



General manual newConference Personal

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 Personal.

Roles

NewConference differentiates two roles: the chairperson and the participant.

 The chairperson received a permanent pin from new-Conference after he completed the registration process. He or she can start conference calls with this pin. The chairperson is also participant of the meeting.

 Participants can only participate conference calls, they are not allowed to initiate them their selves.

Getting started

Preparations

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

- ✓ starting time of the conference
- ✓ the dial in number (+44 (0) 2033679000)
- ✓ a conference code

The conference code is defined by the chairperson but he uses at least four digits and does not use too simple codes like 1234 or today's date.

The chairperson starts the meeting, he/she:

- ✓ calls +44 (0) 2033679000.
- ✓ enters 2 to start the meeting (or 3 to start a recorded meeting)
- ✓ enters his/her pin code followed by the pound key (#)
- ✓ enters his/her phone number in case the system asks for it, i.e. in case of a suppressed CLI (Calling Line Identification)
- ✓ enters the conference code.

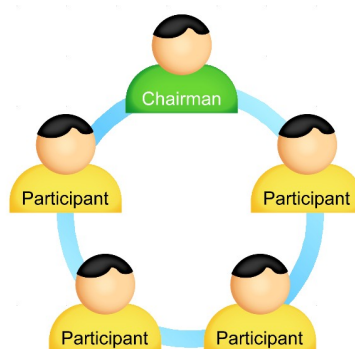
The conference is started.

Participants dial in

Each participant dials +44 (0) 2033679000 at the agreed time and presses 1 to join a conference followed by the conference code. Participants are put on hold in case the chairperson didn't open the conference yet.

Status en 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 the website of newConference. The chairperson can enable additional functions for more control like muting/unmuting microphones and start recording the conference call.



The number of participants to a conference call is not limited, in this example there are five. Participants are not registered by the chairperson or by newConference.