

Web Conferencing

ReadyTalk is committed to making your conference experience so simple and intuitive that you can concentrate on the substance of your meetings, not on the technology. We have designed our web conferencing service so that your events are easy to run, seamless and affordable.

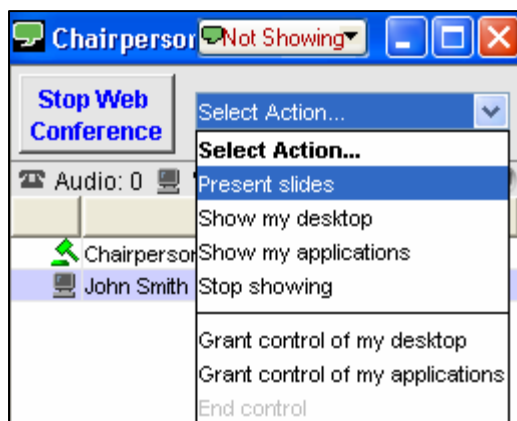


Web Conferencing Features

ReadyTalk provides you with a set of powerful web-based features that will help you increase collaboration and productivity.

- **Upload Slide Presentations**
Upload any presentation for your conference and emphasize your points with the markup tools.
- **Show Applications and/or Desktop**
Easily show applications like web browsers, word documents, spreadsheets, and proprietary software to participants or choose to share your entire desktop.
- **Grant Control**
Increase collaboration by granting control of your applications or desktop to your participants. Participants can add their comments and suggestions to your work.
- **Appoint Co-Presenters**
Simply make a participant a co-presenter so they can present their slides, applications, or desktop. Co-presenters can share in the presenting duties.
- **Chat**
Chat privately with co-presenters, one-on-one with participants, or broadcast a chat message to everyone online. Chat is a great tool for managing Q&A sessions.

- **Record Your Conference**
Our superior recording service allows you to record conferences with full synchronization between the audio and visual portions of the meeting. Simply press *2 on the phone or click the "Record" option on the web.
- **Digital Recording Playback**
The ReadyTalk recording player is instant and easy. Participants can watch your conference by simply clicking on a link. There are no downloads required.
- **Recording Manager**
Easily download recordings to your website or email them out to absentees. You can also replay conferences, get notified when conferences are watched and delete recordings.



Integrated Audio and Web Controls

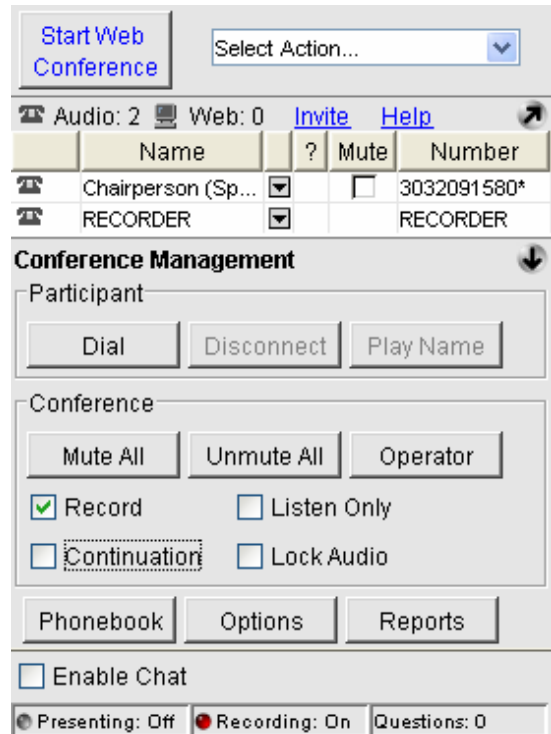
ReadyTalk allows you to effectively manage your conference through the web-based interface. As the chairperson, you have total control over both your audio and visual portions of your meeting.

- **Participant Notification**
Be aware of who enters before and during your meeting with name, tone, or silent announcements.
- **Roll Call**
Hear a list of participant names upon entering the meeting.
- **Invite or Dial Out**
Invite participants via email during the conference or dial out to a participant within the conference.
- **Mute/Unmute All Participants**
Mute or unmute all or individual participants while allowing them to unmute themselves to ask questions.
- **Operator Assistance**
If you have questions, easily dial out to an operator for assistance.
- **Listen Only**
To prevent disruptions, mute participants without allowing them to unmute themselves.
- **Conference Continuation**
Ensure a conference call will not be disrupted due to a pre-mature disconnect from the chairperson or host.
- **Lock Audio**
Lock the audio portion of the conference and ensure no additional or unwanted participants join your call.
- **Phonebook**
Use the phonebook to dial out to frequently dialed numbers. You can dial out to one or up to 20 participants at once.

Cross-Platform Support

ReadyTalk offers superior support for all computing platforms and browser types. We ensure that everyone can easily run a conference regardless of their technology.

- Outstanding support for operating systems
Linux, Mac OS X, Solaris, and Windows
- Outstanding support for web browsers
Safari, Firefox, and Internet Explorer



Contact us

For additional information about ReadyTalk Conferencing, please contact ReadyTalk Sales at 800.843.9167 or 303.209.1601. You may also email our sales team at sales@readytalk.com.