

Connect to a conference with **Skype**

Participants in your call can use **Skype** to connect to your conference call. This will extend your global reach to any person that has internet connection with Skype installed.

There is no extra charge on the participants side and for you it will be the cheapest option.

To use Skype you will need to do 2 things:

1. In QCONF: Enable Skype on Every call.
2. In Skype: Tell your participants to search Skype for “Qconf Conferencing” and add as a contact to their Skype.

Extend your reach:

With QCONF you can mix multiple access methods – some callers dialing in with regular phones, other participants can use **Skype**. This will extend your reach to a few overseas callers or those without phone access.

Another great option to connect participants from any country around the globe is to use our [Dial-Out service](#).

Audio Quality when using Skype:

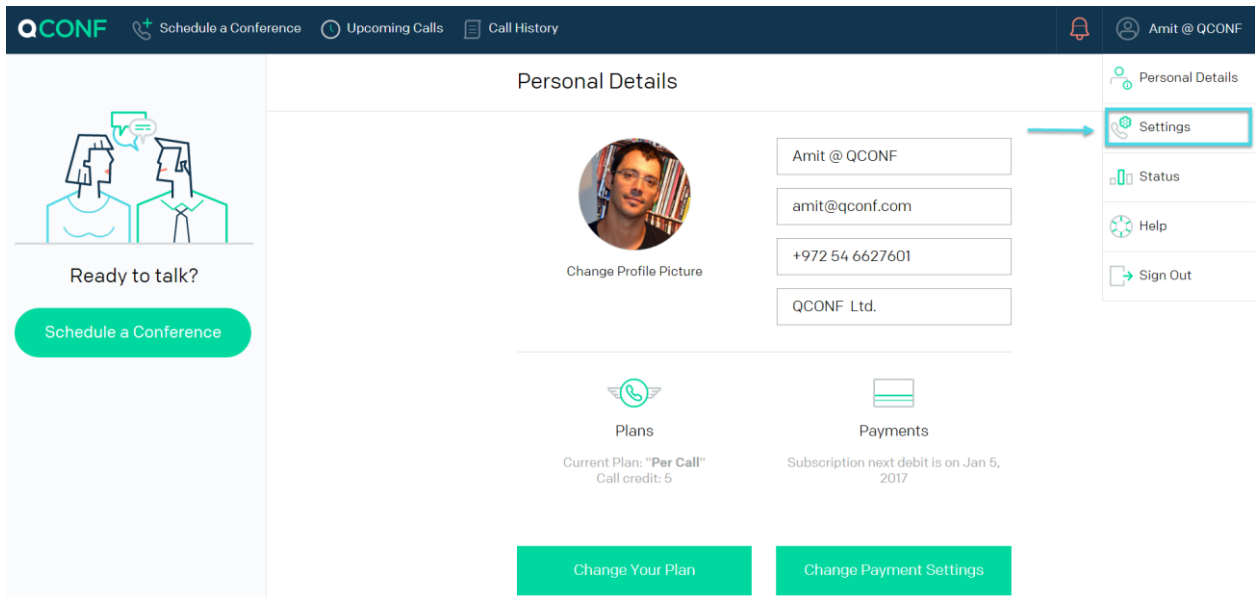
The audio quality participants will experience with Skype Access may be lower-quality than Skype callers experience with "Skype-to-Skype" calls, because of the way Skype directs calls to QCONF. (The quality will be similar to what Skype callers experience when dialing regular phones.)

For the best audio quality use regular phones with our local access numbers.

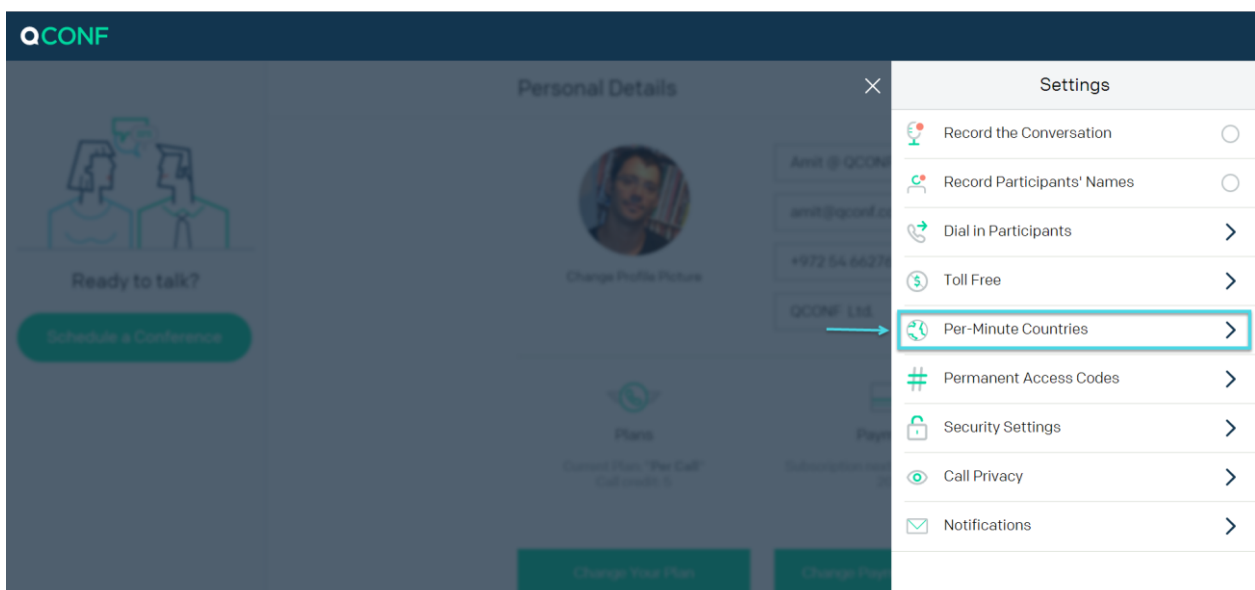
How to enable Skype on every call?

1 Go To 'Settings'

After you sign into QCONF, click the drop down menu and choose 'settings'

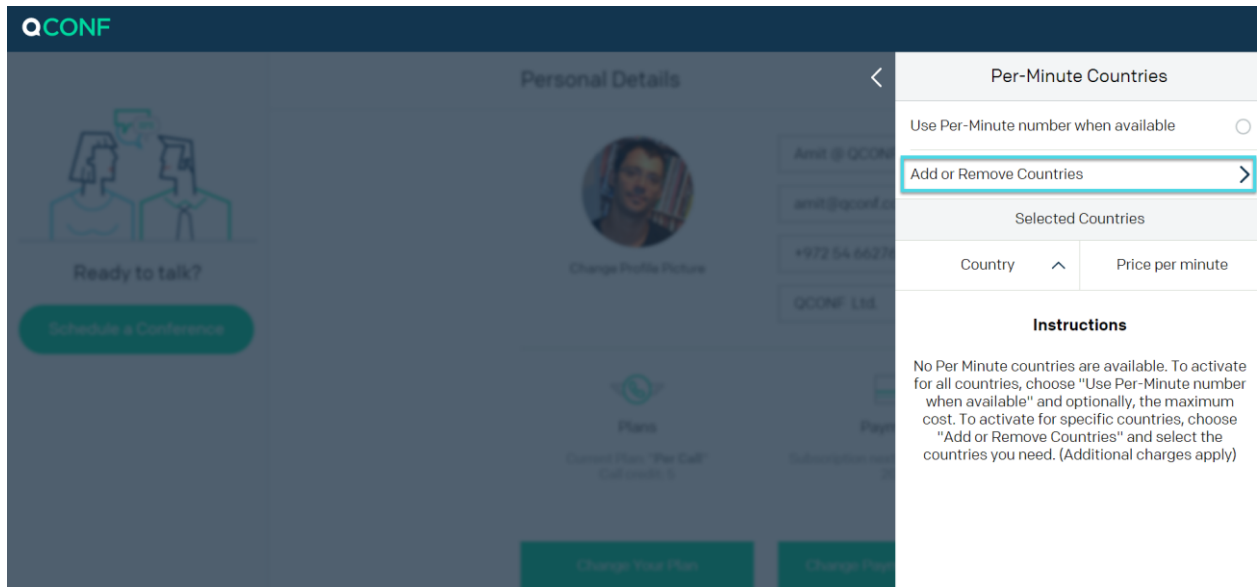


2 Choose Per-Minute Countries

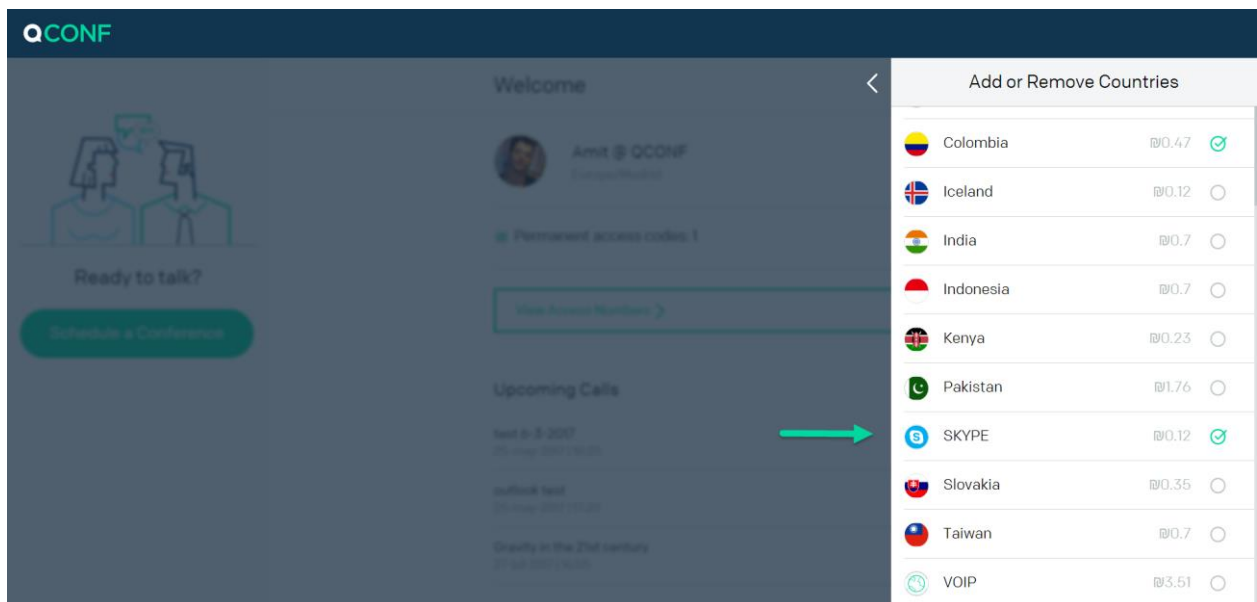


3 Choose 'Add or Remove Countries'

This will list the available countries including Skype.

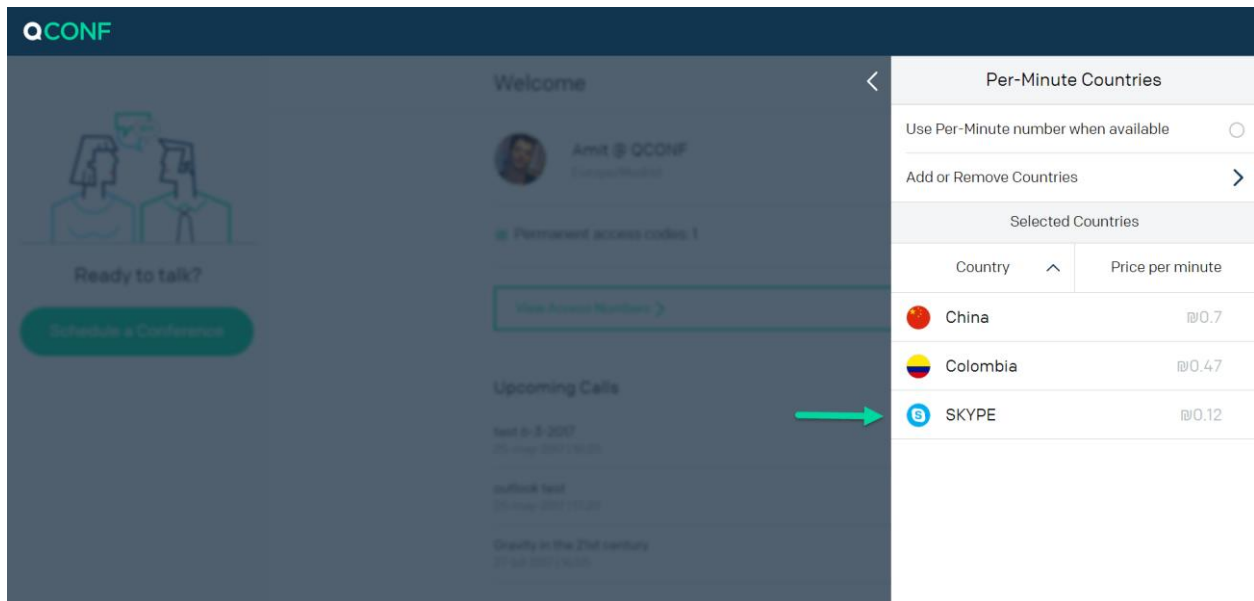


4 Tick Skype



** After you tick Skype, Click the arrow to go back. Skype will be displayed underneath in the list of selected countries.

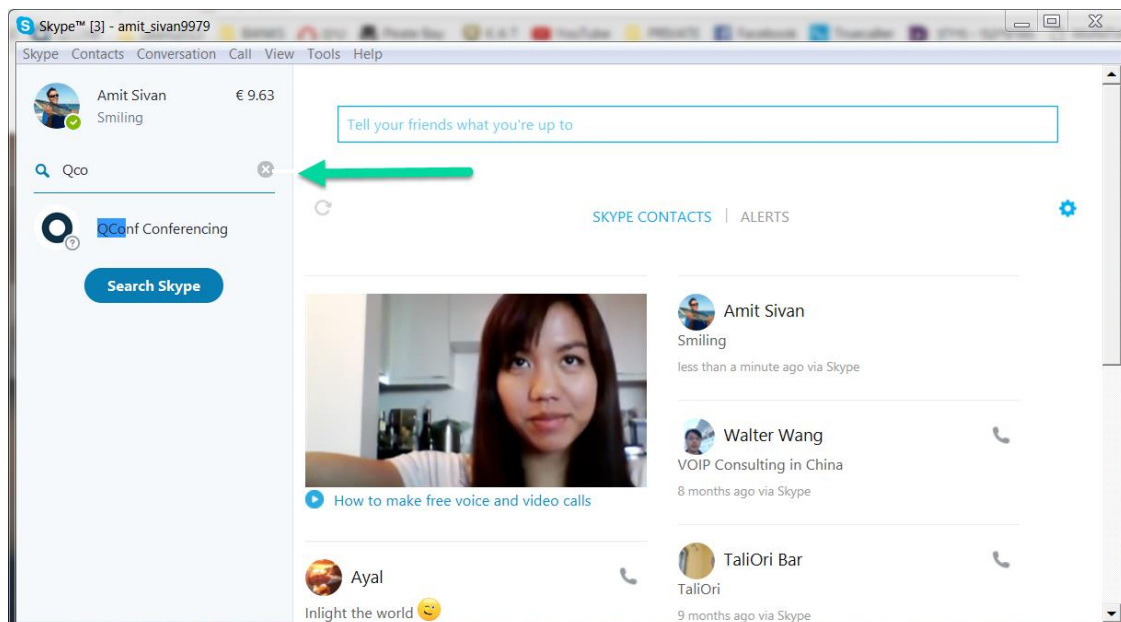
*** Your participants will not pay anything to connect, but there is a small fee on your side per minute. (displayed)



Connecting to a conference with Skype Access

Tell your participants to open their Skype and do the followings:

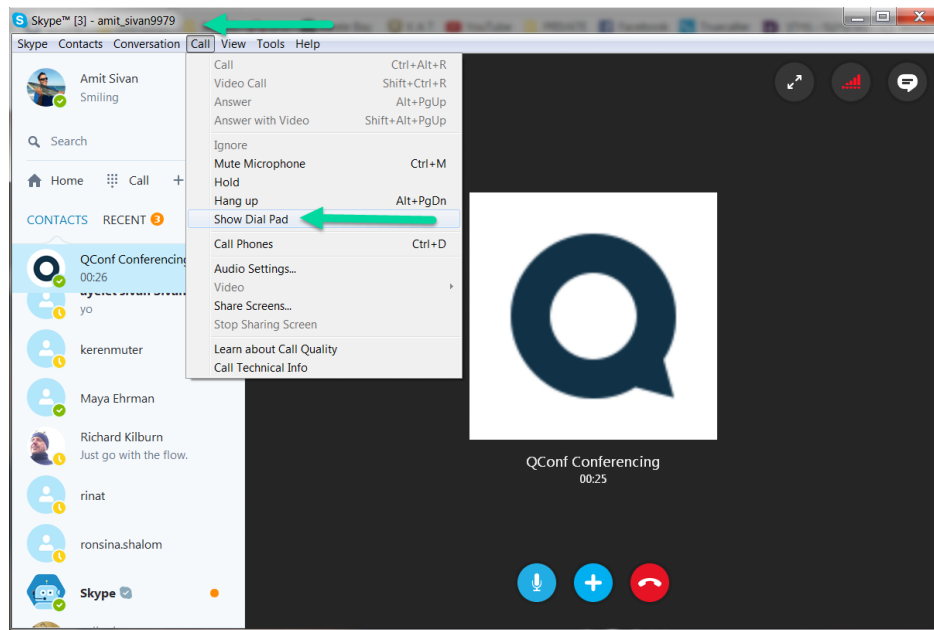
- 1 Click 'Search Skype' for 'Qconf Conferencing'



2 Add to your Skype contacts or just call

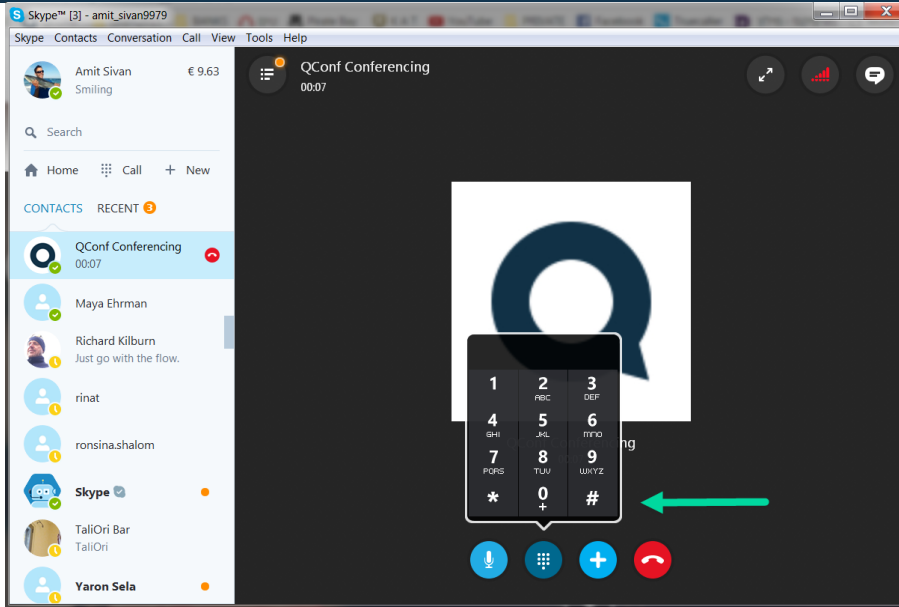
After calling QCONF, They will hear a message telling them to enter the conference code followed by the pound key #. Your participants need to show the dial pad to enter the conference code.

To Show the dial pad they need to click on 'Call' >> 'Show Dial Pad'



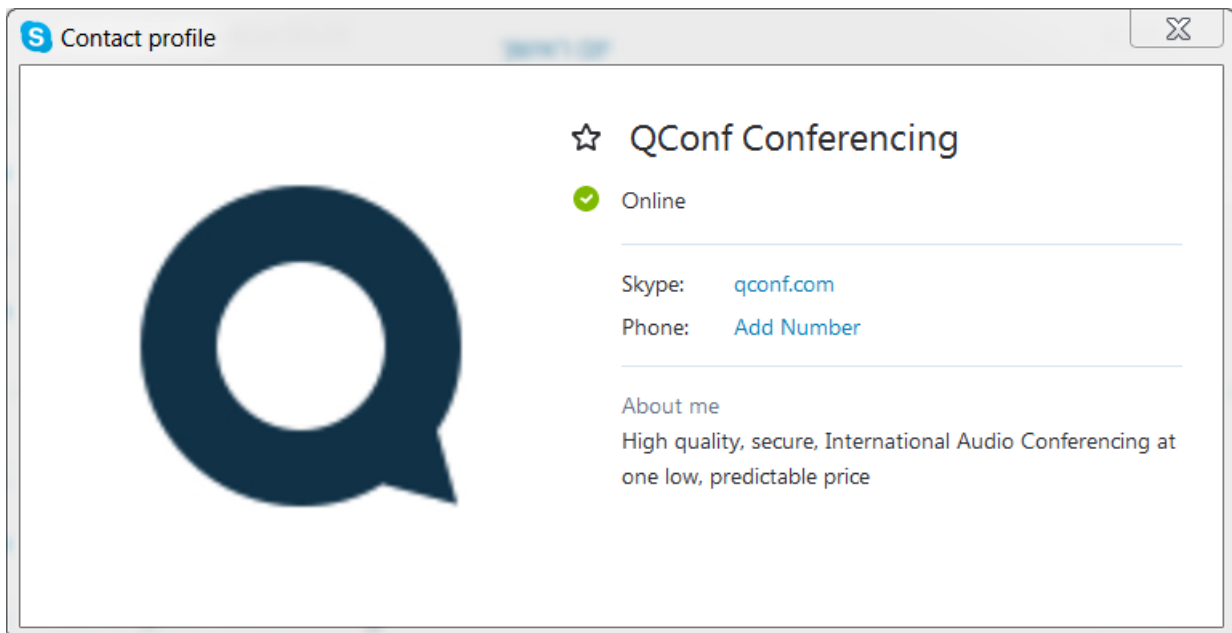
3 Dial Pad should show up on Screen

In the dial Pad they can enter the conference code followed by the pound Key (#) they should be placed into the conference.



How to invite a participant during a call?

- Unless you set up specific security restrictions, anyone that knows your code can connect to the call using Skype. So inviting people Via Skype means just sending them the conference access code. They will search Skype for “Qconf Conferencing”.



Troubleshooting:

If they experience a problem with the code, they will hear

a message telling them the code is not recognized. They can click zero (0) to talk with our customer support or try our voice recognition. To enter the call using voice recognition just say the code and wait for a moment to our response.