

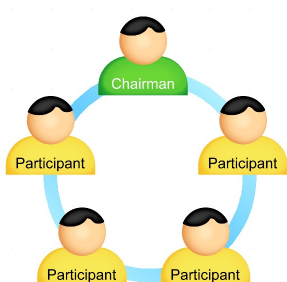
## Manual for participants

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 phone number of newConference: +32 (0) 11/500304
- ✓ the conference code



### Join the meeting

1. At the agreed time call +32 (0) 11/500304
2. Enter 1 to join the meeting
3. Enter the conference code followed by the hash/pound key (#)

### 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.be](http://www.newconference.be) you can follow the status of your meeting: who is present, when did he or she enter (and perhaps leave) the meeting. Here it can also be seen if 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 where can be seen who is present.*