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.com/cz (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 access number of newConference: +420 234102186*

✔ the conference code

Starting your conference call

The chairperson starts the meeting, he/she

✔ at the agreed time dial +420 234102186*

✔ enters 2 to start the meeting (or a 3 to start a recorded meeting)

✔ enters pin code of the chairperson

The conference is now started.

Participants dial in

Each participant dials +420 234102186* 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.

* Or an access number in another country: www.newconference.com/cz/local

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.com/cz. 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.