



# ReadyTalk Desktop

With ReadyTalk Desktop, you can start meetings quickly, see who is on your audio call, who is talking, and mute barking dogs (and other interruptions) right from your desktop without having to remember your account credentials for each conference. To get started...

1. Download the appropriate file for your operating system: [Windows](#) or [Mac OS X](#).
2. Once the file has been downloaded, run the file and follow the instructions on the Installation Wizard.
3. Once the installation process has completed, you will be prompted to enter your ReadyTalk credentials. Enter your **Name**, **Conferencing Telephone Number**, 7-digit **Access Code**, and **Passcode**, and then click **Save**. Then enter an initial **Call Me number** (a phone you would like us to call when it's time for you to start a meeting).
4. **Home Tab** – This will scrape and present your calendar events from Conference Center and Outlook. Select a Scheduled meeting you would like to start, or start an On Demand / Instant meeting.
5. **Host Tab** – From here, you may select to start an Audio & Web Meeting, or select the specific type of meeting you would like to begin. You can also send invitations, and monitor a live audio meeting. This includes the abilities to:
  - Start/Stop recording
  - Lock/Unlock audio conference
  - Under the "More" dropdown, there are options to turn continuation on/off, mute all lines, or unmute all lines.
  - Mute or disconnect individual participants
6. **Join Tab** – From here, users are able to click the "Join via Call Me Online" link which will open their default web browser to the Call Me page. From here, the user can enter in the access code and phone number information to join any meeting.
7. **More Tab** - The More tab contains different configuration settings for the application and links to other support tools.

