NewConference is a 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 Anytime.

Roles

NewConference differentiates three different roles: the administrator, the chairperson and the participant.

One of your employees is assigned as new-Conference administrator. This person manages the list of people in your organization who are authorized to initiate conference calls.

A chairperson is authorized to initiate conference calls. He is also a participant of the meeting.

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

Preparations

Preparations by the administrator

The administrator registers the chairperson (only once). He/she does this by logging in as administrator via the "Login" menu link on the website of newConference. Than he/she selects the tap "Chairpersons" and adds the name of the new chairperson. The system now assigns a pin code and a conference code to the new Chairperson. These codes are personal and should be communicated by the administrator to the chairperson (only).

Preparations by the chairperson

Prior to the meeting the chairperson communicates the starting time, the dial in number +61 386521104* and the conference code to all participants.

Starting a conference call

The chairperson starts the meeting, he/she:

✔ calls +61 386521104*

✔ enters 2 to start a meeting (or 3 to start a recorded meeting)

✔ enters his personal pin code followed by the pound key (#)

Participants dial in

At the agreed time each participant dials +61 386521104*, presses 1 to join a conference followed by the conference code.

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.

*Or use an access number in another country: www.newconference.com/au/local
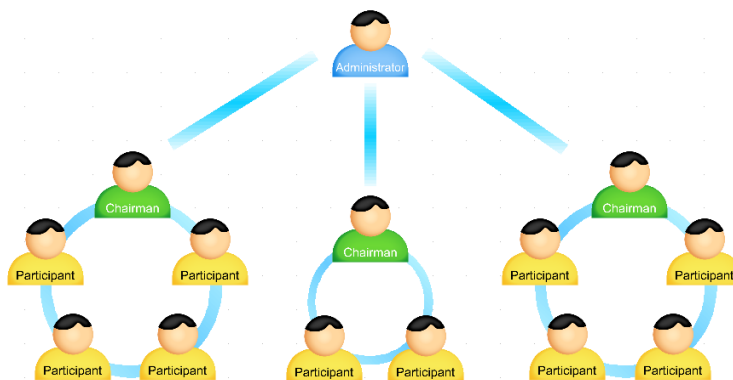
In this example there are three chairmen but the administrator may add an unlimited number of them. Also the number of participants is not limited. Registration of participants is not required.