



You have either requested an audio conferencing account or one has been requested for you.

Your audio conferencing (Instant Meeting) subscription details are below.



**Hosting a call:**

To invite participants to your conference call, provide them with the participant passcode and dial-in number information. The leader passcode is for your use only and should not be shared.

**Passcodes:**

Leader: 6732689

Participant: 6457260

**Dial in numbers\*:**

Country		Local/Toll Number	Freephone/Toll Free Number
ARGENTINA			0800-777-0477
AUSTRALIA	ADELAIDE:	61-8-8121-4871	1-800-993-915
AUSTRALIA	BRISBANE:	61-7-3102-0973	1-800-993-915
AUSTRALIA	CANBERRA:	61-2-6100-1973	1-800-993-915
AUSTRALIA	MELBOURNE:	61-3-9010-7742	1-800-993-915
AUSTRALIA	PERTH:	61-8-9467-5252	1-800-993-915
AUSTRALIA	SYDNEY:	61-2-8205-8120	1-800-993-915
AUSTRIA		43-1-92-80-303	0800-005-024
BELGIUM		32-2-400-9840	0800-4-9531
BRAZIL		55-11-3958-0763	0800-7610691
CHILE			1230-020-2391
CHINA	CHINA A:	86-400-810-4770	10-800-712-1667
CHINA	CHINA B:	86-400-810-4770	10-800-120-1667
COLOMBIA			01800-9-156492
CROATIA			080-08-06-430
CZECH REPUBLIC		420-2-25-98-56-70	800-700-223
DENMARK		45-7014-0297	8088-8311
ESTONIA			800-011-1097
FINLAND		358-9-5424-7142	0-800-9-14609
FRANCE	LYON:	33-4-26-69-12-88	080-563-6106
FRANCE	MARSEILLE:	33-4-86-06-00-88	080-563-6106
FRANCE	PARIS:	33-1-76-74-24-90	080-563-6106
GERMANY		49-69-2222-7806	0800-000-3334
GREECE		30-80-1-100-0695	00800-12-7313

HONG KONG		852-3001-3856	800-930-435
HUNGARY		36-1-700-8812	06-800-12792
INDIA	BANGALORE:	91-80-61275191	
INDIA	MUMBAI:	91-22-61501662	
INDIA	INDIA B:		000-800-001-6217
INDIA	INDIA C:		1800-300-00493
INDIA	INDIA A:		000-800-852-1261
INDONESIA			001-803-011-3782
IRELAND		353-1-247-5675	1800-992-932
ISRAEL			1-80-9216167
ITALY	MILAN:	39-02-3600-6013	800-986-966
ITALY	ROME:	39-06-8751-6063	800-986-966
ITALY	TORINO:	39-011-510-0163	800-986-966
JAPAN	OSAKA:	81-6-7739-4772	0066-33-132432
JAPAN	TOKYO:	81-3-5539-5184	0066-33-132432
LATVIA			8000-2926
LUXEMBOURG		352-27-000-1320	8002-9218
MALAYSIA			1-800-80-2425
MEXICO	GUADALAJARA (JAL):	52-33-3208-7392	001-866-839-3359
MEXICO	MEXICO CITY:	52-55-5062-9192	001-866-839-3359
MEXICO	MONTERREY:	52-81-2482-0692	001-866-839-3359
NETHERLANDS		31-20-718-8593	0800-020-1432
NEW ZEALAND		64-9-970-4764	0800-446-385
NORWAY		47-21-59-00-22	800-14641
PANAMA			011-001-800-5072118
PERU			0800-53759
PHILIPPINES		63-2-858-3736	1800-111-42457
POLAND			00-800-1212564
PORTUGAL			8008-14064
ROMANIA		40-31-630-01-14	
RUSSIA			8-10-8002-9803011
SAUDI ARABIA			800-8-110009
SINGAPORE		65-6883-9223	800-120-4674
SLOVAK REPUBLIC		421-2-322-422-28	0800-002029
SOUTH AFRICA			080-09-80419
SOUTH KOREA		82-2-6744-1076	00798-14800-6853
SPAIN		34-91-414-29-44	800-098-589
SWEDEN		46-8-566-19-394	0200-884-628
SWITZERLAND		41-44-580-7533	0800-001-117
TAIWAN		886-2-2795-7372	00801-137-798
THAILAND			001-800-1206-65649
TURKEY			00-800-151-0323
UNITED ARAB EMIRATES			8000-35702378
UNITED KINGDOM	BIRMINGHAM:	44-121-210-9028	0808-238-6016
UNITED KINGDOM	GLASGOW:	44-141-202-3228	0808-238-6016

UNITED KINGDOM	LEEDS:	44-113-301-2128	0808-238-6016
UNITED KINGDOM	LONDON:	44-20-3043-2495	0808-238-6016
UNITED KINGDOM	MANCHESTER:	44-161-601-1428	0808-238-6016
URUGUAY			000-413-598-3419
USA		1-203-418-3123	866-692-3158
VENEZUELA			0800-1-00-3207

Certain dialing restrictions can apply from specific countries. To ensure that your participants have the correct dialing procedures, please include this link in your invitation:

<https://www.mymeetings.com/audioconferencing/pdf/GlobalAccessDialingInformation.pdf>

\* Restrictions may exist when accessing freephone/toll free numbers using a mobile telephone. Country freephone numbers cannot be used outside of the country listed. Please provide the appropriate in-country toll access numbers to your participants as a back-up in the event of any freephone restrictions being encountered.

#### Joining a conference:

1. You must use a touch-tone phone to participate in an Instant Meeting conference.
  2. Dial the appropriate access number.
- Participants: Enter your numeric participant passcode followed by a # sign.  
Leaders: Enter participant passcode, follow the prompts and enter your leader passcode when requested.

#### Leader Instant Meeting Subscription Settings:

Quick Start: No  
Name Record: No  
Auto Continuation: Yes  
Conference Entry: Tone In/Tone Out  
Waiting Room: No  
Participant List: No  
Reference Code Call-By-Call: No

#### Touch-tone Commands:

Command	Description	Leader Command	Participant Command
*0	Operator Assistance	X	X
*1	Private Help Menu	X	X
*2	Roll Call (in conference)	X	
#2	Sub-conferencing	X	
*3	Private Roll Call	X	X
*4	Mute All	X	
*5	Conference Continuation	X	
*6	Self Mute/Unmute	X	X
*7	Lock/Unlock	X	
*9	Guest Entry	X	

#### Your subscription information:

Confirmation number: 6825510  
Meeting description: All purpose meeting  
Company: NWX-NCI  
Leader: EDWARD TRIMBLE  
Phone number: 301-496-2522

Contact:	LISA JOHNSON
Phone number:	301-594-9466
Start date:	Feb 29, 2012 (Wednesday)
Total number of lines:	50

**Free Instant Meeting Tools\*\* :**

**Instant Meeting Web Moderator:**

- ◆ Manage and view your Instant Meeting conference over the Internet with Instant Meeting Web Moderator.
- ◆ View participants, mute lines, lock your call, create sub-conferences and more.
- ◆ To access Web Moderator, go to <https://www.mymeetings.com/> and choose [IM Web Moderator](#) under Leader Tools.

**Collaboration Plug-Ins:**

- ◆ The Collaboration Plug-Ins allow you to schedule Instant Meeting conferences through your MS Outlook or Lotus Notes calendar.
- ◆ To download the appropriate plug-in, go to <https://www.mymeetings.com/> and choose "Collaboration Plug-Ins" under Leader Tools.

**Mobile Conference Connection:**

- ◆ Enables registered Instant Meeting leaders and participants to use their Android, BlackBerry and iPhone mobile devices to initiate and manage their Instant Meeting conferences and subscriptions.
- ◆ To download Mobile Conference Connection (MCC), go to your mobile device app store and search for Mobile Conference Connection from the "Business" category Menu.

\*\*A Manage My Meetings user name and password is required to access or download.

To manage your Instant Meeting subscription, please log on to <https://www.mymeetings.com/>

For additional assistance, contact customer service at 866-900-1011

Instant Meeting subscriptions with 10 or 20 ports are automatically purged for non usage after six months.

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For European customers only: Verizon Business will collect your personal details for the purposes of providing this service in accordance with the EU Data Protection Directive 95/46 and applicable law(s). It may pass your details to partner companies and third parties involved in providing this service including companies based in the US.

The Conferencing Center would like to send you e-mail notes to keep you informed of new or enhanced products and services, conferencing tips, or special offers, etc. If you would prefer not to receive these messages, you may [unsubscribe now](#). Thank you.