

Manual for the chairperson

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

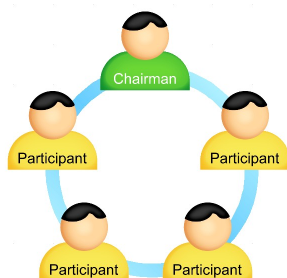
Step 1: Register for a pin code

Request a free pin at ca.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: +1 877-240-1088.
- ✓ 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 +1 877-240-1088.
- ✓ 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 ca.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 ca.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 ca.newconference.com.

Control Panel

At ca.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.