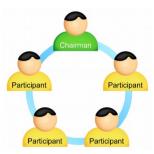


You are invited to join a conference call that is operated by newConference. In this manual you can read how simple it is to use newConference.

### **Required information**

The chairperson of your meeting has provided the following information:

- ✓ the starting time of the meeting
- ✓ the dial number of newConference: +371 66163254\*
- ✓ the conference code



#### Join the meeting

- ✓ At the agreed time call +371 66163254\*
- 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/lv/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/lv 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

Neu	Conforance	Corporate Premium (demo)			
				CV.	TTTT A
Confe	erence code	459103 (demo)			10 15
Chairperson		Dennis Lim		13- 1 2	
	Date	28-05-2010 11:19		and	30
Nr		Phone number	Start	P	Ċ
			o corre	-	-
1		Dennis Lim	11:19	0	U
1 2				•	_
1 2 3		Dennis Lim	11:19		Q
		Dennis Lim Bernd Leibing	11:19 11:21	0	U
3		Dennis Lim Bernd Leibing Pavel Kankovsky	11:19 11:21 11:21	•	0 0 0

	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.