



USER'S GUIDE:

On-Line Conferencing

Start increasing your efficiency today.

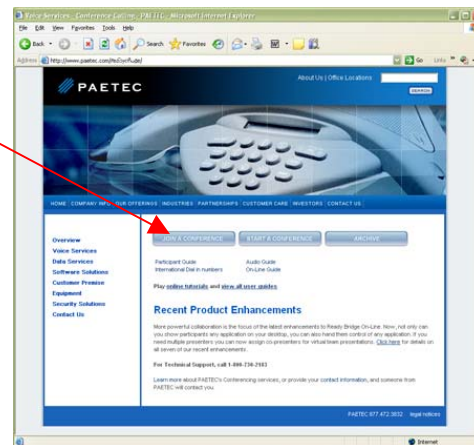
Join a Meeting

Step 1

Go to www.paetec.com/conferencing, from any standard Web browser and select "Join a Conference".

Main Sign In Screen

Figure 1

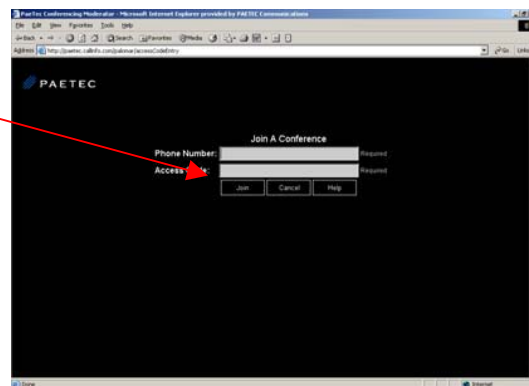


Step 2

You will be asked to enter the Conferencing phone number and 7-digit access code.

Participant Log In Screen

Figure 2

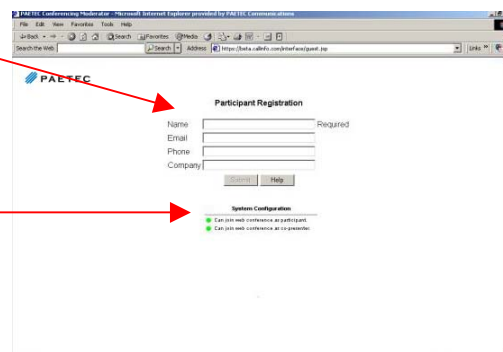


Step 3

You will then be prompted to enter your name, e-mail, phone, and company name. (Only the name is required.) After the conference, the Chairperson will receive an e-mail containing this registration information.

Participant Registration Screen

Figure 3



A system test will be performed to determine if you have proper configuration to join as a participant or be a co-presenter.

Participate In A Conference

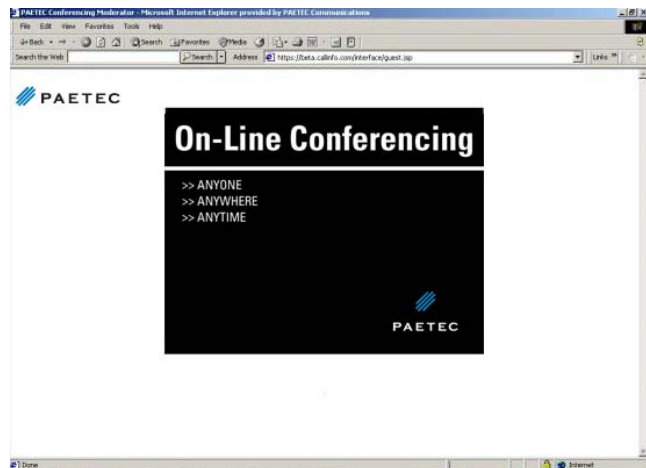
Lobby Screen

If the Chairperson has not yet started the conference, you will see the lobby screen.

Once the chairperson starts the conference, you will automatically go to the participant screen (Figure 5).

Lobby Screen

Figure 4



Presentation Screen

The current slide or application the Chairperson has selected.

Participant Screen

Figure 5

Full Screen

Press "Full Screen" during the presentation to see an enlarged presentation screen.

Chat Window

All text between you and the Chairperson

Send Chat

Type message you want to send to the Chairperson and click "Send". You can only send chat messages to the Chairperson

Raise/Lower Hand

Allows you to indicate that you have a question. This button toggles to "Lower Hand" so you have the option to withdraw your question.

