

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: +420 234102186\*
- ✓ the conference code



**Join the meeting**

- ✓ At the agreed time call +420 234102186\*
- ✓ 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.com/cz/local](http://www.newconference.com/cz/local)

**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
- [\*] 7 Decrease microphone volume
- [\*] 9 Increase microphone volume
- [\*] 8 Exit menu

**Control Panel**

At the Control Panel that can be found at [www.newconference.com/cz](http://www.newconference.com/cz) 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.

**Control Panel**

**NewConference** Corporate Premium (demo)  
**Conference code** 459103 (demo)  
**Chairperson** Dennis Lim  
**Date** 28-05-2010 11:19

Nr	Phone number	Start		
1	Dennis Lim	11:19		
2	Bernd Leibing	11:21		
3	Pavel Kankovsky	11:21		
4	Masaki Chikama	11:24		
5	+1227773456	11:24		
6	Mårten Svantesson	11:30		

**The following participants have left the meeting**

Nr	Phone number	Start	Finish
1	+31208978323 🙋	11:29	11:51

Sample Control Panel where can be seen who is present.