



# PAETEC

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## ***PAETEC Ready Bridge Audio & Web-based Conferencing*** **QUICK START INSTRUCTIONS**

**Each individual conferencing assignment has a unique access code and chairperson PIN #  
Chairperson & Participant dial the same access phone number: 1-800-925-9789**

Web URL: <http://www.paetec.com/readybridge> Lines available per conference: 96

### **Setting up a conference is easy! Just follow these simple steps:**

1. Inform all participants of the date and time of the conference and give them your Access Phone Number and unique 7-Digit Access Code.
2. When it is time for your conference to begin, dial your Access Phone Number, then follow the prompts to start the call.
3. To join your conference, participants should dial the Access Phone Number at the designated time, and then enter the unique 7-Digit Access Code.

### **Chairperson Conference Controls:**

- \* 1 Dial out to a participant (then follow prompts - see below)
  - \* 1 Join new participant
  - \* 2 Join new participant to the conference & dial a new participant
  - \* 3 Disconnect line & rejoin conference
  - \* 4 Disconnect line & dial another participant
- \* 2 Record conference (on/off) (if activated)
- \* 4 Lock conference
- \* 5 Unlock conference
- \* 6 Mute line
- \* 7 Unmute line
- \* 8 Conference continuation
- \* 9 Roll call (if activated)
- \* # Count participants
- # # Mute all lines
- 9 9 Unmute all lines
- 0 0 To ask for an operator
- \* \* List available commands

### **Participant Conference Controls**

- \* 6 Mute line
- \* 7 Unmute line
- \* 9 Roll call (if activated)
- \* # Count participants
- 0 0 To ask for an operator
- \* \* List available commands

If you need assistance, please call Customer Care at **800.261.0179** if you need assistance. During a conference call, **0 0** to ask for Operator assistance. Or view our user guides located here: <http://www.paetec.com/readybridge/>.