

Manual for the chairperson

You are organizing a conference call with newConference. Follow the simple steps below and start your meeting without any problems.

Step 1: Register for a pin code

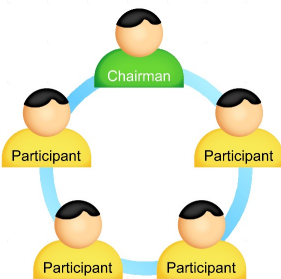
Request a free pin at www.newconference.co.uk (menu: OneDay → Do it now → Order a free pin code). The pin is sent by e-mail within seconds.

Step 2: Inform the participants

Provide the following information to all participants:

- ✓ the starting time (and date) of your meeting.
- ✓ the phone number of newConference: +44 (0) 2033679000.
- ✓ a conference code

NewConference advises to use the pin code as provided by e-mail. You also may create one yourself but please use at least 4 digits and don't choose simple codes like 1234 or today's date.



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

Step 3: Start your meeting

- ✓ At the agreed time dial +44 (0) 2033679000.
- ✓ Enter 2 to start the meeting or 3 to start a recorded meeting.
- ✓ Enter your pin followed by the hash/pound key (#).
- ✓ Enter the conference code followed by #

Free extra features

NewConference is offering a number of free functions that make conferencing simple and convenient.

International access numbers

NewConference has local dial in numbers in 11 different countries available (see www.newconference.co.uk).

Recording the conference call

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

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

After the conference is finished the recording can be downloaded at www.newconference.co.uk.

Phone enabled functions

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
- [*] 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

Invitation Assistant

You may inform the participants by e-mail or by using the Invitation Assistant as can be found at www.newconference.co.uk.

Control Panel

At www.newconference.co.uk you can follow the status of your meeting i.e. who is present and whether the meeting is recorded.

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

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