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

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.
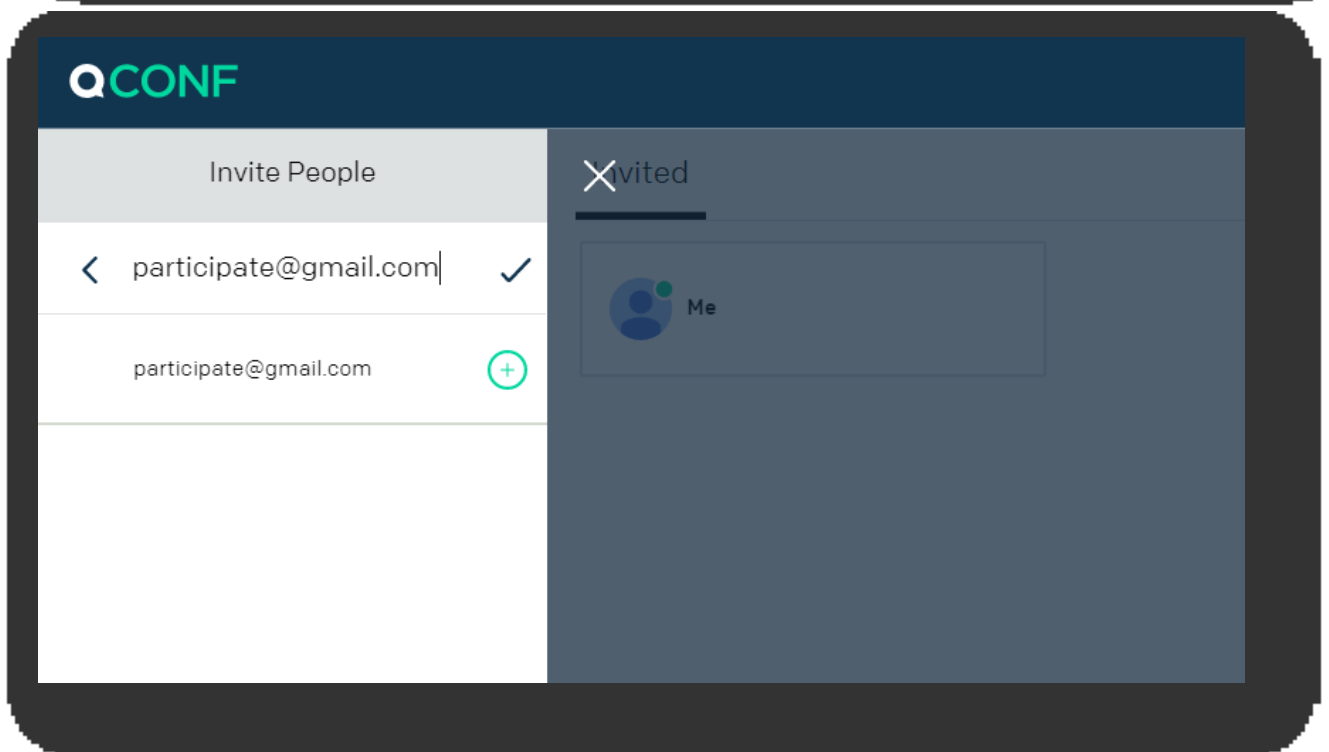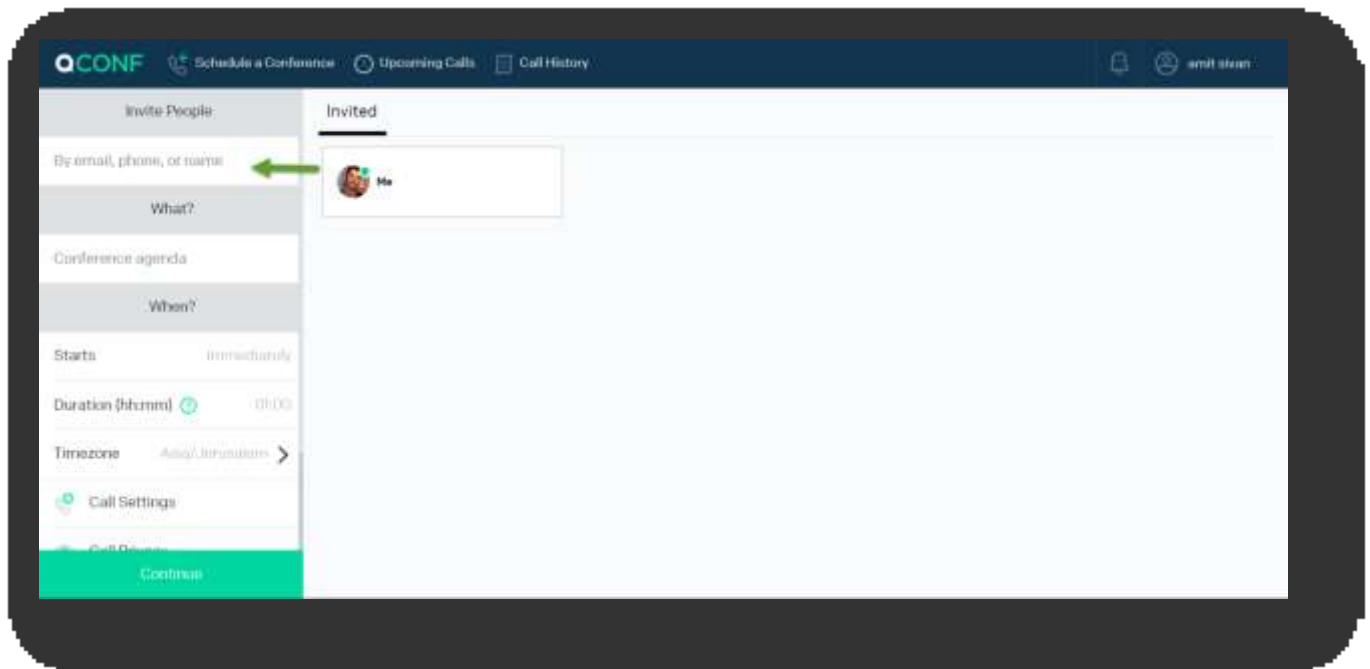
① **Sign in and Click 'Schedule a Conference'**

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

info@qconf.com   www.qconf.com
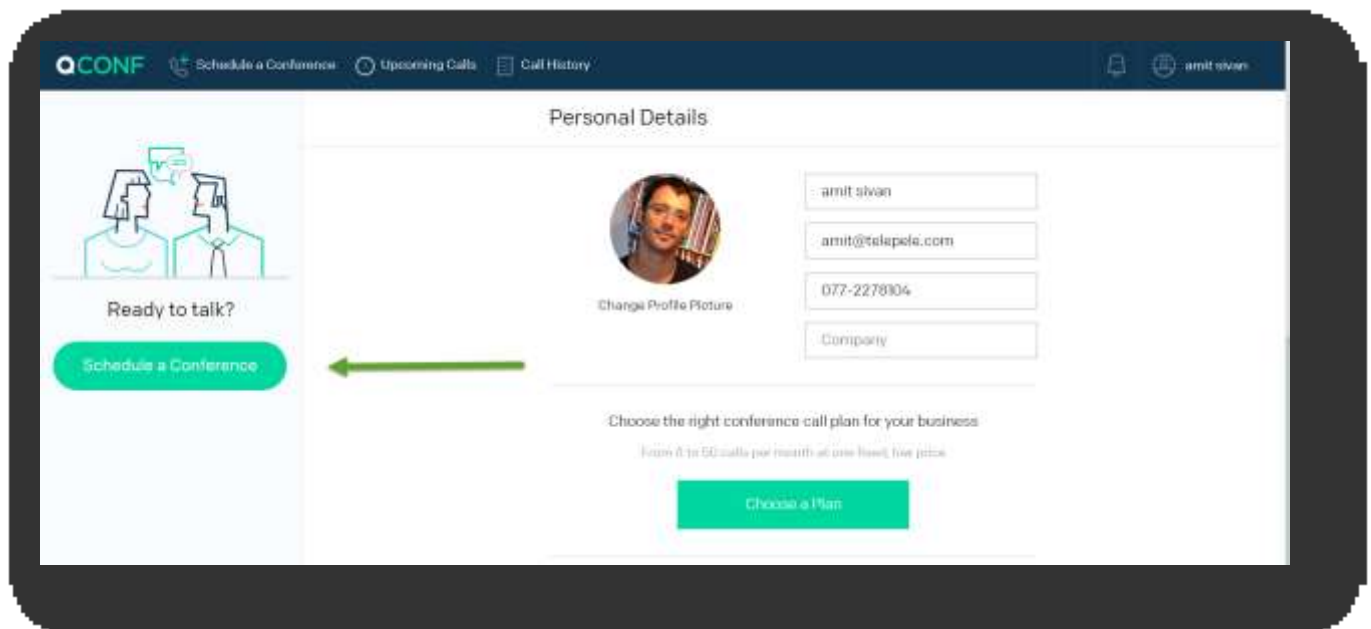
② Invite participants to the conference call.

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

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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 15 participants per conference call.

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.
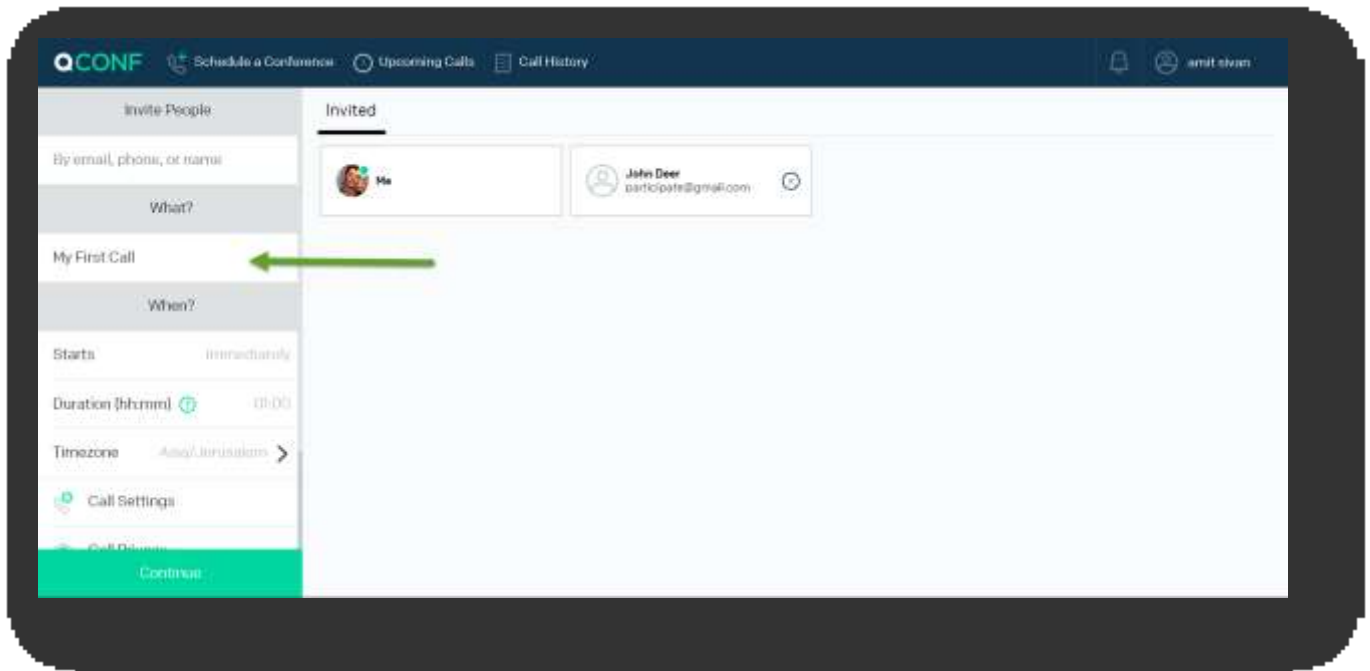

⑤ When? Set Time and Date

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'**.

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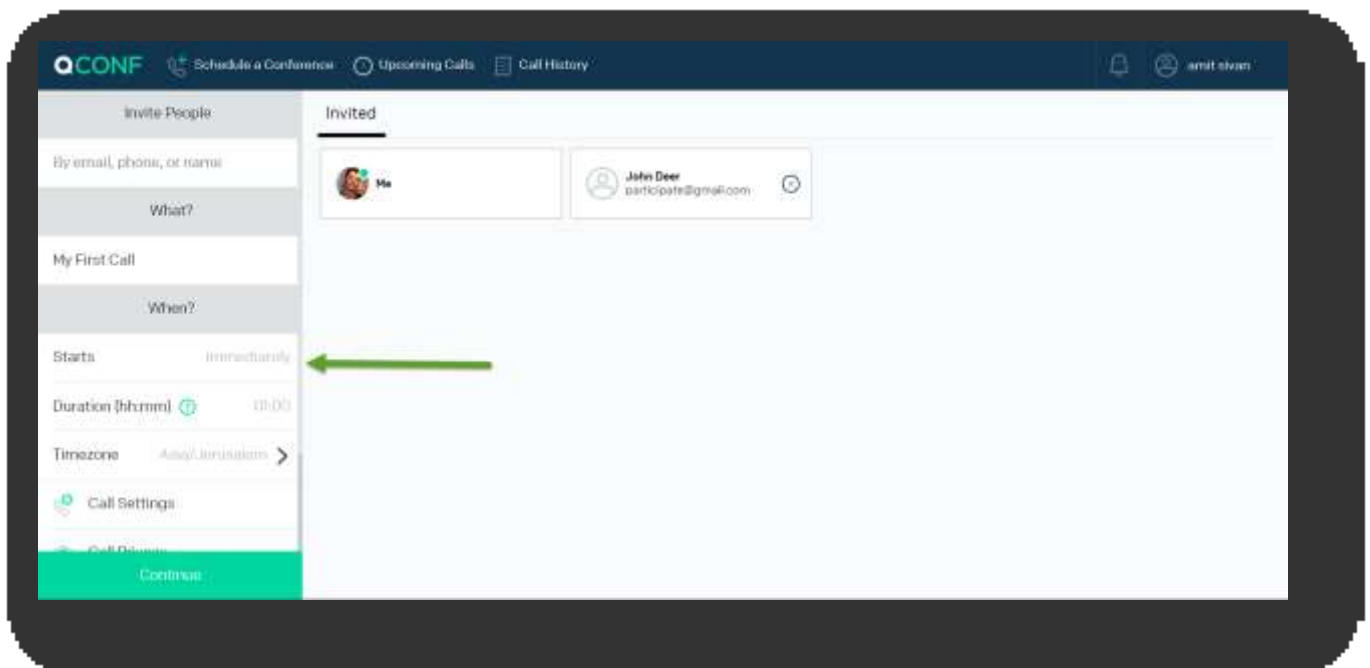
6 Create a conference!

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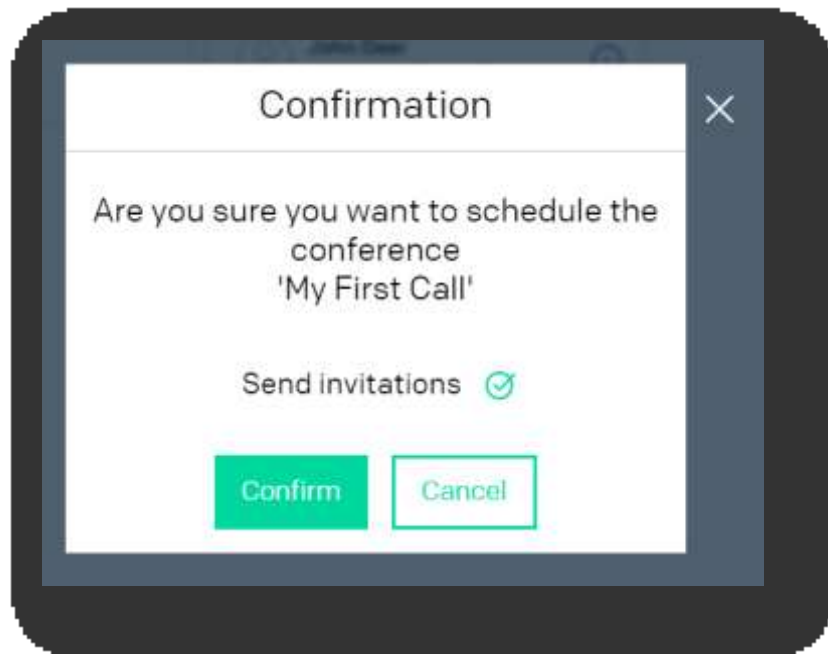
? What happens next?

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