

You are organizing a conference call with newConference OneDay. Follow the simple steps below and start your meeting without any problems.

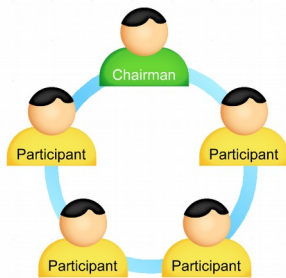
**Step 1: Register for a pin code**

Request free access codes at [www.newconference.be](http://www.newconference.be) (menu: OneDay → Do it now → Order free code here). You will receive a pin code for the chairperson and a conference code for the participants by e-mail.

**Step 2: Inform the participants**

Provide the following information to all participants:

- ✓ the starting time (and date) of your meeting.
- ✓ the access number of newConference: +32 25884818\*
- ✓ the conference code



The number of participants is not limited. Registration of participants is not required.

**Step 3: Start your meeting**

- ✓ at the agreed time dial +32 25884818\*
- ✓ enter 2 to start the meeting or 3 to start a recorded meeting.
- ✓ enter your pin code followed by the hash/pound key (#).

\* Or an access number in another country: [www.newconference.be/local](http://www.newconference.be/local)

**Free extra features**

NewConference is offering a number of free functions that make conferencing simple and convenient.

**International access numbers**

NewConference has local dial in numbers in man countries available (see [www.newconference.be/local](http://www.newconference.be/local)).

**Recording the conference call**

Conference calls can be recorded free of charge. The chairperson can start recording in two ways:

1. by choosing 3 instead of 2 during the set up process

2. by selecting “Start recording this conference” in the Control Panel during the conference.

As soon as the the conference is finished the recording can be downloaded at [www.newconference.be](http://www.newconference.be).

**Phone enabled functions**

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
- [\*] 2 Block/unblock conference for further participation
- [\*] 3 Remove last participant from conference
- [\*] 4 Decrease speaker volume
- [\*] 6 Increase speaker volume
- [\*] 7 Decrease microphone volume
- [\*] 9 Increase microphone volume
- [\*] 8 Exit menu

**Invitation Assistant**

You may inform the participants by e-mail or by using the Invitation Assistant as can be found at [www.newconference.be](http://www.newconference.be).

**Control Panel**

At [www.newconference.be](http://www.newconference.be) you can follow the status of your meeting i.e. who is present and whether the meeting is recorded.

Nr	Phone number	Start	Microphone	Recording
1	Dennis Lim	12:26	🟢	🔴
2	Bernd Leibing	12:28	🟢	🔴
3	Pavel Kankovsky	12:28	🟢	🔴
4	+1227773456	12:31	🟢	🔴
5	Masaki Chikama	12:31	🟢	🔴
6	Mårten Svantesson	12:37	🟢	🔴

The following participants have left the meeting			
Nr	Phone number	Start	Finish
1	+31208978323	12:36	12:58

Example Control Panel at which can be seen who is present and whether the meeting is recorded.