



ReadyTalk 

## ReadyTalk Service Overview

# ▶ Agenda

- Service Provider Comparison
- Rates
- Service highlights

## ▶ ReadyTalk and Other Providers



### **ReadyTalk and Others:**

- Compatibility across operating systems (PC, Mac, Linux)
- Web based audio conference management
- Live presentation and application sharing
- Options for multiple presenters
- One click recording

### **Only ReadyTalk offers University of California:**

- Single price for access to all functionality
- No charge for web conferencing (Waived for UC)
- No download – Flash or Java access
- On demand/Operator assisted audio options
- Robust recording management & sharing tools



# ▶ In Person vs. Conferencing

*“Words cannot express how happy, and thankful our Team was this morning after your presentation. They were wondering why this is not a “must” for all to use..... Parking and Time is limited, and this would alleviate most of these issues.” - UC San Diego Employee*

## **Benefits of hosting a conference call**

- It's Easy and it's cost effective
- Reduces fuel consumption = contributes to sustainability goals
- Eliminates the hassle of finding parking = convenience
- Increases the time available in your day

## ▶ On Demand Service Rates

▪ <b>On Demand Audio Conferencing:</b>	\$0.023 per minute per caller (U.S. & Canada)
▪ <b>Recording:</b>	\$0.023 per minute
▪ <b>Archive Hosting:</b>	\$0.20/minute per month
▪ <b>Web Conferencing:</b>	Fee has been waived

### **Call Example:**

60 minute meeting with 10 U.S. based callers: \$13.80

### **Archive Hosting Example:**

60 minute recording x \$0.20/minute: \$12/month

Includes immediate and anytime access, unlimited replay, playback tracking, etc.

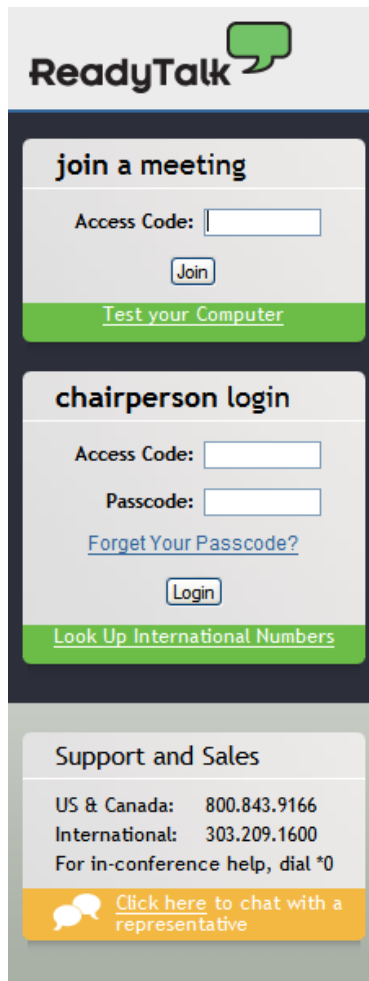
## ▶ ReadyTalk Audio Conferencing Options



- Collaborative – under 150 callers
  - On Demand – No Reservations Necessary
  - Dedicated phone number, access code and chairperson passcode
- Events – formal, high profile, high capacity
  - Auto Event
  - Operator Assisted Direct, Premium
  - Broadcast Audio



# ▶ Login: Chairpersons & Participants

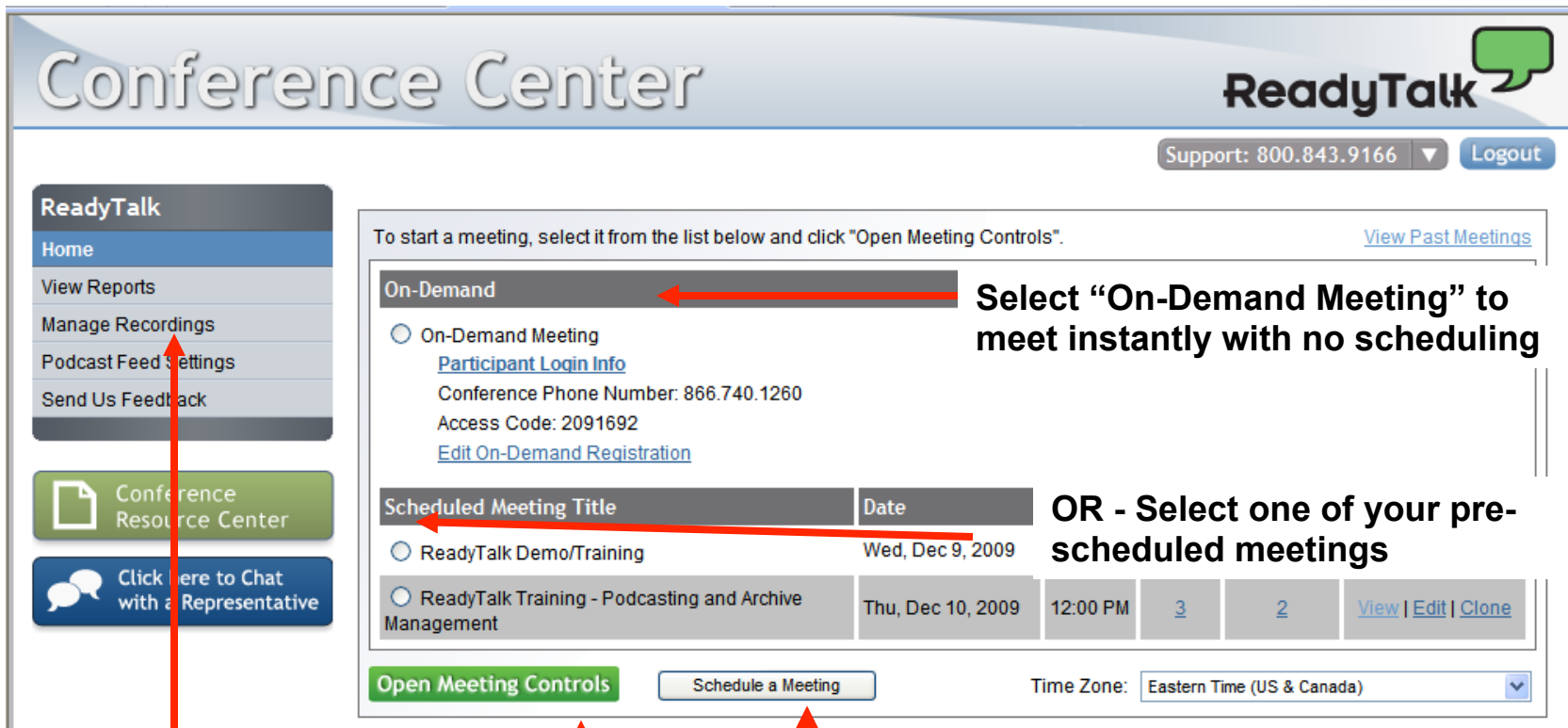


The screenshot shows the ReadyTalk website interface. At the top, there is a 'ReadyTalk' logo with a speech bubble icon. Below the logo, there are three main sections:

- join a meeting**: This section contains an 'Access Code' input field, a 'Join' button, and a green button labeled 'Test your Computer'.
- chairperson login**: This section contains an 'Access Code' input field, a 'Passcode' input field, a 'Login' button, and a link for 'Forget Your Passcode?'. Below this is a green button labeled 'Look Up International Numbers'.
- Support and Sales**: This section lists contact information: 'US & Canada: 800.843.9166', 'International: 303.209.1600', and 'For in-conference help, dial \*0'. At the bottom of this section is an orange button with a speech bubble icon and the text 'Click here to chat with a representative'.

- Go to [www.readytalk.com](http://www.readytalk.com)
- Participants login with the unique access code you provide them
- Chairperson must enter their unique access code and passcode

# ▶ Conference Center: Interface



**ReadyTalk**

Home  
View Reports  
Manage Recordings  
Podcast Feed Settings  
Send Us Feedback

Conference Resource Center  
Click here to Chat with a Representative

To start a meeting, select it from the list below and click "Open Meeting Controls". [View Past Meetings](#)

**On-Demand** ← Select "On-Demand Meeting" to meet instantly with no scheduling

On-Demand Meeting  
[Participant Login Info](#)  
Conference Phone Number: 866.740.1260  
Access Code: 2091692  
[Edit On-Demand Registration](#)

Scheduled Meeting Title	Date			
<input type="radio"/> ReadyTalk Demo/Training	Wed, Dec 9, 2009			
<input type="radio"/> ReadyTalk Training - Podcasting and Archive Management	Thu, Dec 10, 2009	12:00 PM	3	2 <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Clone</a>

**OR - Select one of your pre-scheduled meetings**

Time Zone: Eastern Time (US & Canada)

## Post Conference Features:

- Reports
- Archive Management
- Podcasting

↑  
**Click here to START!**

↑  
**Click here to schedule new meetings & create invitations**





## ▶ In-Meeting Functionality

- *Easily manage and record your live conference, share content and engage your audience*
  - Integrated audio and web controls
  - Present PowerPoint slides and polls
  - Share applications (Excel, Word, web sites)
  - Appoint a co-presenter to share presentation responsibility
  - Grant control of your applications or desktop to another participant
  - Start conference recordings



# Chairperson Dashboard



The screenshot shows the ReadyTalk Conference Controls interface. At the top, there is a menu bar with icons for Stop Meeting, Record Meeting, Share Desktop, Share Applications, Grant Control, Invite Others, Options, and Help. On the left side, there are panels for Participants (showing 1 hand raised and 2 audio participants), Audio Controls (with buttons for Mute All, Unmute All, Operator, Listen Only, Continuation, Lock Audio, and Dial Out), and Chat (with a message from the Chairperson to All). The main area displays a presentation slide titled "How to Make Your Next Business-Critical Web Event a Success: Tips from the Experts" dated December 10, 2009. Below the slide is a navigation bar with buttons for Insert Slides, Insert Poll, Delete, Previous, Next, and Full Screen. At the bottom right, there are Markup Tools. Callouts point to the Grant Control icon, the Participants panel, the Audio Controls panel, the Chat panel, the slide navigation bar, and the Markup Tools.

Icon-based conference feature controls

Participant controls

Integrated Audio and Web Controls

Chat

Slide and poll controls

Markup tools



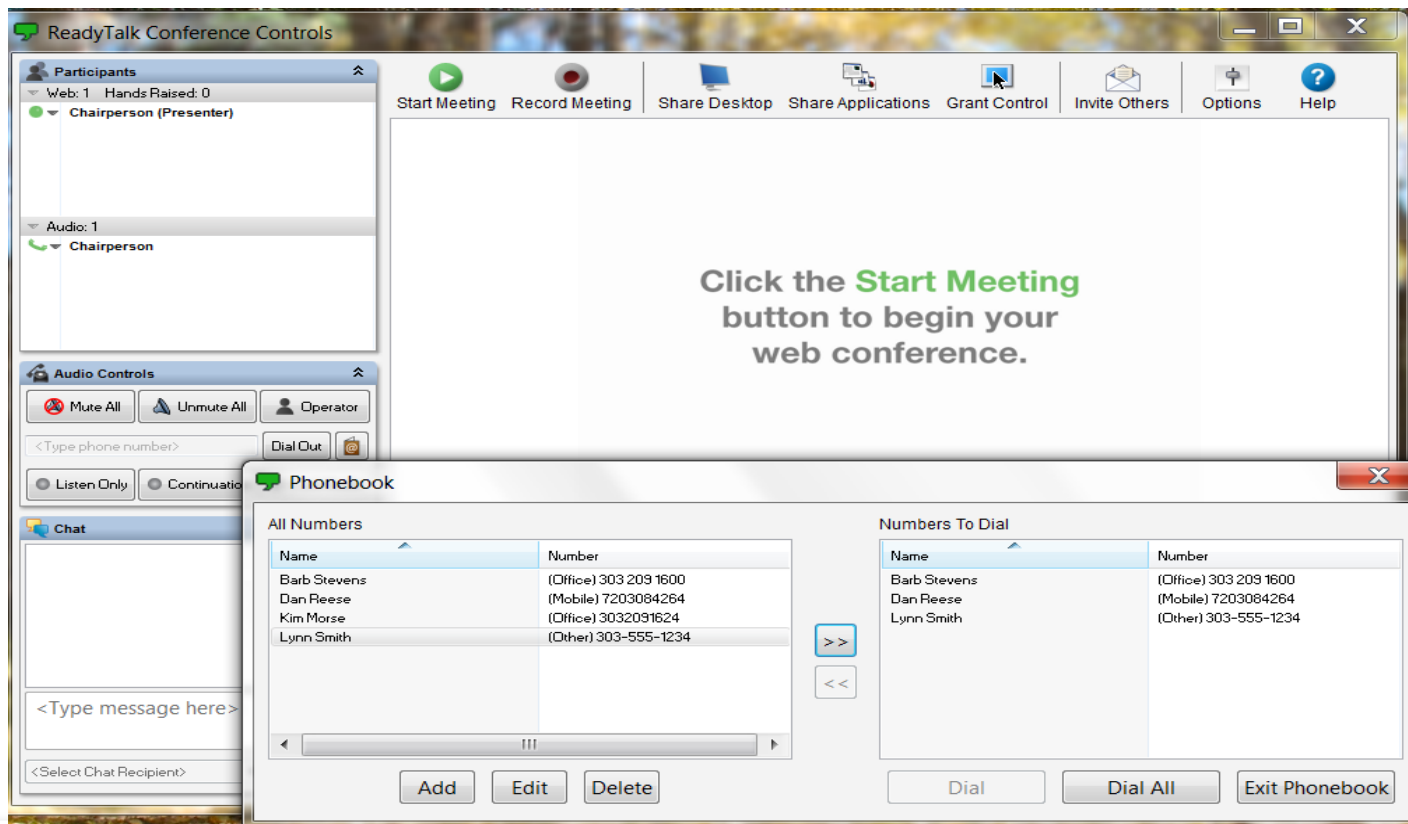
## ▶ Audio Controls

- **Mute/Unmute All**
- **Operator:** Request operator assistance
- **Dial Out:** Allows the chairperson to dial out to participants and join them into the conference
- **Phonebook:** opens your phonebook
- **Listen Only:** Participants can listen only and cannot unmute themselves
- **Continuation:** Allows participants to remain in conference after you leave
- **Lock Audio:** Prevent new participants from entering the meeting



# ▶ Audio Controls – Dial Out

- Use ReadyTalk's web based dial out to dial multiple individuals simultaneously.



The screenshot displays the ReadyTalk Conference Controls interface. The main window shows a toolbar with buttons for Start Meeting, Record Meeting, Share Desktop, Share Applications, Grant Control, Invite Others, Options, and Help. A large central area contains the text: "Click the **Start Meeting** button to begin your web conference." Below the toolbar, there are sections for Participants (Web: 1, Hands Raised: 0), Audio Controls (Mute All, Unmute All, Operator, Dial Out), and Chat. A Phonebook window is open in the foreground, showing two columns: "All Numbers" and "Numbers To Dial".

All Numbers		Numbers To Dial	
Name	Number	Name	Number
Barb Stevens	(Office) 303 209 1600	Barb Stevens	(Office) 303 209 1600
Dan Reese	(Mobile) 7203084264	Dan Reese	(Mobile) 7203084264
Kim Morse	(Office) 3032091624	Lynn Smith	(Other) 303-555-1234
Lynn Smith	(Other) 303-555-1234		





Buttons at the bottom of the Phonebook window include Add, Edit, Delete, Dial, Dial All, and Exit Phonebook.

# ▶ Manage Recordings




## Manage Recordings

Delete Selected

Total Recordings: 3

<input type="checkbox"/>	Title	Date	Playbacks
<input type="checkbox"/>	▼ <a href="#">ReadyTalk Web Meeting 6</a>	Feb 12, 2010 2	0
<div style="display: flex; justify-content: space-between;"><div data-bbox="283 722 886 1170"></div><div data-bbox="934 738 1312 1193"><p><b>Manage</b></p><ul style="list-style-type: none"><li><a href="#">Rename</a></li><li><a href="#">Edit</a></li><li><a href="#">Download</a></li><li><a href="#">Delete</a></li></ul><p><a href="#">View Report</a></p><ul style="list-style-type: none"><li><input checked="" type="checkbox"/> <a href="#">Enable Registration (Edit)</a></li><li><input type="checkbox"/> <a href="#">Notify Me of Playbacks</a></li><li><input type="checkbox"/> <a href="#">Require Passcode (Edit)</a></li></ul></div><div data-bbox="1396 738 1753 1096"><p><b>Share</b></p><ul style="list-style-type: none"><li><a href="#">Show Playback URL</a></li><li><a href="#">Email Playback URL</a></li><li><a href="#">Post to Twitter</a></li><li><input checked="" type="checkbox"/> <a href="#">Add To Feed (Edit)</a> </li><li> <a href="#">Facebook Options</a></li><li> <a href="#">Embed in web page</a></li></ul></div></div>			
<input type="checkbox"/>	▶ <a href="#">How to Embed a Recording</a>	Oct 12, 2009 4:55:12 PM	00:03:23
<input type="checkbox"/>	▶ <a href="#">How to Schedule a Meeting</a>	Sep 22, 2009 3:15:13 PM	00:07:28

Embedded recording enables convenient replay

Add To Feed (Edit)   
 Facebook Options  
 Embed in web page

Social media enhancements make it easy to share recordings on Facebook and Twitter

## ▶ Contact Us



- **Account Manager:** Kim Morse  
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[kim.morse@readytalk.com](mailto:kim.morse@readytalk.com)
- **Support:** 800-843-9166  
303-209-1600  
[help@readytalk.com](mailto:help@readytalk.com)
- **Address:** 1598 Wynkoop  
Denver, CO 80202

