

## Global Call Conference Call Service

### Start Your Conference



*(Please note that participants will be held with music until Chairperson starts the conference)*

**HONG KONG ( +852 )**  
 3005 1919 (English)  
 3005 1911 (Mandarin)  
 3005 1918 (Cantonese)

### International Toll Free (ITFS) / Local Access

COUNTRY	CITY	LOCAL TOLL	TOLL-FREE
Argentina	Buenos Aires	+54-11-59843889	
AUSTRALIA	Sydney	+61(2)8031-8533	1800-954-175
BELGIUM	Brussels	+32(2)620-0374	0800-58104
BRAZIL	Sao Paulo	+55(11)4700-1595	0800-724-8240
CANADA	Toronto	+1(416)216-4139	1877-489-7634
	Ottawa	+1(514)841-2126	
	Winnipeg Montreal	+1-204-8004204 +1-438-8002370	
CHINA	(All Cities)	4008108769 (Multilingual)	800-888-8686
DENMARK		+45 3848-7186 +45-7877-5486	804-00175
FINLAND	Helsinki	+358(9)8171-0395	0800-523-105
FRANCE	Paris	+33(1)7048-0443	0805-980-047
GERMANY	Frankfurt	+49(69)2999-3830	0800-627-1072
GREECE	Athens	+30-21-11981175	
HUNGARY	Budapest	+36(1)778-9257	068-098-3887
INDIA	Bombay	+91(22)6241-0731	(000)800-440-1973

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COUNTRY	CITY	LOCAL TOLL	TOLL-FREE
INDONESIA	Djakarta	+62(21)2970-4932	(001)803-852-6252
IRELAND	Dublin	+353(1)659-0401	1800-832-699
		+353-1-9014868	
ISRAEL		N/A	1809-452-943
ITALY	Milan	+39(02)3859-1206 +39-02-45508428	800-598-974
JAPAN	Tokyo	+81(3)4578-0438 +81(3)6837-2395	0120-961-801
KOREA (SOUTH)	Seoul	+82(2)3483-1954	0808-993-117
Latvia			+66163226
MACAU		N/A	0800-059
MALAYSIA	Kuala Lumpur	+60(3)2053-5168	1800-881-664
MEXICO	Mexico City	+52-55-30987584	(001)800-514-9218
NETHERLANDS	Amsterdam	+31(20)721-9326	0800-020-0839
	Port of Rotterdam	+31-10-8920233	
NEW ZEALAND	Auckland	+64(9)308-3056	0800-452-394
NORWAY	Oslo	+47-21-030631	800-62416
		+47(23)500-416	
PHILIPPINES	Manila	+63(2)8626-3767	1800-144-10587
POLAND	Warsaw	+48(22)306-0241	(00)800-331-1400
		Portugal	
PUERTO RICO		N/A	1877-489-7634
RUSSIA	Moscow	+7(495)705-9753	800-500-9233
SINGAPORE		+65 6622-1835	1800-307-7683
SOUTH AFRICA		N/A	0800-997-642
SPAIN	Madrid	+34(9)1215-8899 +34-91-1231115	800-000-796
SWEDEN	Stockholm	+46(8)51992378 +46-8-44680001	020-120-3041
SWITZERLAND	Zurich	+41(22)567-5801	0800-000-790
	Geneva	+41-22-5180098	



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COUNTRY	CITY	LOCAL TOLL	TOLL-FREE
TAIWAN	Taipei	+886(2)8723-1107	0800-666-724
THAILAND		N/A	(001)800-852-6340
TURKEY	Istanbul	+90(212)900-3502	N/A
UNITED ARAB EMIRATES		N/A	800-044-40602
UNITED KINGDOM	London	+44(20)7660-8866	0800-026-0759
	Birmingham	+44(20)3514-9088	
	Liverpool	+44-1213-680276	
	Oak Hill	+44-151-8080038	
USA	Philadelphia	+1(703)865-3716	1877-403-2026
	SAN fernando	+1-215-4201471	
		+1-818-3028160	
Vietnam	Ho Chi Minh	+84(28)4458-1455	120-11191

### Conference Control Keypad Command

- \*0 Operator Assistance
- \*1 Help Menu
- \*2 Conference Roll Call
- \*3 Private Roll Call
- \*4 Conference Mute/Unmute (*Chairperson only, procedure refer to the below*)
- \*5 Toggle Chairperson Disconnect
- \*6 Self Mute/Unmute
- \*7 Toggle Conference Lock
- \*8 Chairperson Dial-Out (*Chairperson only, procedure refer to the below*)
- \*9 Toggle Conference Recording (*Chairperson only, procedure refer to the below*)

### Keypad Commands \*4, \*8 and \*9

#### Conference Mute/Unmute (\*4); [ participant back to talk mode with \*6 ]

To avoid any background noise or disturbance from the participants' line, Chairperson can:

1. Press \*4 to mute all the participants' line, all the participants will be switched in listen only mode (**only Chairperson can talk**)
2. While the \*4 (Conference Mute) is in used, participants can **press \*6** if they would like to speak (Participant can switch back to listen only mode by pressing \*6 again after speech)
3. Chairperson can switch all the participants' line back to talk and listen mode by pressing \*4 again

#### Recording (\*9)

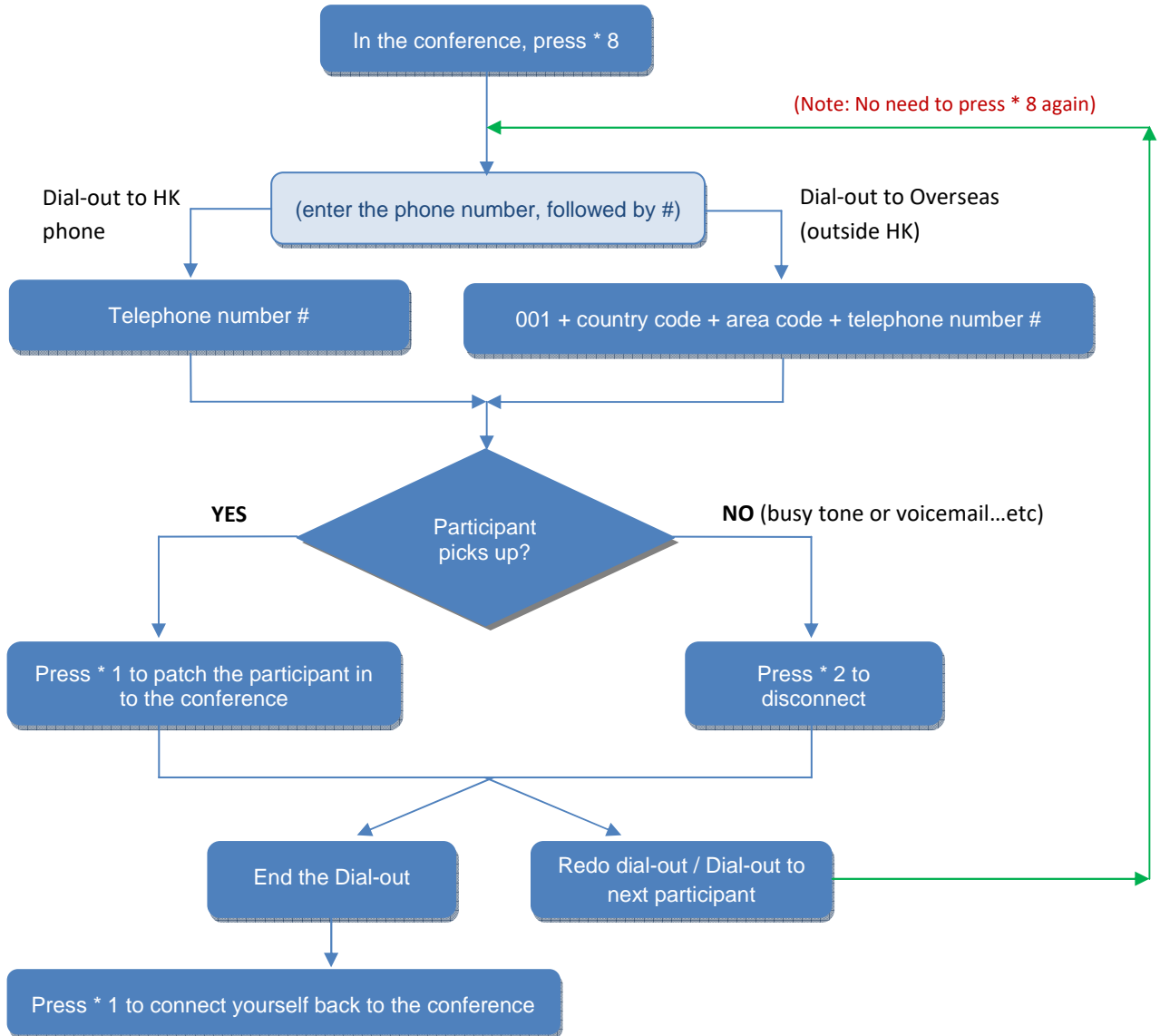
During the conference,

1. Chairperson **presses \*9** on the telephone key pad  
(Prompt: enter \*1 to start the recording of the conference)
  2. Press \*1  
(Prompt: The conference is now being recorded)
- (Stop recording: Every parties hangs up to end the conference, the recording will be stopped automatically; or chairperson **presses \*9**, then **presses \*1** at the prompt to stop the recording)



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## Chairperson Dial-Out (\*8)



Should you need any assistance, please **press \*0** during the conference.