



USER'S GUIDE:

International Conferencing

Start increasing your efficiency today.

PAETEC International Conferencing Guide

There are three options available for joining international Participants to your conference call. Below is a description of each option, dialing instructions, and when you may want to use each option.

Option 1 – Participant Dials In on a Toll-Free Number

- Description:** Participant dials into the call on a toll-free number. Toll-free numbers are available from a limited number of international locations. There is a unique toll-free number for each country. A list of countries and their toll-free number is available in Appendix A.
- Dialing Instructions:**
1. Participant dials toll-free number for the country they are calling from.
 2. At the prompt, Participant enters the 7-digit access code.
- When To Use This Option:**
1. There is a toll-free number available from the Participant's location.
 2. The owner of the conference bridge wishes to pick up the entire expense.

Option 2 – Participant Dials In on Toll Number

- Description:** Participant dials into the call on a toll number. The toll number is the same in all countries. With this option the Participant must pay for a call from their location to the US.
- Dialing Instructions:**
1. Participant dials 303.248.9662.
 2. At the prompt, Participant would enter the 7-digit access code.
- When To Use This Option:**
1. There is no toll-free number available from the Participant's location.
 2. The owner of the conference bridge wishes to pay a reduced cost.

Option 3 – Chairperson Dials Out to Participant

Description:	The Chairperson calls the Participant and puts them into the conference.
Dialing Instructions:	<ol style="list-style-type: none">1. Chairperson starts the conference call as usual.2. Chairperson dials *1, then follows voice prompts.3. Chairperson dials the Participant telephone number.4. Once the Participant answers, the Chairperson can:<ul style="list-style-type: none">▪ Join Participant to the conference (* 1)▪ Disconnect Participant and rejoin the conference (* 3)
When To Use This Option:	<ol style="list-style-type: none">1. There is no toll-free number available from the Participants' location.2. The owner of the conference bridge wishes to pick up the entire expense.3. There is no need for Participant to know the access code; they simply have to answer their phone.

Appendix A – International toll-free conferencing numbers.

Country	Toll-Free Number (If Domestic Dial-in Number is: 800.501.8979)	Toll-Free Number (If Domestic Dial-in Number is: 800.925.9789)
ARGENTINA	08006660532	08006663439
AUSTRALIA	1800008946	1800146711
AUSTRIA	0800291436	80088665127
BAHAMAS	18003890373	
BELGIUM	080075721	80039127
BRAZIL	08008918917	08008917010
CANADA	8005018979	8009259789
CHILE	188800202660	12300209620
CHINA	108007140596	108001401202
COLOMBIA	018005180093	18005180869
COSTA RICA	08000150355	
CZECH REPUBLIC	800142898	800700018
DENMARK	80881702	80703171
DOMINICAN REPUBLIC	18887514619	
FINLAND	0800116219	
FRANCE	0800900581	800947714
GERMANY	08001815666	8003638468
GREECE	0080016122038906	0080016122056311
HONG KONG	800933514	800968561
HUNGARY	0680016068	0680016368
ICELAND	8008013	8008482
INDIA	0008001007105	0008001007030
INDONESIA	0018030174609	0018030176311
IRELAND	1800944361	1800944143
ISRAEL	1809459563	1809246058

Appendix A (cont.) – International toll-free conferencing numbers.

Country	Toll-Free Number (If Domestic Dial-in Number is: 800.501.8979)	Toll-Free Number (If Domestic Dial-in Number is: 800.925.9789)
ITALY	800786637	800788890
JAMAICA	18002039157	
JAPAN	00531160304	531190060
KOREA, SOUTH	00308140442	00308132030
LUXEMBOURG	80023957	80027802
MALAYSIA	1800808102	1800813836
MEXICO	0018005148740	0018005146311
NETHERLANDS	08000223752	8002659078
NEW ZEALAND	0800445046	0800443829
NORWAY	80014762	80056417
POLAND	008001114630	008001114992
PORTUGAL	800819570	800780642
RUSSIA	81080023231012	81080027201012
SINGAPORE	8001011547	8001012030
SLOVAKIA	0800994809	0800981111
SPAIN	900971501	900947623
SWEDEN	0200285759	201708421
SWITZERLAND	0800562553	800705322
TAIWAN	809071261	00801126994
THAILAND	0018001562039157	0018001562056311
UNITED KINGDOM	08004960695	8004960979