



Operator Assisted How to make a booking



Australia

1800 468 225
+61 2 8295 9000

China

4006309039 (mobile)
8008700311 (landline)

Hong Kong

800 901 603
+852 3073 0418

India

1800 3010 5500

Japan

0120 941 635
+81 34580 7805

Korea

0079 8612 1104

Malaysia

1800 801 191

New Zealand

0800 443 589

Singapore

1800 468 2255
+65 6468 2255

All Other Countries

+65 6468 2255

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Booking an Operator Assisted Conference

1. Contact Customer Service, phone number for your region is listed below.
2. You will need to provide:
Type of service (Dial-In or Dial-Out / Interactive or Lecture mode)
 - + Company Name
 - + Owner ID (if known)
 - + Your Name
 - + Company Name
 - + Leader's name
 - + Date of the conference call
 - + Time of the conference call
 - + Duration of the conference call
 - + Number of Participants
 - + Cost centre or project code, if applicable
 - + Names and contact phone numbers for Participants (Dial-Out service only)
3. You'll receive a Confirmation Email from Customer Service containing:
 - + The telephone number to dial to join the conference
 - + Your Conference ID

Starting An Operator Assisted Conference

- 1 Forward your Participants a meeting invitation with the Conference ID, Leader's Company name, Leader's Name, Date, Time, Time Zone and the Dial-In Telephone Number(s) and Passcode.
- 2 In the 10 minutes prior to the calls start time, dial the Dial-In telephone number listed above.
- 3 Provide the Operator with:
 - + Conference ID
 - + Your Full Name
 - + Other information based on Leader's booking