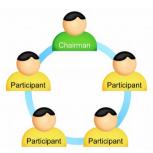


You are invited to join a conference call that is operated by newConference. In this manual you can read how simple it is to use newConference.

### **Required information**

The chairperson of your meeting has provided the following information:

- ✓ the starting time of the meeting
- ✓ the dial number of newConference: +31 208510261\*
- ✓ the conference code



#### Join the meeting

- ✓ At the agreed time call +31 208510261\*
- Enter 1 to join the meeting
- Enter the conference code followed by the hash/pound key
  (#)
- \* Or an access number in another country: www.newconference.nl/local

# Features

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
- (\*) 4 Decrease speaker volume
- ★ 6 Increase speaker volume
- **\***7 Decrease microphone volume
- \* 9 Increase microphone volume
- \*8 Exit menu

# **Control Panel**

At the Control Panel that can be found at www.newconference.nl you can follow the status of your meeting: who is present, when did he enter (or leave) the meeting. Here it can also be seen if the meeting is recorded.

### Control Panel

New	Conference	Corporate Premium (demo)		R	
Conference code Chairperson		459103 (demo)		0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
		Dennis Lim			
	Date	28-05-2010 11:19		a se	30
Nr		Phone number	Start	P	ථ
1		Dennis Lim	11:19	0	Ċ
1 2		Dennis Lim Bernd Leibing	11:19 11:21	•	ڻ ق
1 2 3					
-		Bernd Leibing	11:21	0	ত
-		Bernd Leibing Pavel Kankovsky	11:21 11:21	•	U U

The following participants have left the meeting							
Nr	Phone number	Start	Finish				
1	+31208978323 💫	11:29	11:51				

Sample Control Panel where can be seen who is present.