



Telephone Communications

You can call your cell phone provider and have them verify that your phone will work in CR; if not, you might need to get a new phone and, depending on your provider, it may be free (it is through AT&T/Cingular). Also check with your provider on the rate per minute; AT&T is \$.85/minute, HP bridge lines works in CR, To dial out of Costa Rica you dial "001" first AT&T Corporate Calling Card.

http://www.usa.att.com/traveler/access_numbers/country/instructions.jsp?iso2=CR Your access number for calling from Costa Rica is 0800-0-114-114

Tips for making calls to the U.S.

Dial the AT&T access number provided above An AT&T operator or English-language voice prompt will ask you for the telephone number you are calling.

For calls to the U.S., dial the area code and 7-digit number you are calling

For calls to other countries, dial 01, the [country and city code](#) and the local number you are calling

Costa Rica country code = 506

Costa Rica city codes = No area codes

After the tone, enter your regular AT&T Calling Card number (not the international number); you may also use the AT&T Corporate Calling Card and many other U.S. local phone company cards.

MasterCard®, VISA®, American Express®, Discover®, Network or Diners Club® cards can be used from many countries to place calls back to the U.S.

If you need assistance or wish to call collect, press zero or stay on the line and an AT&T

Operator will assist you.

Getting Around

Most hotels in the San Jose offer in-house transportation services at a cost. Your hotel can also arrange taxi services to meet your needs. We recommend not renting a car but rather using cabs



Currency

Our currency is colones if you would like you can use dollars as well but not euros. Make sure you have \$1 and \$5 bills on hand, vs. large bills. There is a Scotiabank ATM located at the airport in the luggage claim area. You can use your debit or credit card to get either local currency (colones) or U.S. \$. Currency converter web site -

<http://www.xe.com/ucc/>.

Recommended Credit: Cards Visa/MasterCard American Express Travel Card

During Your Stay



While you are here.... Forum Park or Ultra Park

For transportation from the office to hotel just ask an HP receptionist to call a cab they will pick you up at the lobby.

Dress Code

HP Costa Rica office dress code is business casual. However, given the country's tropical climate, it is best to pack short-sleeved shirts or blouses, and garments using light fabrics such as cotton.



Facilities Information

Please note that the facility is a "Free Zone" which means there are restrictions on things coming in and leaving the building. IT IS VERY IMPORTANT that you check in any laptops when you arrive, and check them out each day when you leave. The person who does this for you is at the HP reception/security desk, but is not an HP employee. They are employed by the Costa Rican government. Just show them your laptop, and they will log it in.

Useful phone numbers

Emergency: 911

National Operator: 0

Information: 113

Flight Information: 437-2626

US Embassy: 519-2000

Airport Taxis: 222-6865

FAQs

Q- Can I drink the water?

Yes, you can drink the water! The public water system supplies potable water to 98 percent of the country. Water is filtered and chlorinated, and the quality is controlled by the State.

Q. Are immunizations required?

From a general health standpoint, Costa Rica is one of the safest destinations in the developing world. This is largely due to high health standards in our country. Thus, there are no required immunizations when traveling to Costa Rica.

However, it is always wise to keep your basic vaccines current, especially those against tetanus and diphtheria.

Q- Are tips included in meals? Tours ?

A 10% service tax is always added to your restaurant bill, but if the service has been very good extra tipping is common.

Tips are not included in tours or transfers and the amount you offer depends on the quality of service you received. You can follow the same guidelines used at home!



During Your Stay



Welcome to HP ITO GCC!

We would like to acquaint you further with our GCC offices here in San Jose



HP Office/Forum Park Building I
Hewlett Packard Costa Rica Ltda.

Forum Park, Building H & I, Santa Ana, Costa Rica

Tel:506-504-4100



HP Office/Ultra Park Hewlett Packard Costa Rica Ltda. Zona Franca Ultra Park Building 8, La Aurora de Heredia Heredia, Costa Rica

Tel: 506-508-6000 Ext 5559755



HP Office/Forum G Building 5 & 6
Floor Hewlett Packard Costa Rica Ltda. 6 Floor, Santa Ana Costa Rica

Tel: 506-508-6000 Ext 5559755



HP Office/ AFZ Hewlett Packard, Costa Rica Ltda.

American Free Zone Park
La Rusia, San Joaquín de Flores
Heredia

Tel: 506-509-4000