## **NewConference Anytime**

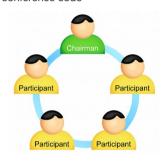
### Manual for participants

You are invited to join a conference call that is operated by newConference. In this manual you can read how simple it is to use newConference.

#### **Required information**

The chairperson of your meeting has provided the following information:

- ✓ the starting time of the meeting
- ✓ the dial number of newConference: +30 2111981110\*
- ✓ the conference code



#### Join the meeting

- ✓ At the agreed time call +30 2111981110\*
- ✓ Enter 1 to join the meeting
- Enter the conference code followed by the hash/pound key(#)

Nr

\* Or an access number in another country: www.newconference.com/gr/local

#### **Features**

By entering the key of your phone during a meeting you will get an IVR-menu that offers some convenient features:

- Microphone on/off

  Decrease speaker volume
- \*6 Increase speaker volume
- Decrease microphone volume
- \* 9 Increase microphone volume
- \* 8 Exit menu

#### **Control Panel**

At the Control Panel that can be found at www.newconference.com/gr you can follow the status of your meeting: who is present, when did he enter (or leave) the meeting. Here it can also be seen if the meeting is recorded.



# The following participants have left the meeting Phone number Start Finish +31208978323 № 11:29 11:51

Sample Control Panel where can be seen who is present.