

## Your First QCONF Conference Call

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](http://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'

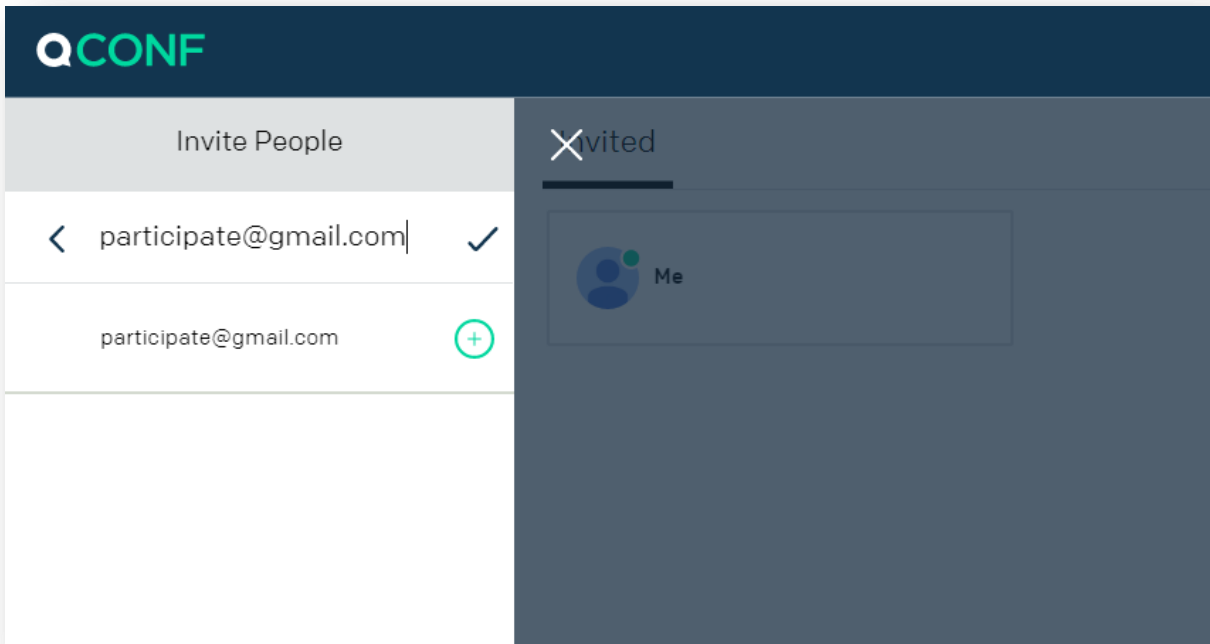
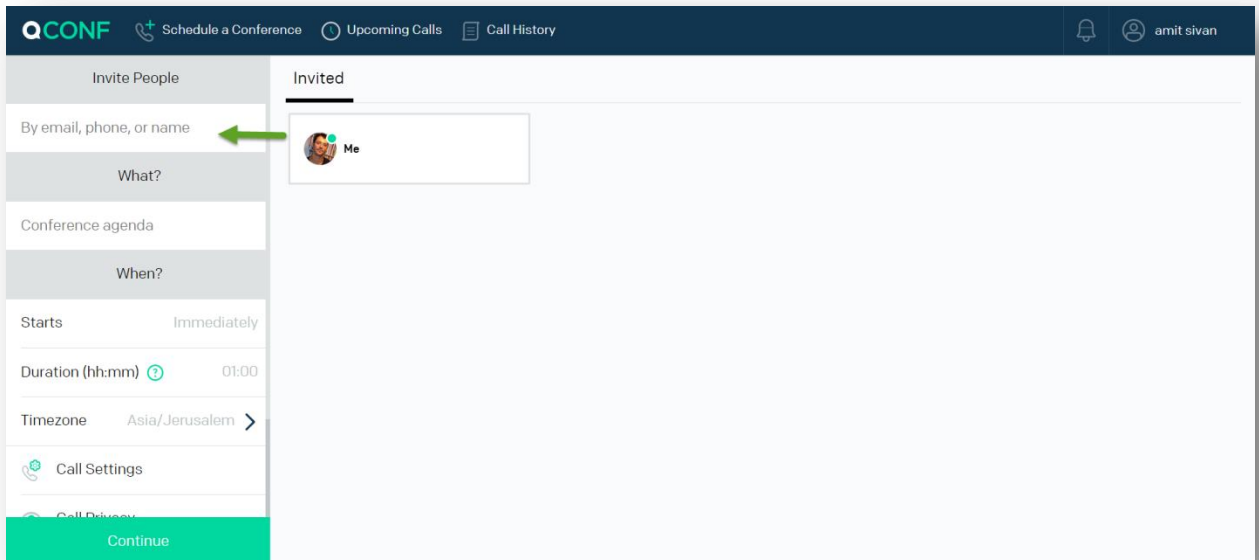
[Sign In](#), with your Email and Password and choose 'Schedule a Conference'

The screenshot displays the QCONF user interface. At the top, there is a navigation bar with the QCONF logo and menu items: 'Schedule a Conference', 'Upcoming Calls', and 'Call History'. The user's name 'amit sivan' is visible in the top right corner. The main content area is divided into two sections. On the left, there is a sidebar with an illustration of two people talking and the text 'Ready to talk?'. Below this is a prominent green button labeled 'Schedule a Conference'. A green arrow points from this button towards the right. The right section is titled 'Personal Details' and contains a profile picture of a man, a 'Change Profile Picture' link, and several input fields for 'amit sivan', 'amit@telepele.com', '077-2278104', and 'Company'. Below the personal details, there is a section for choosing a conference call plan, with the text 'Choose the right conference call plan for your business' and 'From 8 to 50 calls per month at one fixed, low price'. A green button labeled 'Choose a Plan' is located at the bottom of this section.



## 2 Invite participants to the conference call.

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 the + when you're done



### 3 Update Participant contact 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.

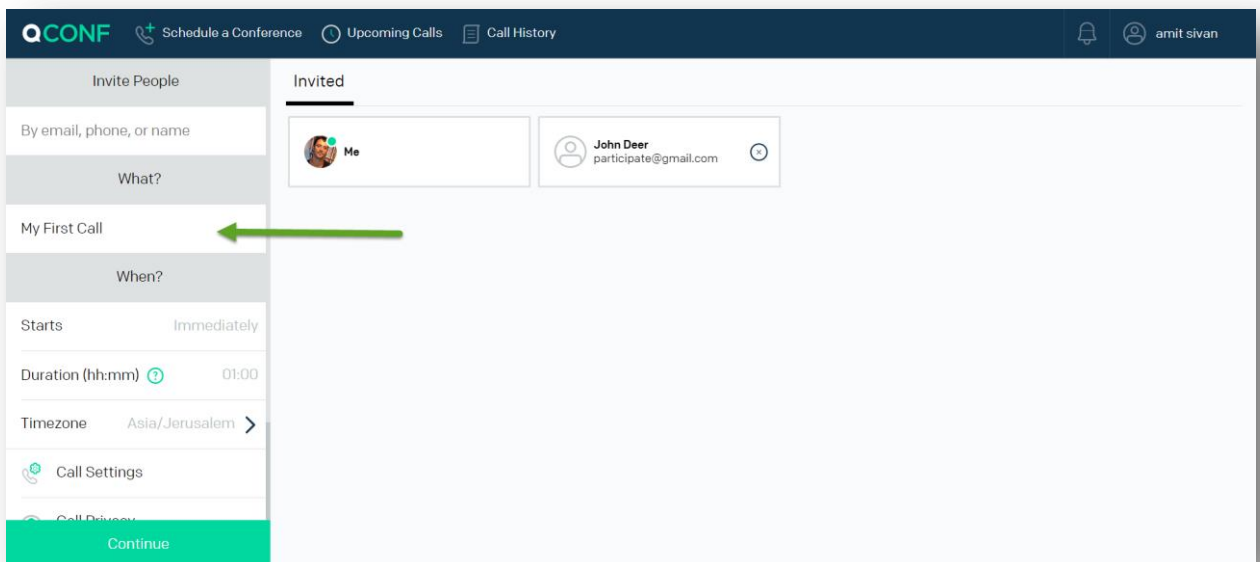
The screenshot shows the 'Add A Participant' form in the QCONF interface. The form is titled 'Add A Participant' and includes the following fields and options:

- Name: [Text Input]
- Email: participate@gmail.com
- Phone Number: [Text Input]
- Location: Asia/Jerusalem >
- Language: English >
- Premium Services:
  - Toll Free Number: @0.59 Per Minute
  - Outgoing Call: Enter Phone
- Bottom Button: Add

Three green arrows point to the Phone Number, Location, and Language fields, highlighting their importance.

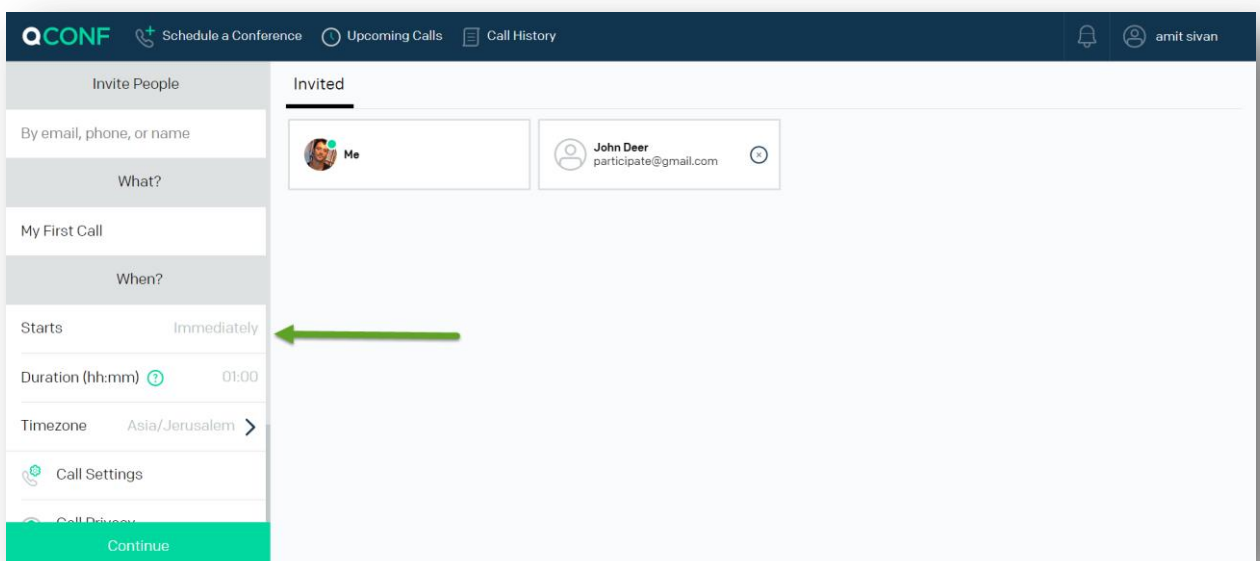
#### 4 What? Set agenda for the conference call

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



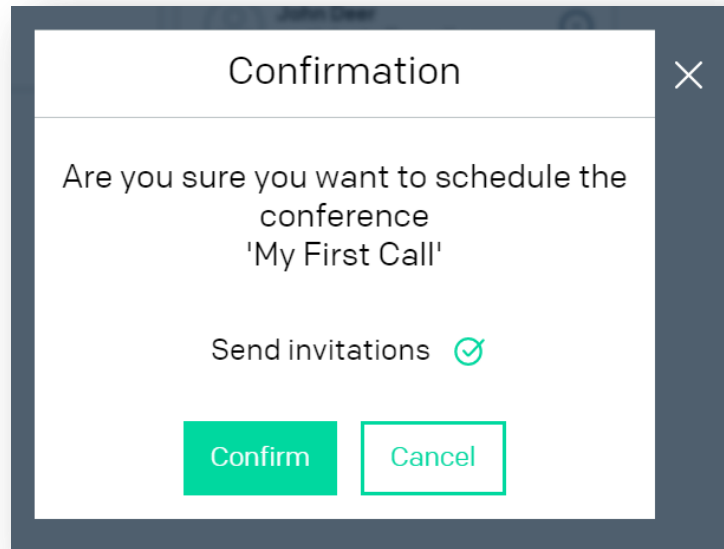
#### 5 When? Set Time and Date

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 participants 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 Create a conference!

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



## ? What happens next?

Now QCONF will send invitations and reminders to the participants via email, and SMS reminders a few minutes before the call starts. The invitation includes the best local access number to use and participant access code.

### Time to talk

When the time comes, each Participant will dial the local access number and enter the participant code followed by the pound sign (#) to connect to the call.

### Need more help?

Read our documents [here](#) - **or** - Contact support [here](#)

