



Did you know that you can manage an audio-only conference by using the ReadyTalk web interface at no additional charge? Use the web to disconnect noisy participants, start a recording, or dial-out to people and directly connect them to your audio conference with the click of a button!

Visibility to Your Audio Conference

As a chairperson, it is often easier to manage a large audio conference when you can actually see the participants and controls right on your computer screen. ReadyTalk provides numerous web controls to help you better manage each and every one of your audio calls.

- View the number of audio participants on the call and their dial-in numbers.
- Mute or unmute an individual or all participants.
- Disconnect unwanted participants or those whose lines have disruptive background noise.
- Dial out to new participants and connect them to your audio conference.
- Record your audio calls with the click of a button and name your recordings right from the computer.
- Access an operator for support during your call.
- Put your conference in listen-only mode or set up call continuation.

How to Use the Web Interface for Audio Calls

Start your audio conference:

1. Dial your conference phone number
2. Enter your 7-digit access code followed by the # sign
3. Press * and when prompted, enter your 4-digit passcode followed by the # sign
4. Press 1 to start the conference

Open the web interface:

1. Go to www.readytalk.com and enter your chairperson access code and pass code to log in to the ReadyTalk Conference Center.
2. Select the appropriate meeting type:
 - If your meeting was previously scheduled in the Conference Center, select the Scheduled Meeting.
 - If your meeting was not scheduled, select On-Demand Meeting.
3. Click on the Open Meeting Controls button.

The web interface will open and you will have access to audio controls.



Using the Audio Controls

The Audio Controls box gives you access to the following options:

Mute/Unmute: Select Mute All to mute all participants on the line (see below for muting individual participants). Select Unmute All to unmute all participant lines so that participants can communicate with each other. Participants can mute/unmute themselves using the keypad commands.

Operator: Select Operator to get help during your call. A pop-up box will give you the option of having a private conversation with the operator or making the operator available to all participants.

Dial Out: This is an easy and quick way for a chairperson to connect people directly to a conference. In the Audio Controls box, enter the number you want to call or select a participant from your phonebook and then click Dial Out. When the participant answers, click Join on the pop-up. Refer to the Dial Out Instructions in the ReadyTalk Resource Center for more information on this feature.

Listen Only: Listen Only disables participants' keypad commands so they cannot unmute their phone lines.

Call Continuation: By selecting this feature, the call will continue to run even if the chairperson is disconnected. This feature is helpful if the chairperson is joining the call via cell phone or an unreliable connection. It is also useful if the chairperson needs to leave the call early. The call will end when the last participant disconnects; if the call is being recorded, this will also end the recording.

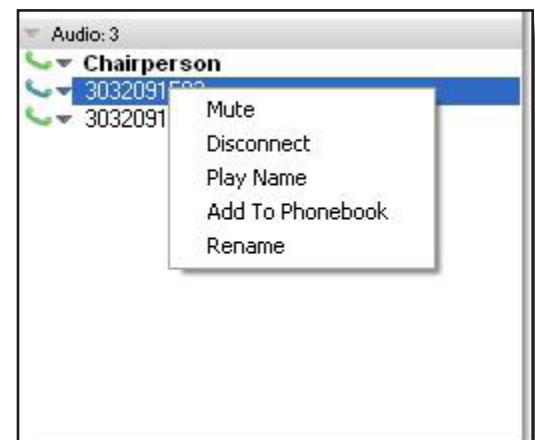
Lock Audio: Once lock audio has been selected, no new participants may join the call.



Managing Audio Participants

Managing audio participants from the web interface is easy. You can see all of the participants currently connected to the call in the Participants column. From here, you can control settings for each participant by right clicking on the participant's name or using the drop down arrow.

- Select **Mute** to mute that individual.
- Select **Disconnect** to remove that individual from the call. In the pop-up box, select yes to confirm.
- Select **Play Name** to hear the name that was recorded when the participant entered the call. All participants will hear the announcement.
- Select **Add to Phonebook** to add the participant to your ReadyTalk phonebook. Fill in the contact details and click Save. The next time the participant joins a call from the same number, their name will appear in the Audio Participant List instead of their phone number.
- Select **Rename** to change the participant's name for the current call only.



Recording the Call

Recording is easy when you are logged into the web interface:

1. Click on the Record Meeting icon located on the toolbar at the top of your screen.
2. In the pop-up box, insert the name for the recording and click OK. There is a 70-character limit for the name of the recording.

In the audio participants list, you should see Recorder (Recording) listed as a participant.



At the end of the call:

1. Click on the Stop Recording icon.
2. A pop-up box will confirm that you want to stop recording. If you do, click Yes.

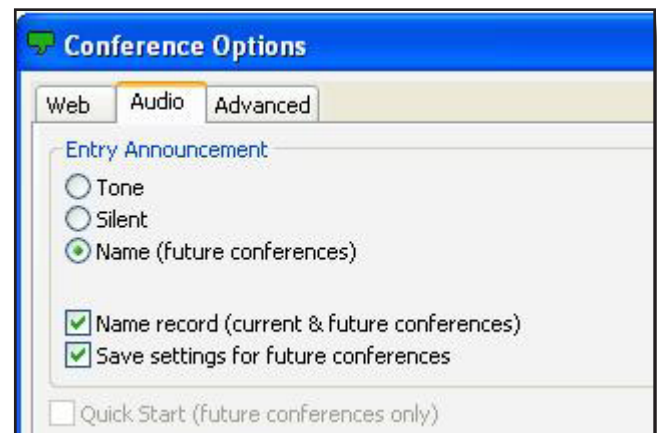


The recording will be available in the Conference Center after the call. For more information on recordings, including recording, publishing and syndication, refer to *How to Record and Share* document in the ReadyTalk Resource Center.

Managing Audio Preferences

Audio conference preferences can also be set in the web interface:

1. Click on the Options button.
2. Select the Audio tab for a list of adjustable preferences.
3. Entry Announcement is the sound that is heard when a participant joins the call.
 - **Tone:** A beep will be heard.
 - **Silent:** No audio announcement will be provided.
 - **Name:** The name that was recorded when the participant entered the call will be played.
 - **Name Record:** Records participants' names as they join the conference. Selecting the checkbox activates this feature.
4. Save settings for future audio conferences by selecting the Save Settings checkbox.
5. For Quick Start and Auto Conference Continuation options, please contact ReadyTalk Customer Care at 800-843-9166.



For additional help, Contact ReadyTalk Customer Care at help@readytalk.com or 800.843.9166.

About ReadyTalk

ReadyTalk is committed to helping customers conduct successful audio and web conferences of all sizes – from small, ad hoc meetings to large, formal events. Visit www.readytalk.com to learn more about our full range of technology and services including: **Audio Conferencing / Web Conferencing / Event Services / Recording and Archiving**