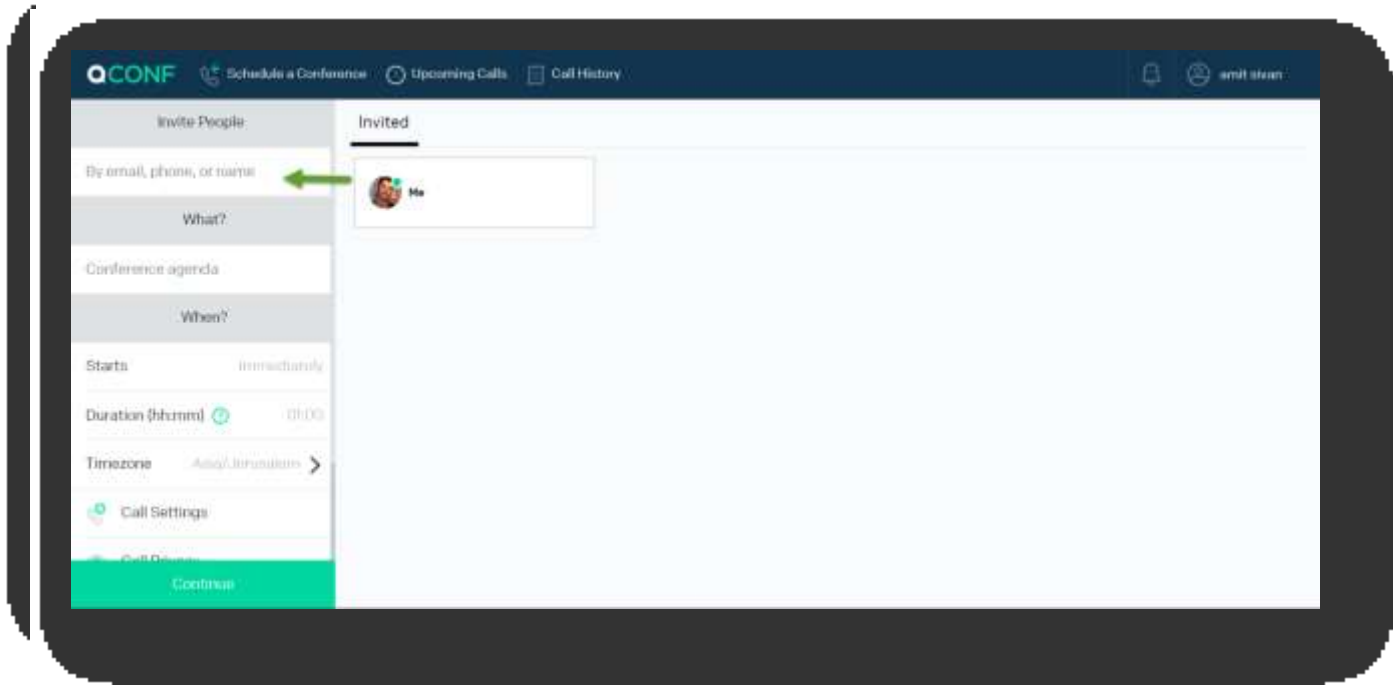
1 Sign in and Click 'Schedule a Conference'

[Sign In](#), with your Email and Password and choose 'Schedule a Conference'

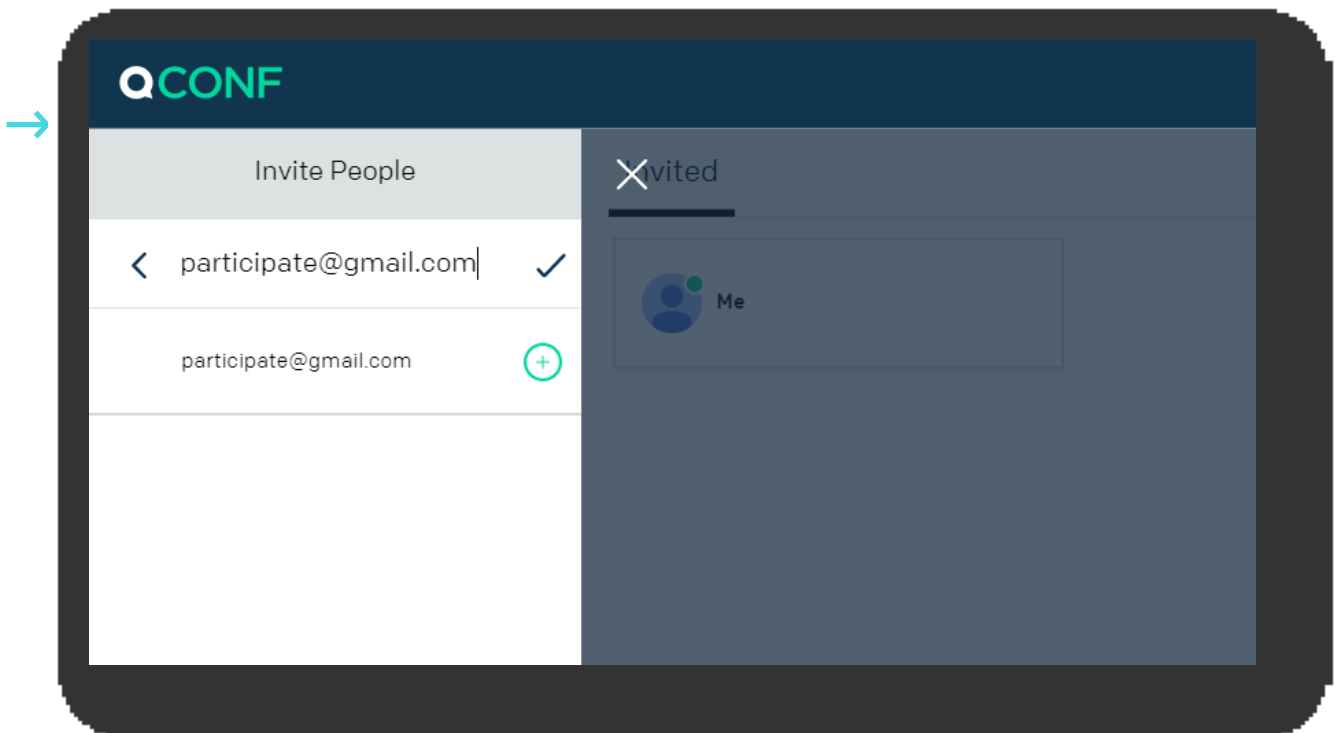


2 Invite participants to the meeting.

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

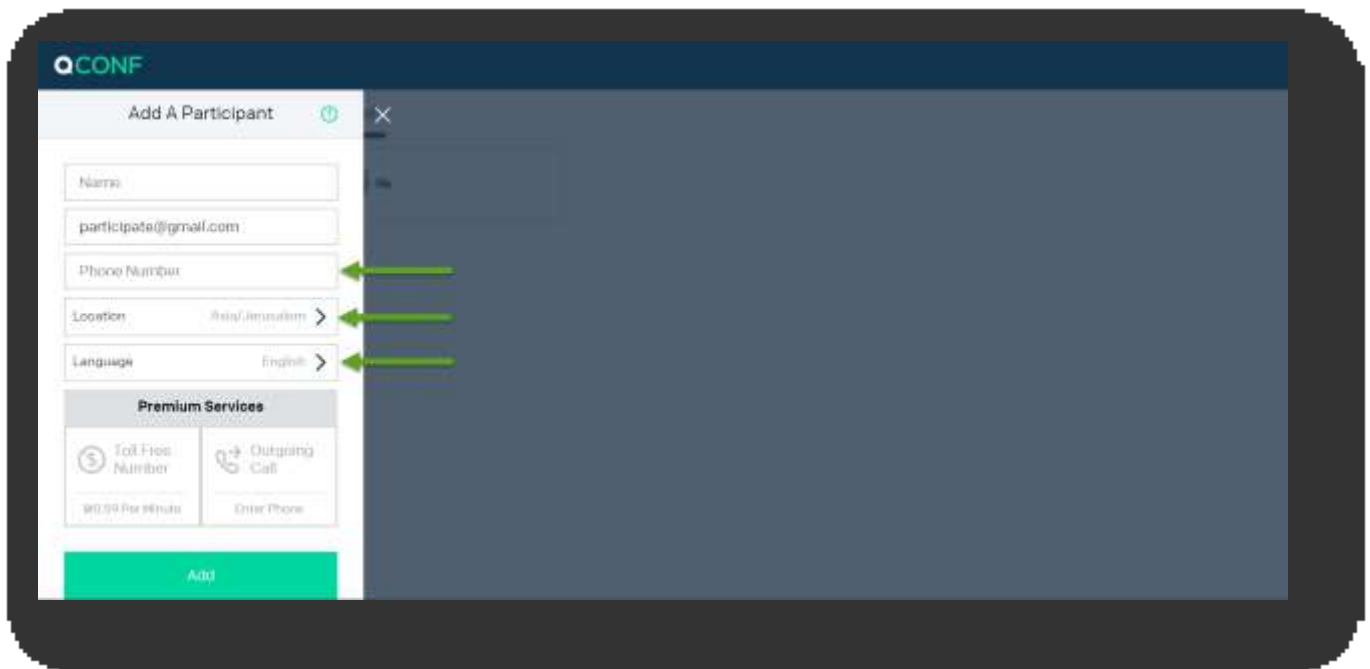
Now you'll be asked to build the participant details. It is better to add as many contact details as possible, as for QCONF to contact the participant and schedule the conference call in the most suitable way.

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 15 participants per conference call.



The screenshot shows a mobile application interface for adding a participant. The form is titled 'Add A Participant' and includes the following fields:

- Name: (empty)
- Email: participate@gmail.com
- Phone Number: (empty)
- Location: Beit/Jerusalem
- Language: English

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

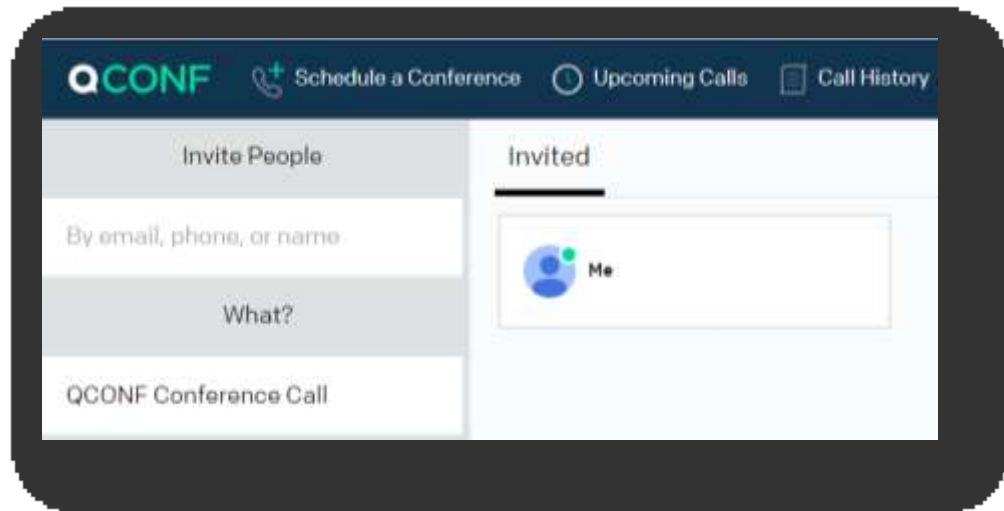
- Toll-Free Number: 90.00 Per Minute
- Outgoing Call: Enter Phone

A green 'Add' button is located at the bottom of the form.

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](#).

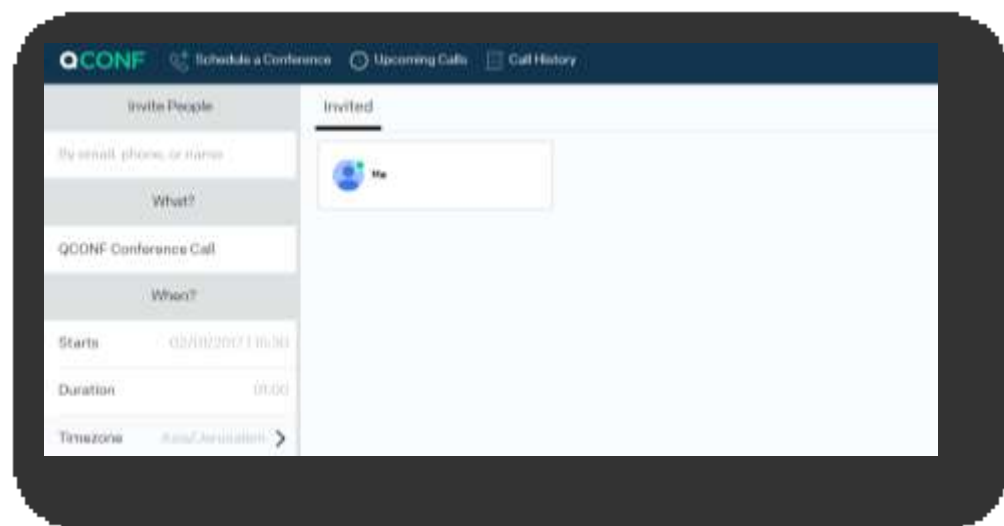
4 What? **Set agenda for the meeting**

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'.



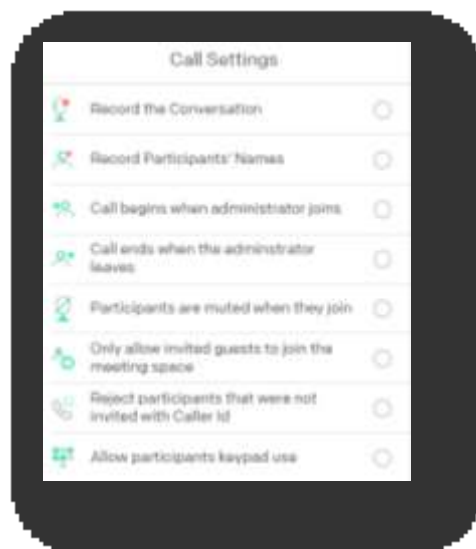
6 Under 'Options'

Access Code

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

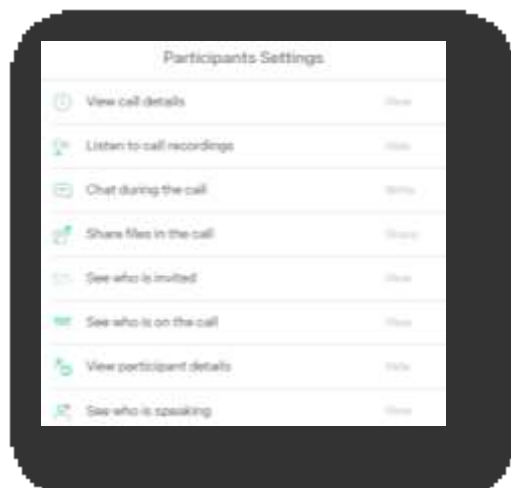
Call Settings

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 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.



7 Create a conference!

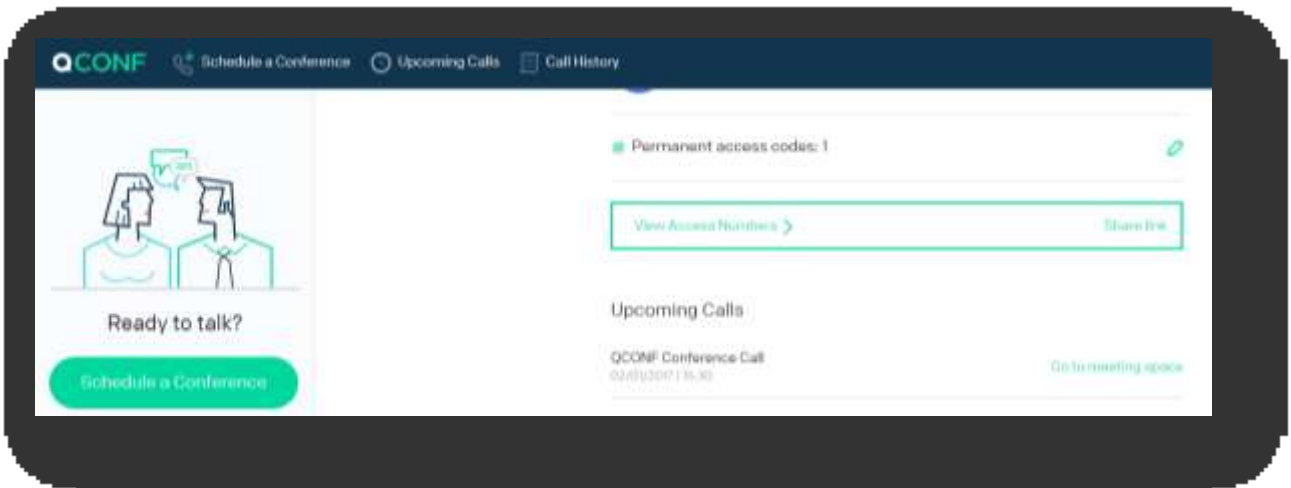
Press 'Confirm' to schedule the conference. If you don't want to send invitations, unmark the V symbol besides 'Send Invitations'



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



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.

