# **NewConference OneDay**

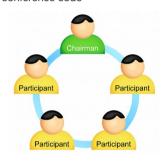
## Manual for participants

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: +82 260222367\*
- ✓ the conference code



#### Join the meeting

- ✓ At the agreed time call +82 260222367\*
- ✓ 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/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
- Decrease microphone volume
- \*9 Increase microphone volume
- \* Exit menu

#### **Control Panel**

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