



**General manual newConference Corporate**


NewConference is the professional conferencing service that differentiates through ease of use and quality. At the newConference website you will find an up to date overview of all features. The purpose of this manual is to explain the basic operation of newConference Corporate.

**Roles**

NewConference differentiates three different roles: the administrator, the chairperson and the participant.

 One of your employees is assigned as newConference administrator. This person manages the list of people in your organisation who are authorised to initiate conference calls.

 A chairperson is authorised to initiate conference calls. He is also a participant of the meeting.

 Participants can only participate in conference calls, they are not allowed to initiate them.

**Preparations**

**Preparations by the administrator**

The administrator registers the chairperson. He/she does this by logging in as administrator via the “Corporate login” menu link on the website of newConference. Then he/she adds the name and at least one phone number in the tab “Chairpersons”. These phone numbers are so called “Registered phone numbers” that are required to enable the chairperson to start newConference calls. The newConference system now assigns a pin code to the new Chairperson. This code is personal and should be communicated by the administrator to the chairperson (only).

**Preparations by the chairperson**

Prior to the meeting the chairperson communicates the starting time, the dial in number (+35 (0) 12476422) and a conference code to all participants. The conference code is defined by himself but he uses at least four digits and chooses a code that is not too simple like 1234 or today’s date.

**Starting a conference call**

The chairperson starts the meeting, he/she:

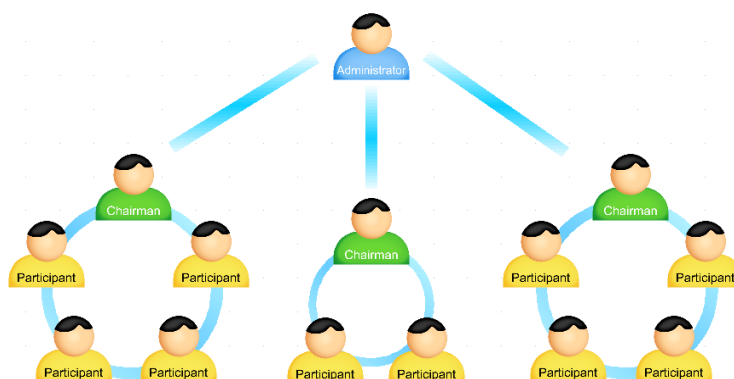
- ✓ calls +35 (0) 12476422.
  - ✓ enters 2 to start a meeting (or 3 to start a recorded meeting)
  - ✓ enters his personal pin code followed by the pound key (#)
  - ✓ enters his/her phone number in case the system asks for it, i.e. if the calling Line Identification (CLI) is suppressed
  - ✓ enters the conference code followed by the pound key
- The conference is started.

**Participants dial in**

At the agreed time each participant dials +35 (0) 12476422, presses 1 to join a conference followed by the conference code.

**Status en control via the Control Panel**

The chairperson and the participants can follow the status of the conference using the Control Panel as can be found on the website of newConference. The chairperson can enable additional functions for more control like muting/unmuting microphones and start recording the conference call.



*In this example there are three chairmen but the administrator may add an unlimited number of them. Also the number of participants is not limited. Registration of participants is not required.*