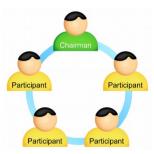


You are invited to join a conference call that is operated by newConference. In this manual you can read how simple it is to use newConference.

### **Required information**

The chairperson of your meeting has provided the following information:

- ✓ the starting time of the meeting
- ✓ the dial number of newConference: +48 221168085\*
- ✓ the conference code



#### Join the meeting

- ✓ At the agreed time call +48 221168085\*
- 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/pl/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/pl 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

Confe	Conference Corporate Premium (demo) erence code 459103 (demo) Chairperson Dennis Lim Date 28-05-2010 11:19		Contraction of the second seco	2 2 2 A
Nr	Phone number	Start	13	ம்
1	Dennis Lim	11:19	۲	C
2	Bernd Leibing	11:21	۲	শ
3	Pavel Kankovsky	11:21	0	Ċ
4	Masaki Chikama	11:24	0	Ċ
-	+1227773456	11:24	0	শ্র
5				

	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.