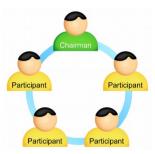


You are invited to join a conference call that is operated by newConference. In this manual you can read how simple it is to use newConference.

### **Required information**

The chairperson of your meeting has provided the following information:

- ✓ the starting time of the meeting
- ✓ the dial number of newConference: +81 345790214\*
- ✓ the conference code



#### Join the meeting

- ✓ At the agreed time call +81 345790214\*
- 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/jp/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.com/jp 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

Conference code		Corporate Premium (demo) 459103 (demo) Dennis Lim		Real Property in the second se	
		28-05-2010 11:19		and a second	10 20
Nr		Phone number	Start	10	ථ
1		Dennis Lim	11:19	0	Ċ
2		Bernd Leibing	11:21	0	শ
3		Pavel Kankovsky	11:21	0	Ċ
4		Masaki Chikama	11:24	0	Ċ
		+1227773456	11:24	0	শ
5		+1221110400		-	

	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.