

## Manual for the chairperson

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

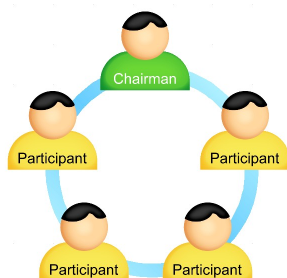
### Step 1: Register for a pin code

Request a free pin at [se.newconference.com](http://se.newconference.com) (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 phone number of newConference: +46 (0) 850662761.
- ✓ 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 +46 (0) 850662761.
- ✓ Enter 2 to start the meeting or 3 to start a recorded meeting.
- ✓ Enter your pin code followed by the hash/pound key (#).

### 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 11 different countries available (see [se.newconference.com](http://se.newconference.com)).

### Recording the conference call

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

- a) by choosing 3 instead of 2 during the set up process
- b) by selecting "Start recording this conference" in the Control Panel during the conference.

After the conference is finished the recording can be downloaded at [se.newconference.com](http://se.newconference.com).

### 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 [se.newconference.com](http://se.newconference.com).

### Control Panel

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

**Control Panel**

NewConference Corporate Premium (demo)  
 Conference code 459103 (demo)  
 Chairperson Dennis Lim  
 Date 28-05-2010 12:26

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

**The following participants have left the meeting**

Nr	Phone number	Start	Finish
1	+31208978323	12:36	12:58

**Recording**  
 ACTIVE  
 Dial-out  
 Legend:  
 Disconnect participant  
 Unmute/mute participant  
 Muted  
 Dial again

This conference summary will be updated in real time.

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