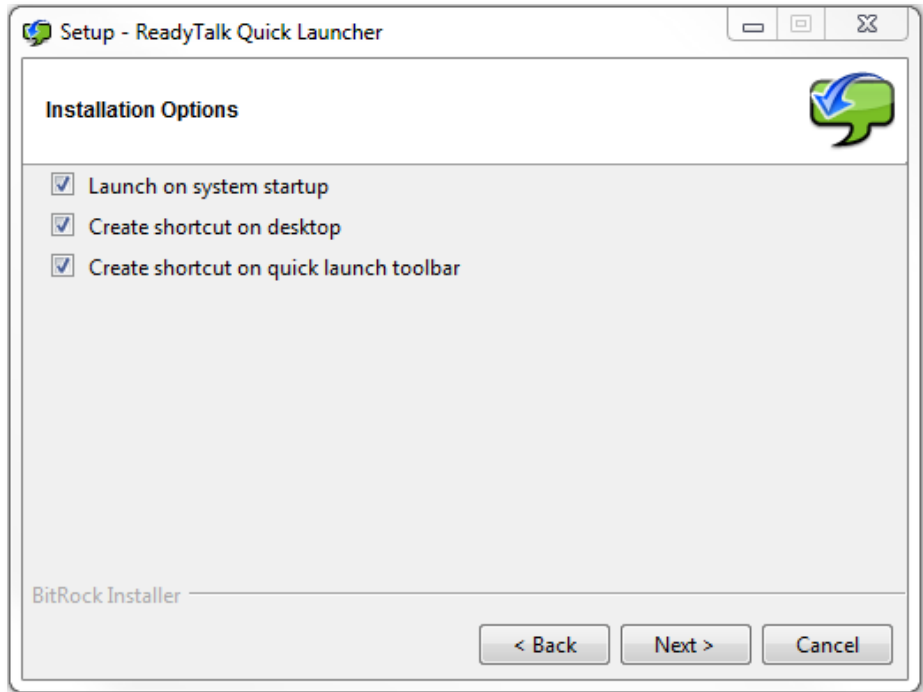


# ReadyTalk Quick Launcher® Quick Start Guide

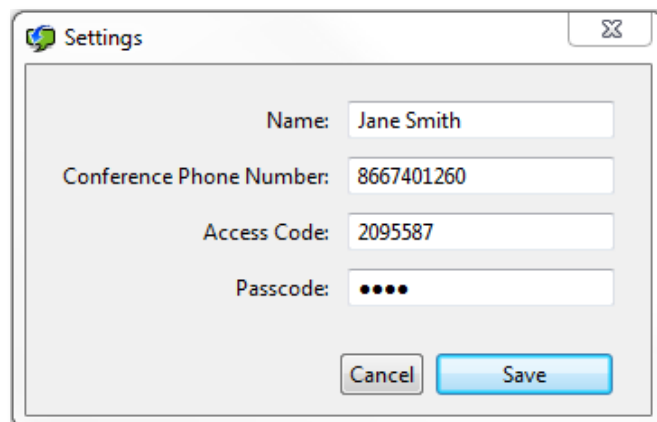
## Getting Started

To install the ReadyTalk Quick Launcher:

1. Download the appropriate file for your operating system ([Windows](#) or [Mac OS X](#)).
2. Run the Quick Launcher Setup file.
3. Follow the installation instructions.
4. From the “Installation Options” screen select the appropriate boxes based on your preferences.

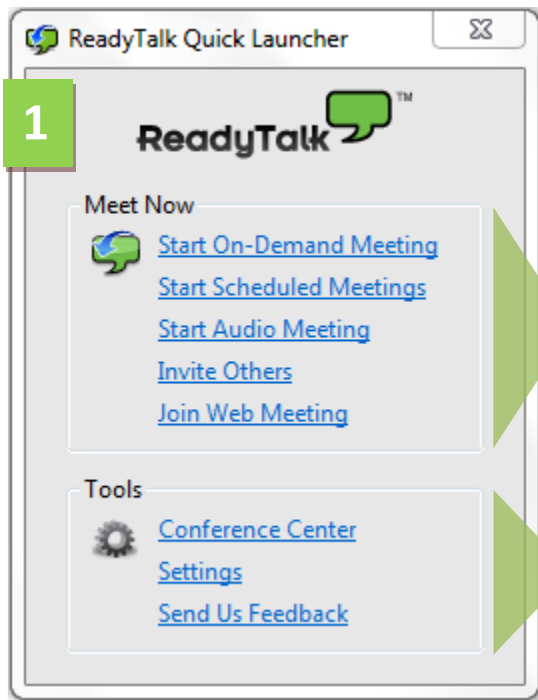


5. When installation is complete, the “Settings” screen will automatically open. You must enter your ReadyTalk account credentials before you can use the Quick Launcher.
6. Click “Save” and your settings will be validated.



## Using the Quick Launcher

- Quick Launcher features can be accessed by double clicking on the Desktop Shortcut (Picture 1), left clicking the Tray Icon (Picture 1), right clicking the Tray Icon (Picture 2), or from the Programs/Applications menu (Picture 1).

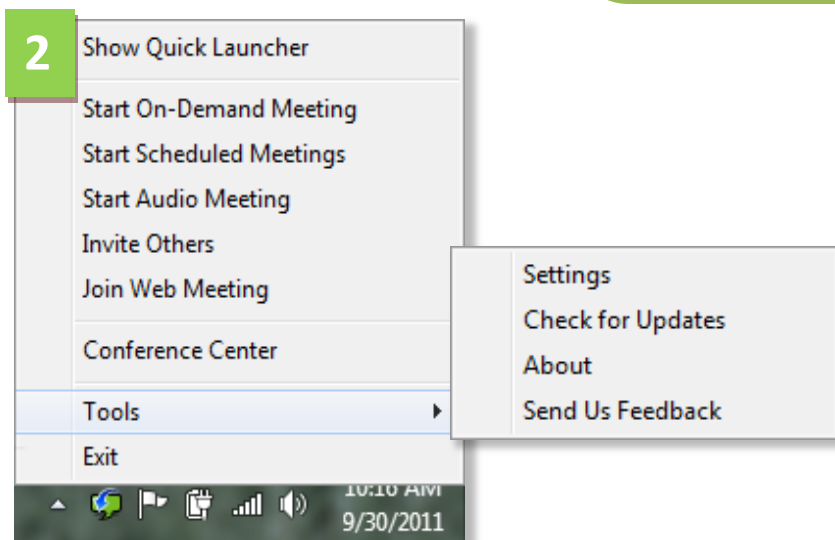


### Meet Now

- **Start** an **On-Demand Meeting** on the fly.
- View a list of your **Scheduled Meetings** in Conference Center.
- Click the **Start Audio Meeting** button to have the audio bridge dial you and connect you to your Audio Meeting.
- Pull up an instant email invite including all login information with **Invite Others**.
- **Join a Web Meeting** faster than ever; simply enter the access code of the ReadyTalk meeting you'd like to join.

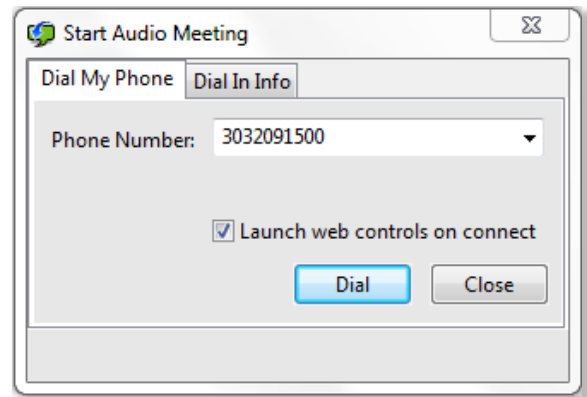
### Tools

- Open **Conference Center** with a single click.
- Change the ReadyTalk Subscription associated with the Quick Launcher by updating **Settings**.
- **Send Us Feedback** so we understand how to make the Quick Launcher useful for you.



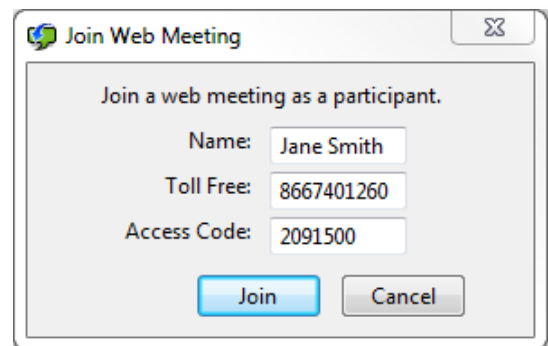
## Start Your Audio Meeting

1. Click "Start Audio Meeting".
2. Enter your 10-digit phone number or choose from one of the last 10 numbers you've dialed.
3. *Optional:* Select "Launch web controls on connect" to open the web meeting controls when the audio meeting connects.
4. Click "Dial".
5. Answer your phone, and follow the prompts to start your Audio Meeting.



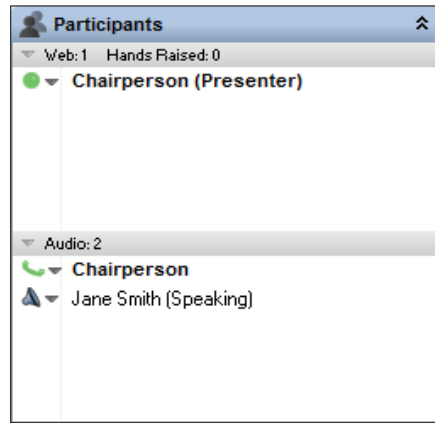
## Join Web Meeting

1. Click "Join Web Meeting".
2. Enter the 7-digit Access Code of the ReadyTalk meeting you wish to join.
3. Click "Join".




## Manage your Audio Meeting with the Web Meeting Controls

- The web meeting controls can be used to manage your Audio Meeting or to run an On-Demand Web Meeting. [Learn more about how to use the web meeting controls to manage your Audio Meeting.](#)
- When the web meeting controls are active you can see the number of the audio participant who is speaking through Active Speaker.



- If you'd like to see more than just the Active Speaker's number you can upload a list of names and numbers into your phonebook. The next time an audio participant dials in whose number matches an entry in your phonebook their name will appear in the audio participant list.
- Upload a list of contacts by visiting your Conference Center: <https://cc.readytalk.com/cc/s/contacts>, enter your Access Code and Passcode, click "Manage Contacts", and click "Upload Contacts". You can mass upload a list of contacts in .csv file format.

# Conference Center



Streamline webinar and training processes. Automatically capture registration and attendance data in salesforce.com. [Learn more](#) about the new ReadyTalk for Salesforce.

Support: 800.843.9166 [Logout](#)

## ReadyTalk

- Home
- View Reports
- Manage Recordings
- Manage Contacts**
- Send Us Feedback

Resource Center

[Click here to Chat with a Representative](#)

## Manage Phonebook Contacts

These contacts will be available in your Web Meeting phonebook.

[Upload Contacts](#) [Delete Selected](#) [Delete All Contacts](#)

<input type="checkbox"/>	First Name	Last Name	Company	E-mail Address	Business Phone
<input type="checkbox"/>	Paul	Carollo	ReadyTalk		3032091754

Page 1 of 1 10 1 Contact

[Upload Contacts](#) [Delete Selected](#) [Delete All Contacts](#)

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## System Requirements

- Windows XP, Windows Vista, or Windows 7 (32 and 64-bit)
- Mac OSX Leopard (Intel-based 10.5) or later