You are organizing a conference call with newConference OneDay. Follow the simple steps below and start your meeting without any problems.

Step 1: Register for a pin code

Request free access codes at www.newconference.com/lv (menu: OneDay → Do it now → Order free code here). You will receive a pin code for the chairperson and a conference code for the participants by e-mail.

Step 2: Inform the participants

Provide the following information to all participants:

✔ the starting time (and date) of your meeting.

✔ the access number of newConference: +371 66163254*

✔ the conference code
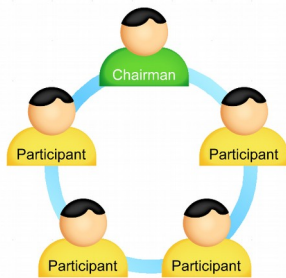
The number of participants is not limited. Registration of parti-cipants is not required.

Step 3: Start your meeting

✔ at the agreed time dial +371 66163254*

✔ enter 2 to start the meeting or 3 to start a recorded meeting.

✔ enter your pin code followed by the hash/pound key (#).

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

Free extra features

NewConference is offering a number of free functions that make conferencing simple and convenient.

International access numbers

NewConference has local dial in numbers in man countries available (see www.newconference.com/lv/local).

Recording the conference call

Conference calls can be recorded free of charge. The chairperson can start recording in two ways:

1. by choosing 3 instead of 2 during the set up process

2. by selecting "Start recording this conference" in the Control Panel during the conference.

As soon as the the conference is finished the recording can be downloaded at www.newconference.com/lv.

Phone enabled functions

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

[*][2] Block/unblock conference for further participation

[*][3] Remove last participant from conference

[*][4] Decrease speaker volume

[*][6] Increase speaker volume

[*][7] Decrease microphone volume

[*][9] Increase microphone volume

[*][8] Exit menu

Invitation Assistant

You may inform the participants by e-mail or by using the Invitation Assistant as can be found at www.newconference.com/lv.

Control Panel

At www.newconference.com/lv you can follow the status of your meeting i.e. who is present and whether the meeting is recorded.

Example Control Panel at which can be seen who is present and whether the meeting is recorded.