



GETTING STARTED

START OR JOIN A MEETING

Whether you are a host or a meeting guest, joining an audio meeting is easy. Just pick up the phone and dial in to the meeting using one of the provided access numbers.

When prompted, enter the host or guest passcode. Global Call Audio signs you in to the meeting.

INTERNATIONAL TOLL FREE AND LOCAL PHONE NUMBERS	
Hong Kong (+852) 30189001	
Argentina (toll free) :	0800 345 5441
Argentina, Buenos Aires :	+54 (0)11 5273 7998
Australia (toll free) :	1800 682 856
Australia, Brisbane :	+61 (0) 7 3123 0003
Australia, Melbourne :	+61 (0) 3 9034 4112
Australia, Sydney :	+61 (0) 2 8073 3435
Austria (toll free) :	0800 070 978
Austria, Vienna :	+43 (0)1 36027 74365
Bahrain (toll free) :	800 81535
Belarus (toll free) :	8 820 0011 0444
Belgium (toll free) :	0800 29602
Belgium, Brussels :	+32 (0)2 400 9888
Bosnia and Herzegovina :	+387 7031 1445
Brazil (toll free) :	0800 887 0166
Brazil, Rio de Janeiro :	+55 21 2042 3221
Brazil, Sao Paulo :	+55 11 4210 3330
Bulgaria (toll free) :	0800 19440

Bulgaria, Sofia :	+359 (0)2 935 8176
Canada (toll free) :	1 855 219 6973
Canada, Calgary :	+1 403 407 5789
Canada, Montreal :	+1 514 670 5241
Canada, Toronto :	+1 647 428 0065
Canada, Vancouver :	+1 604 909 6836
Chile (toll free) :	800 914 842
Chile, Santiago :	+56 (0)2 321 49951
China (national) :	+4006 138 230
China, Beijing :	+86 10 5667 0020
China, Shanghai :	+86 21 2039 7157
Colombia (toll free) :	1 800 518 9132
Costa Rica (toll free) :	0800 542 5464
Croatia (toll free) :	0800 222 387
Cyprus (toll free) :	800 94060
Czech Republic (toll free) :	800 142 403
Czech Republic, Prague :	+420 225 439 745
Denmark (toll free) :	80 82 66 01
Denmark, Copenhagen :	+45 32 70 01 97
Egypt (toll free) :	0800 000 0818
Estonia (toll free) :	800 010 0165
Estonia, Tallinn :	+372 622 5709
Fiji (toll free) :	00800 3332
Finland (toll free) :	800 552 014
Finland, Helsinki :	+358 (0)9 817 10543
France (national) :	0811 658 800
France (national) :	0821 231 675
France (toll free) :	0 805 980 245

France, Paris :	+33 (0)1 76 77 22 66
Georgia, Tbilisi :	+995 32 2 053 218
Germany (national) :	0180 100 1156
Germany (toll free) :	0800 589 4599
Germany, Frankfurt :	+49 (0)69 7104 2828
Greece (toll free) :	00800 128 833
Greece, Athens :	+30 210 969 6470
Hong Kong (toll free) :	800 900 251
Hong Kong :	+852 3018 9001
Hungary (toll free) :	068 001 6758
Hungary, Budapest :	+36 1 235 5203
Iceland (toll free) :	800 7301
India (toll free) :	1800 102 3611
India, Bangalore :	+91 80 6760 8690
India, Chennai :	+91 44 6310 0204
India, Delhi :	+91 11 6310 0237
India, Mumbai :	+91 22 6310 0238
Indonesia (toll free) :	0800 140 1901
Indonesia, Jakarta :	+62 21 8060 2010
Ireland (national) :	0818 270 275
Ireland (national) :	1890 904 012
Ireland (toll free) :	1800 832 602
Ireland, Dublin :	+353 (0)1 2465611
Israel (toll free) :	1809 388 161
Israel, Tel Aviv :	+972 (0) 3 763 0684
Italy (toll free) :	800 593 989
Italy, Milan :	+39 02 3600 8038
Italy, Rome :	+39 06 8750 0714

Japan (national) :	050 4561 1256
Japan (toll free) :	0120 210 543
Japan, Osaka :	+81 6 4560 0320
Japan, Tokyo :	+81 3 4590 4900
Jordan (toll free) :	0800 22176
Kazakhstan (toll free) :	8800 333 7603
Kenya, Nairobi :	+254 (0)207 643 585
Latvia (toll free) :	8000 4898
Latvia, Riga :	+371 6779 8053
Lithuania (toll free) :	8800 31569
Lithuania, Vilnius :	+370 5205 3814
Luxembourg (toll free) :	8004 0038
Luxembourg :	+352 2730 2296
Malaysia (toll free) :	1800 806 672
Malaysia, Kuala Lumpur :	+60 (0) 3 7724 8314
Mexico (toll free) :	800 266 0154
Mexico, Guadalajara :	+52 33 2101 0298
Mexico, Mexico City :	+52 55 7100 2104
Mexico, Monterrey :	+52 81 2188 0095
Morocco (toll free) :	0800 091 325
Morocco, Casablanca :	+212 (0)520 480 119
Netherlands (toll free) :	0800 020 3229
Netherlands, Amsterdam :	+31 (0)20 794 6122
New Zealand (toll free) :	0800 466 012
New Zealand, Auckland :	+64 (0) 9 280 5294
New Zealand, Christchurch :	+64 (0) 3 974 2618
New Zealand, Wellington :	+64 (0) 4 974 7859
Nigeria, Lagos :	+234 1 903 0091
Norway (toll free) :	800 51064

Norway, Oslo :	+47 2200 1708
Pakistan, Islamabad :	+92 5181 08867
Panama (toll free) :	00800 203 0075
Panama, Panama City :	+507 8 388 916
Peru (toll free) :	0800 76856
Peru, Lima :	+51 (0)1 705 0263
Philippines (toll free) :	1800 1110 1707
Philippines, Manila :	+63 (0)2 8271 2677
Poland (toll free) :	00 800 331 1466
Poland, Warsaw :	+48 22 583 9004
Portugal (toll free) :	800 780 447
Portugal, Lisbon :	+351 2142 45142
Romania (toll free) :	0800 801 013
Romania, Bucharest :	+40 (0)21 655 0708
Russia (toll free) :	8 800 500 9266
Russia, Moscow :	+7 495 213 0971
Saudi Arabia (toll free) :	800 844 7895
Serbia (toll free) :	0800 190 719
Singapore (toll free) :	800 186 5029
Singapore :	+65 6654 9687
Slovakia (toll free) :	0800 002 345
Slovakia, Bratislava :	+421 (0)2 5011 2199
Slovenia (toll free) :	0800 81493
Slovenia, Ljubljana :	+386 1888 8546
South Africa (toll free) :	0800 007 382
South Africa, Johannesburg :	+27 (0)11 844 6023
South Korea (toll free) :	007 9814 2076 069
South Korea, Seoul :	+82 (0)2 6465 0354

Spain (toll free) :	900 802 508
Spain, Barcelona :	93 800 2964
Spain, Madrid :	+34 91 414 8501
Sri Lanka, Sri Lanka :	+94 720 910 337
Sweden (toll free) :	0200 883 771
Sweden, Stockholm :	+46 (0)8 5352 6742
Switzerland (toll free) :	0800 200 300
Switzerland, Geneva :	+41 (0)22 567 5561
Switzerland, Zurich :	+41 (0)44 439 1872
Taiwan (toll free) :	0809 090 267
Taiwan, Taipei :	+886 (0) 2 7743 8409
Thailand (toll free) :	001 800 156 207 6069
Thailand, Bangkok :	+66 (0) 2566 0174
Tunisia, Tunis :	+216 31 378 104
Turkey (toll free) :	00800 142 074 886
Turkey, Turkey :	+90 850 390 7029
UAE (toll free) :	8000 3570 3121
UK (03) :	+44 (0)330 336 6026
UK (national) :	0844 473 5006
UK (national) :	0845 545 0011
UK (toll free) :	0 800 026 0582
Ukraine (toll free) :	0800 502 7240
Uruguay (toll free) :	0004 019 0737
USA /Canada (toll free) :	1-800-967-7152
USA :	1-605-475-5608
USA :	1-831-337-4254
Venezuela (toll free) :	0800 134 1287
Vietnam (toll free) :	1800 400 400
Vietnam, Hanoi :	+84 24 5678 4410
Vietnam, Ho Chi Minh :	+84 28 5678 4424

KEYPAD CONTROLS

If you are participating via a telephone, you can use your telephone keypad to manage the meeting (hosts) and your own meeting experience (all participants). These "star" commands are always available.

Participant meeting controls are available to the host and all guests; they assist you in contributing to and listening to a meeting. If you are hosting a meeting, use the host controls to manage your meeting. On your telephone keypad, press the star (*) key and then the command number.

Host Controls - The following options are available to hosts only.

Press...	To...
*21	Activate sub-conferences
*22	Start recording and pause recording
*31	Enable or disable the meeting security code
*32	Record a meeting introduction
*38	Extend a meeting without disconnecting guests
*39	Enable or disable entry and exit tones
*91	Hear a participant count
*92	Hear a roll call of participants
*93	Disconnect all participant lines
*94	Lock or unlock the meeting
*96	Mute all participant lines
*97	Un-mute all participant lines
*99	Change your host security code

Participant Controls - The following options are available to all meeting participants – host and guests.

Press...	To...
*0	Reach an operator
*1	Hear a help menu
*4	Increase the meeting volume
*5	Increase your mic volume
*6	Mute or un-mute your line
*7	Decrease the meeting volume
*8	Decrease your mic volume