

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: +370 52140045\*
- ✓ the conference code



**Join the meeting**

- ✓ At the agreed time call +370 52140045\*
- ✓ 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/lt/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/lt](http://www.newconference.com/lt) 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.