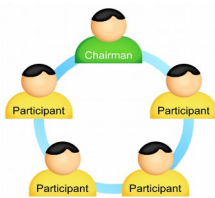


You are organizing a conference call with newConference. Please follow the simple steps below and start your meeting without any problems. The assumption is that you have the pin code and a conference code available that were provided to you by the administrator or your organization.

### Preparations

Provide the following information to all participants:

- ✓ the starting time of your meeting.
- ✓ the access number of newConference: +351 308802252\*
- ✓ the conference code



*The number of participants is not limited. Registration of participants is not required.*

### Start your meeting

- ✓ Dial +351 308802252\*
- ✓ Enter 2 to start a meeting
- ✓ Enter your pin followed by the pound (or hash) key (#)

\* Or use an access number in another country:  
www.newconference.com/pt/local

### Free extra features

NewConference is offering a number of free extra services for your convenience.

### Invitation Assistant

You may inform the participants by e-mail or by using the Invitation Assistant as can be found on  
www.newconference.com/pt.

### Recording the conference call

Conference calls can be recorded free of charge. The chairperson can start recording in two ways:

1. by choosing 3 instead of 2 during the set up process
2. by selecting "Start recording this conference" in the Control Panel during the conference.

As soon as the conference is finished the recording can be downloaded at www.newconference.com/pt.

### Phone enabled functions

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

- 1 Microphone on/off
- 2 Block/unblock conference for further participation
- 3 Remove last participant from conference
- 4 Decrease speaker volume
- 6 Increase speaker volume
- 7 Decrease microphone volume
- 9 Increase microphone volume
- 8 Exit menu

### Control Panel

At www.newconference.com/pt you can follow the status of your meeting i.e. who is present and whether the meeting is recorded. If you are logged in as a chairperson you have additional control on top of that:

- ✓ remove individual participants from you conference
- ✓ mute and unmute microphones of participants
- ✓ start recording your conference

**Control Panel**

NewConference Corporate Premium (demo)  
 Conference code 459103 (demo)  
 Chairperson Dennis Lim  
 Date 28-05-2010 12:26

Nr	Phone number	Start		
1	Dennis Lim	12:26		
2	Bernd Leibing	12:28		
3	Pavel Kankovsky	12:28		
4	+1227773456	12:31		
5	Masaki Chikama	12:31		
6	Mårten Svantesson	12:37		

**The following participants have left the meeting**

Nr	Phone number	Start	Finish
1	+31208978323	12:36	12:58

This conference summary will be updated in real time.

**Recording**  
 ACTIVE  
[more information](#)

**Dial-out**  
 Give the phone number  
 [Dial-out](#)  
[or use your telephone directory](#)  
[more information](#)

**Legend**  
 Disconnect participant  
 Unmute/mute participant  
 Unmuted  
 Muted  
 Dial again

*Sample Control Panel at which can be seen who is present and whether the meeting is recorded.*

You may also activate additional functions by selecting the "Activate additional features" in the Control Panel.

**Global Toll Free Access**






With a Anytime you can use the unique Global Toll Free Access solution of newConference. This feature allows participant to participate without any costs. Even without the costs of dialing the (local) access number of newConference.

Global Toll Free Access comes in two flavors:

- ✓ Dial-out: initiated by the chairperson
- ✓ Call-me: initiated by the participant

*Dial Out*

With Dial-out the chairperson initiates a phone call to each participant. He or she logs in as a chairperson at [www.newconference.com/pt](http://www.newconference.com/pt). The next step is to select names of participants in the directory and to select Dial-out. Participants are called immediately and placed in the conference. For them this is a very hospitable method because they don't have to call their selves and the connection is completely free of charge for them.

Nr	Phone number	Start	 
1	John Pointer	11:32	 Ringing
2	Yusuf Balag	11:32	 Answered
3	Steve Smith	11:32	 Accepted

**The following participants have left the meeting**

Nr	Phone number	Start	Finish
1	Caroline Purr 🗑️	11:32	 Refused

Sample Control Panel showing the progress of Dial-out

*Call-me*

With Call-me the participant initiates a call to him/her self for participation to the conference. This can be done very simply via a web page. Or by phone if no Internet-access is available.

**Call me via the Internet**

Because of its convenience this is the preferred method. The participant:

1. visits: [www.newconference.com/pt/call-me](http://www.newconference.com/pt/call-me)
2. enters his/her phone number and the conference code
3. is called immediately and placed in the conference

**Call-me**

Call-me initiates a call you yourself to participate a conference call.

Phone number

Conference code

Confirmation by pressing "1" is required.

If you are the chairperson please → [login](#) and start the conference by calling yourself using Dial-out.

*Call-me via the Internet; the most convenient method.*

**Call me by phone**

In case the participant does not have Internet Access:

1. he/she calls +31208510299
2. disconnects after the phone rung once <sup>1)2)</sup>
3. he/she will be called back immediately and follows the instructions of the IVR-menu

1) If you are using a line with suppressed number newConference answers the phone immediately and asks to enter your call back phone number manually. Thereafter the connection will be disconnected and you will be called back.

2) If you don't disconnect, after about five rings newConference answers the phone and asks to enter a phone number manually. In this way you can have yourself called back on another line than the one that you used to initiate Call-me.