

## General Manual newConference OneDay

NewConference is the professional conferencing service that differentiates through ease of use and quality. 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 OneDay.

### Preparations

#### Request a pin code

The chairperson requests a pin code at [www.newconference.co.uk](http://www.newconference.co.uk) (menu: One-Day → Do it now → Order a free pin code).

#### Inform the participants

Prior to the meeting the chairperson communicates the following information to all participants:

- ✓ starting time
- ✓ the dial in number: +44 (0) 2033679000
- ✓ a conference code to all participants. The conference code is defined by him or her self but he/she uses at least four digits and no simple codes like 1234 or today's date.

### Starting your conference call

The chairperson starts the meeting, he/she

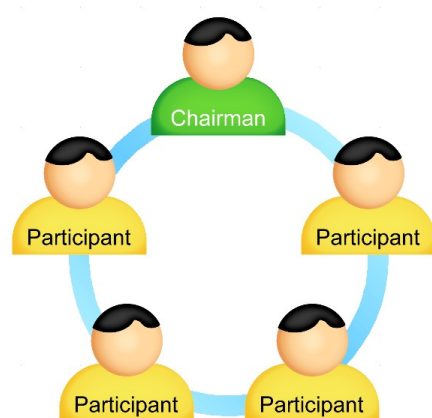
- ✓ calls +44 (0) 2033679000.
  - ✓ enters 2 to start the meeting (or a 3 to start a recorded meeting)
  - ✓ enters his/her personal pin code
  - ✓ enters the conference code.
- The conference is now started.

### Participants dial in

Each participant dials +44 (0) 2033679000 at the agreed time, presses 1 to join a conference followed by the conference code. If the chairperson did not start the conference call yet, participants are queued.

### Status and control via the Control Panel

The chairperson and the participants can follow the status of the conference using the Control Panel as can be found on [www.newconference.co.uk](http://www.newconference.co.uk). The chairperson can enable additional functions for more control like muting/unmuting microphones and starting recording the conference call.



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