## **NewConference OneDay**

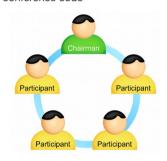
### Manual for participants

You are invited to join a conference call that is operated by newConference. In this manual you can read how simple it is to use newConference.

#### **Required information**

The chairperson of your meeting has provided the following information:

- ✓ the starting time of the meeting
- ✓ the dial number of newConference: +41 445510026\*
- ✓ the conference code



#### Join the meeting

- ✓ At the agreed time call +41 445510026\*
- ✓ Enter 1 to join the meeting
- Enter the conference code followed by the hash/pound key(#)
- \* Or an access number in another country: www.newconference.ch/local

Nr

#### **Features**

By entering the key of your phone during a meeting you will get an IVR-menu that offers some convenient features:

- \* 1 Microphone on/off
- ★ 4 Decrease speaker volume
- (\*)(6) Increase speaker volume
- Decrease microphone volume
- \*9 Increase microphone volume
- \* Exit menu

#### **Control Panel**

At the Control Panel that can be found at www.newconference.ch you can follow the status of your meeting: who is present, when did he enter (or leave) the meeting. Here it can also be seen if the meeting is recorded.

11:51

	Control Pane	el			
New	/Conference	Corporate Premium (demo)		(2)	
Conference code Chairperson		459103 (demo)			100
		Dennis Lim		20	
	Date	28-05-2010 11:19		103	30
Nr		Phone number	Start	P	<b>6</b>
1		Dennis Lim	11:19	0	<b>o</b>
2		Bernd Leibing	11:21	0	<b>o</b>
3		Pavel Kankovsky	11:21	0	<b>O</b>
4		Masaki Chikama	11:24	0	<b>©</b>
5		+1227773456	11:24	0	<b>O</b>
		Mårten Svantesson	11:30	0	<b>O</b>

# The following participants have left the meeting Phone number Start Finish

Sample Control Panel where can be seen who is present.

+31208978323