

Manual for the participant (Call-me)

You are invited to join a conference call using the Call-me service of newConference. This implies that newConference is calling you for your participation to the conference. The call is initiated by yourself; this manual explains how.

Call-me: two different ways to go

The conference code that was communicated to you by the chairperson allows you to initiate a call for participation to your phone in two different ways: via the web of with your phone.

Via internet

This is the easiest way:

1. visit www.newconference.com/call-me and select your role (participant)
2. enter your phone number and the conference code
3. select "Call-me", answer your phone and press 1 to accept the call. If you unselect the check box at "confirmation by pressing "1" is required you will be placed in the conference immediately.

Call-me

Call-me initiates a call you yourself to participate a conference call.

Phone number

Conference code

Confirmation by pressing "1" is required.

If you are the chairperson please → [login](#) and start the conference by calling yourself using Dial-out.

Call-me via the internet: the most convenient method

with your phone

In case you don't have internet available:

1. call 0031 20 8510 299
2. disconnect after the phone rung once ¹⁾²⁾
3. you will be called immediately. Follow the instructions of the IVR-menu

¹⁾ If you are using a line with suppressed number newConference answers the phone immediately and asks to enter your call back phone number manually. Thereafter the connection will be disconnected and you will be called back.

²⁾ If you don't disconnect, after about five rings newConference answers the phone and asks to enter a phone number manually. In this way you can have yourself called back on another line than the one that you used to initiate Call-me.

Phone enabled functions

By entering the key of your phone during a meeting you will enter 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

In the Control Panel that can be found at www.newconference.es you can follow the status of your meeting i.e. who is present and whether the meeting is recorded.

Control Panel

NewConference Corporate Premium (demo)

Conference code 459103 (demo)

Chairperson Dennis Lim

Date 28-05-2010 11:19

Nr	Phone number	Start		
1	Dennis Lim	11:19		
2	Bernd Leibing	11:21		
3	Pavel Kankovsky	11:21		
4	Masaki Chikama	11:24		
5	+1227773456	11:24		
6	Mårten Svantesson	11:30		

The following participants have left the meeting

Nr	Phone number	Start	Finish
1	+31208978323 🙋	11:29	11:51

Sample Control Panel