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: +81 345790214*

✔ the conference code

Join the meeting

✔ At the agreed time call +81 345790214*

✔ Enter 1 to join the meeting

✔ Enter the conference code followed by the hash/pound key (#)

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

Features

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
✱ 4	Decrease speaker volume
✱ 6	Increase speaker volume
✱ 7	Decrease microphone volume
✱ 9	Increase microphone volume
✱ 8	Exit menu

Control Panel

At the Control Panel that can be found at www.newconference.com/jp 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.

Control Panel

NewConference	Corporate Premium (demo)
Conference code	459103 (demo)
Chairperson	Dennis Lim
Date	28-05-2010 11:19

Nr	Phone number	Start	🎤	⏻
1	Dennis Lim	11:19	🟢	⏻
2	Bernd Leibing	11:21	🟢	⏻
3	Pavel Kankovsky	11:21	🟢	⏻
4	Masaki Chikama	11:24	🟢	⏻
5	+1227773456	11:24	🟢	⏻
6	Mårten Svantesson	11:30	🟢	⏻

The following participants have left the meeting

Nr	Phone number	Start	Finish
1	+31208978323	11:29	11:51

Sample Control Panel where can be seen who is present.