# **NewConference OneDay**

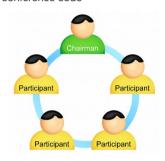
# Manual for participants

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: +972 33720058\*
- ✓ the conference code



## Join the meeting

- ✓ At the agreed time call +972 33720058\*
- ✓ 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.com/il/local

#### **Features**

By entering the key of your phone during a meeting you will get an IVR-menu that offers some convenient features:

- Microphone on/off

  All Decrease speaker volume

  Increase speaker volume

Decrease microphone volume

Increase microphone volume

\* Exit menu

## **Control Panel**

At the Control Panel that can be found at www.newconference.com/il 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.



## 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.