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## Web Conferencing - Getting Started Guide

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### First-time Users

(applies to Chairperson only)

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1. Login to [www.readytalk.com](http://www.readytalk.com)
2. After clicking "Start a Conference" for the first time, please follow the instructions to download the Java 2 Runtime Environment.
3. When prompted for a File Download please select 'Run this program from its current location.'
4. When prompted with "Install and run the Java 2 Runtime Environment" click Yes.
5. Follow the instructions provided during installation of Java 2. Note that if you are prompted to set Java 1.3.1 as your default Java Runtime environment for Internet Explorer or Netscape, deselect the checkbox.
6. If prompted to restart your computer, please do so before proceeding to the next step.

Note: If you are on a dial-up connection please make sure to allow at least 30 minutes for this download. Contact ReadyTalk if you would like the java file sent on a CD ROM. On a high-speed connection the download should only take a couple of minutes.

### Invite Participants

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Communicate the following information:

1. **Date and time** of conference including time zone
2. **Dialing instructions** for ReadyTalk's toll-free, toll and international toll-free numbers:
  - US/Canada toll-free: **866.740.1260**
  - International toll: **303.248.0285**
  - International toll-free: see [www.readytalk.com/support.htm](http://www.readytalk.com/support.htm)

3. Your personal ReadyTalk **Access Code** (same for both audio and web)
4. Optional security passwords for audio and web as required
5. Participant **Web Conference login instructions:**
  - Login at [www.readytalk.com](http://www.readytalk.com)
  - Participants click "Join a Conference" and enter the same Access Code
  - Participants enter registration information
  - Participants enter optional security password
6. **Test link for first-time participants** to test their browser compatibility prior to the call.  
<http://www.readytalk.com/test.html>

Here is an example of an email invitation:

*You have been invited to attend an audio and web conference.*

*Date: January 01, 2003  
Start Time: 8:00 AM MST  
Audio dial-in number 866.740.1260 or 303.248.0285  
Enter Access Code: e.g. '1234567' followed by '#'*

*You will be put on music hold until the Chairperson starts the audio conference.*

*Log-in: www.readytalk.com  
Select "Join a Conference"  
Enter Access Code e.g. '1234567' (same as above)  
Select "Join"  
Register Name, email, company, phone,  
Select "Register"*

*You will view a "Lobby Window" until the Chairperson starts the web conference.*



800.843.9167

[www.readytalk.com](http://www.readytalk.com)

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If this is your first ReadyTalk web conference as a participant, it is recommended that you test your browser compatibility and network connection prior to the conference by going to: <http://www.readytalk.com/test.html>

## Start your Audio Conference

In order to take advantage of the web-based audio controls you must start a ReadyTalk audio conference:

1. Dial the ReadyTalk Conferencing toll-free number 866.740.1260
2. Enter your personal ReadyTalk Access Code
3. Enter your Passcode (your conference will not begin until you join the conference with your Passcode.)

## Start your Web Conference

For detailed information on how to use the ReadyTalk web-based conference controls see the "Web User's Guide" under the Reading List at [www.readytalk.com/support.htm](http://www.readytalk.com/support.htm).

1. Go to [www.readytalk.com](http://www.readytalk.com) and click "Start a Conference".
2. Click "Grant always" when prompted with the Java Plug-in Security Warning
3. Enter your chairperson Access and Passcode (same as for the audio!) at the Chairperson Login screen.
4. Familiarize yourself with the controls and functions or take care of administrative activities (such as uploading the presentation you want to share) before starting the Web Conference.
5. Click on "Start Web Conference" to start sharing a PowerPoint Slide Presentation or switch to Desktop Presentation to share any application on your desktop.

You are given a choice to assign an **additional web** conference-specific **security code**. Skip this option by clicking "Start". If you choose to assign a security code, remember to communicate it to all web conference participants so they can exit the web lobby and join in your slide or desktop presentation.

## Manage Participants

The web participant list will show the names of all web participants as they were entered on the registration page.

The audio participants list will show the phone number of all participants and allows the host to enter a name.

## Support

If you have any questions or need assistance with your account, please call ReadyTalk Customer Care at 800.843.9166 or 303.209.1600. You may also email our Customer Care Team at [support@readytalk.com](mailto:support@readytalk.com).

## Chairperson Commands and Features

### Web Controls

- Start/Stop Web Conference
- Participant Status and Question indicator
- Slide Presentation Mode
  - Slide Presentation Controls
- Desktop Presentation Mode
  - Application Sharing Controls

### Chat

### Audio Controls

- Participant Status and Individual Mute Control
- Participant Management
  - Dial, Disconnect, Play Name
- Conference Management
  - Record, Continuation, Mute on Entry, Lock
  - Mute All, UnMute All, contact Operator
- Phonebook, Entry/Exit Announcements, Archives

### Participant Features

- Full Screen option
- Raise Hand - question indicator
- Chat

## Additional Resources

Please read our detailed [Web User's Guide](#) or signup for live interactive training at <http://support.readytalk.com/training>



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