NewConference is the professional conferencing service where ease of use and quality make the difference. At the newConference website you will find an up to date overview of all features. The purpose of this manual is to explain the basic operation of newConference Direct.

Define a conference code

The chairman defines a conference code. He uses at least four digits and does not use simple codes like 1234.

Inform the participants

The chairman provides the following information to all participants: the starting time, the dial in number and the conference code.

The dial in numbers are: 0180-5522250 (Germany), 0900-1460 (The Netherlands) and 070/246150 (Belgium).

Start the meeting

At the agreed time each participant dials one of the dial in numbers and enters 1 to join the conference followed by the conference code.

General information and free additional functions

Real time status screen

At www.newconference.com/lt each participant can follow the status of the meeting: who is present, when did he enter (or leave) the meeting.

Nr	Phone number	Start	🎤	⏻
1	Dennis Lim	12:43	🟢	⏻
2	Pavel Kankovsky	12:45	🟢	⏻
3	Bernd Leibing	12:45	🟢	⏻
4	+1227773456	12:48	🟢	⏻
5	Masaki Chikama	12:48	🟢	⏻
6	Mårten Svantesson	12:54	🟢	⏻

The following participants have left the meeting

Nr	Phone number	Start	Finish
1	+31208978323	12:53	13:15

This conference summary will be updated in real time.

Sample status screen. In the case of newConference Direct phone numbers are shown instead of participant names.

Record your meeting

NewConference Direct conference calls can be recorded free of charge. Each participant can initiate recording in two ways:

1. by entering 2 instead of 1 during the dial in procedure
2. by selecting "Record this conference" in the control panel during the conference call

All participants can see whether a meeting is recorded in the Control Panel. As soon as the conference call is finished the recording can be downloaded from www.newconference.com/lt.

Control by phone

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

Invitation Assistant

You may inform the participants in different manners i.e. by e-mail or by using the optional and free Invitation Assistant as can be found at www.newconference.com/lt.

International access

Access from outside Germany, Belgium and The Netherlands is not possible with newConference Direct. Please use newConference OneDay, Personal or Corporate for this purpose. Visit www.newconference.com/lt for more information.