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(most people who are connecting remotely)
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Go to the ReadyTalk website: <http://www.readytalk.com/>

Enter the same participant code as for the phone line

ReadyTalk
Audio & Web Conferencing

Home & Login

PARTICIPANT, Join a Conference

Access Code **Join**

[Test Your Computer](#)

CHAIRPERSON, Start a Conference

Access Code

Passcode **Login**

[Forget Your Passcode?](#)
[International Numbers](#)

Click "Join"

Enter your name

Participant Registration

Name Required

Email

Phone

Company

Customer Support

U.S. and Canada: 800.843.9166
International: 303.209.1600

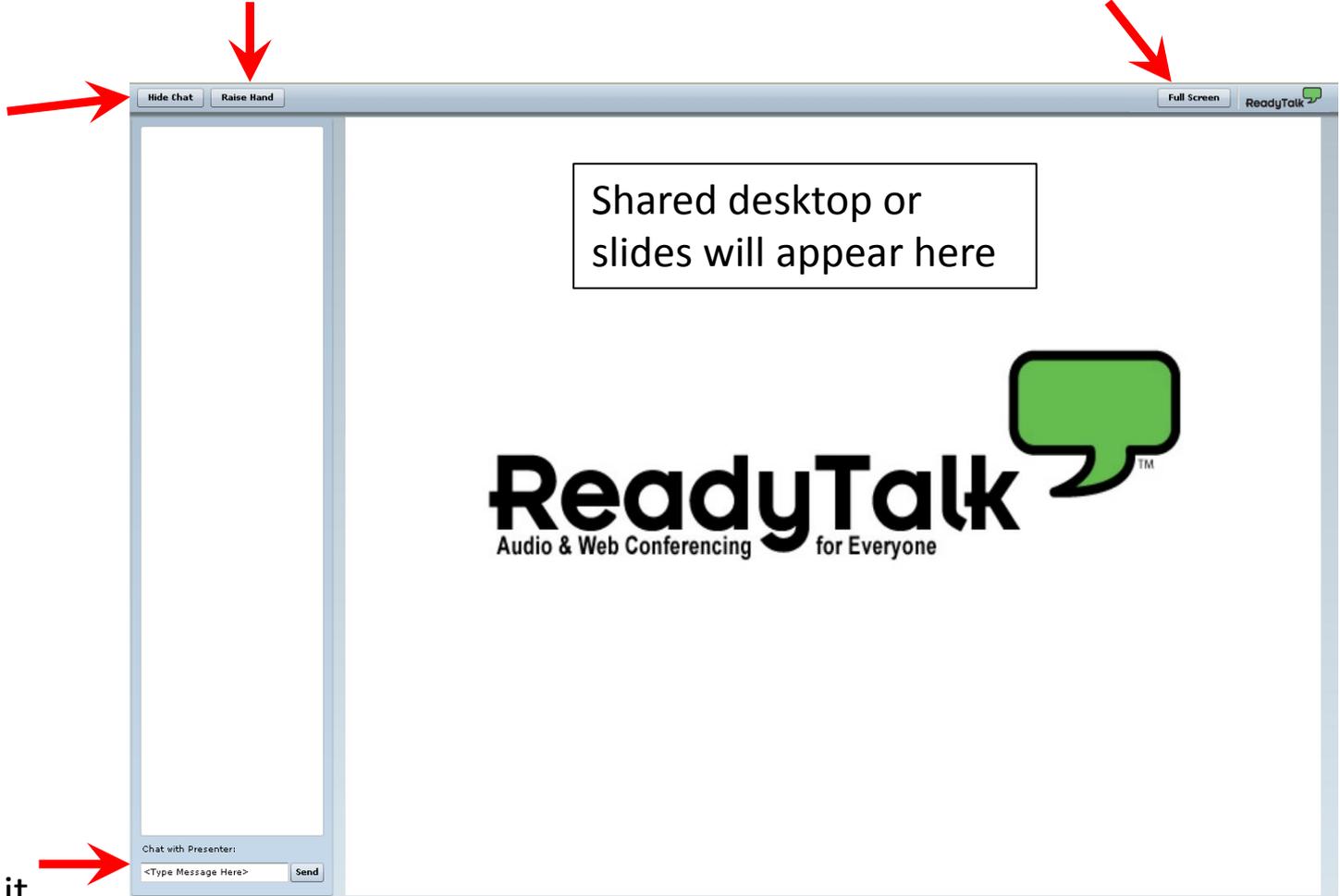
Click "Submit"

ReadyTalk window will appear; everything else is optional

To get the attention of the
Chairperson: Raise Hand

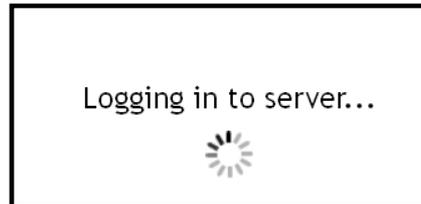
Make the presentation
Full Screen

Hide chat if you
don't want to
see the window



Type a message;
choose who sees it

When added as a co-presenter, a succession of screens will appear:



Close this window, if you would like:



If a ReadyTalk Meeting Controls window doesn't appear automatically, click on the icon that should have appeared in your task bar:



Have your presentation open on your desktop

Once you have meeting controls, click Share Desktop

The screenshot displays the 'ReadyTalk Conference Controls' window. At the top, a toolbar contains several icons: a red stop sign for 'Stop Meeting', a red microphone for 'Record Meeting', a blue monitor for 'Share Desktop' (highlighted by a red arrow), a document with arrows for 'Share Applications', a blue square with a mouse cursor for 'Grant Control', an envelope for 'Invite Others', a gear for 'Options', and a question mark for 'Help'. Below the toolbar is a large white area with the 'ReadyTalk' logo and the tagline 'Audio & Web Conferencing for Everyone'. At the bottom, a carousel of five slides is visible, with the first slide titled 'Welcome to ReadyTalk Web Meeting' highlighted by a blue box. The left sidebar contains three panels: 'Participants' (showing 'Web: 2 Hands Raised: 0' and 'Audio: 2'), 'Audio Controls' (with buttons for 'Mute All', 'Unmute All', 'Operator', 'Dial Out', 'Listen Only', 'Continuation', and 'Lock Audio'), and 'Chat' (with a 'Disable Chat' link and a 'Send' button). The bottom toolbar includes 'Insert & Manage' (Slides, Polls, Video, Delete), navigation (Previous, Next, Full Screen), and 'Markup Tools' (highlighter, eraser, lasso).

Give your presentation; use your mouse as a pointer (there is a slight delay)

When you are done, you will be “demoted” from co-presenter and the meeting controls window will close

A new conference window should open in another Firefox tab

If you are disconnected, just re-enter the conference from the main ReadyTalk page