

General manual newConference Personal

NewConference is the professional conferencing service that differentiates through ease of use and quality. At the newConference website you will find an up to date overview of all features. The purpose of this manual is to explain the basic operation of newConference Personal.

**Roles**

NewConference differentiates two roles: the chairperson and the participant.



The chairperson received a permanent pin code and conference code from new-Conference after he completed the registration process. These code authorize him or her to start conference calls. The chairperson is also participant of the meeting.



Participants can only participate conference calls, they are not allowed to initiate them their selves.

**Getting started**

**Preparations**

Prior to the meeting the chairperson communicates the following information to all participants:

- ✓ starting time of the conference
- ✓ the dial in number (+32 (0) 11/500304)
- ✓ the conference code

**The chairperson starts the meeting, he/she:**

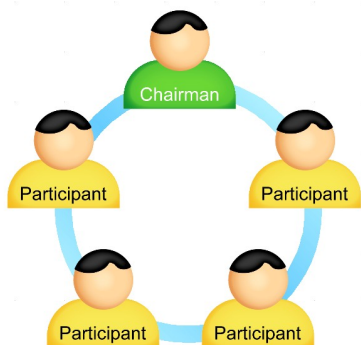
- ✓ calls +32 (0) 11/500304
  - ✓ enters 2 to start the meeting (or 3 to start a recorded meeting)
  - ✓ enters his/her pin code followed by the pound key (#)
- The conference is started.

**Participants dial in**

Each participant dials +32 (0) 11/500304 at the agreed time and presses 1 to join a conference followed by the conference code. Participants are put on hold in case the chairperson didn't open the conference yet.

**Status en control via the Control Panel**

The chairperson and the participants can follow the status of the conference using the Control Panel as can be found on the website of newConference. The chairperson can enable additional functions for more control like muting/unmuting microphones and start recording the conference call.



The number of participants to a conference call is not limited, in this example there are five. Participants are not registered by the chairperson or by newConference.