



# Operator Assisted How to make a booking



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## India

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## Japan

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## Malaysia

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## New Zealand

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## Singapore

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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