## **NewConference OneDay**

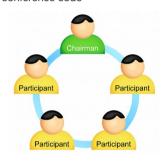
### Manual for participants

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: +1 778-6561042\*
- ✓ the conference code



#### Join the meeting

- ✓ At the agreed time call +1 778-6561042\*
- ✓ 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/ca/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

  Decrease speaker volume
- \*6 Increase speaker volume
- \* 7 Decrease microphone volume
- \* 9 Increase microphone volume
- \* Exit menu

#### **Control Panel**

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