



How to Record and Share

Conference Center

ReadyTalk 

Developing quality content for marketing, sales and training programs takes time, energy and money. Recordings are a cost-effective way to leverage this valuable content to reach new audiences and significantly improve ROI. ReadyTalk makes it easy by providing the best recording and playback capabilities in the industry.

Record the Conference

1 Start the Recording

At the beginning of the conference, start the recording:

From the telephone, press * then **2**, then press **1** when prompted and wait for the announcement alerting you that your conference is being recorded.

OR

From the web, click the "Record Meeting" button in the Conference Controls, enter a name for your recording, click "OK" and wait for the announcement alerting you that your conference is being recorded.



2 End the Recording

To end the recording:

From the telephone, press * then **2**, then press **1** when prompted.

OR

From the web, click the "Stop Recording" button and then click "Yes" to confirm that you would like to stop recording your conference.

3 Access the Recording

The recording will be available immediately in Conference Center at the end of the conference. Click on "Manage Recordings" in the left menu and then click on the title of the recording you would like to manage.

Share the Recording

Set-Up Your Podcast Feed

From Conference Center, select "Podcast Feed Settings" from the left menu under "Manage Recordings."

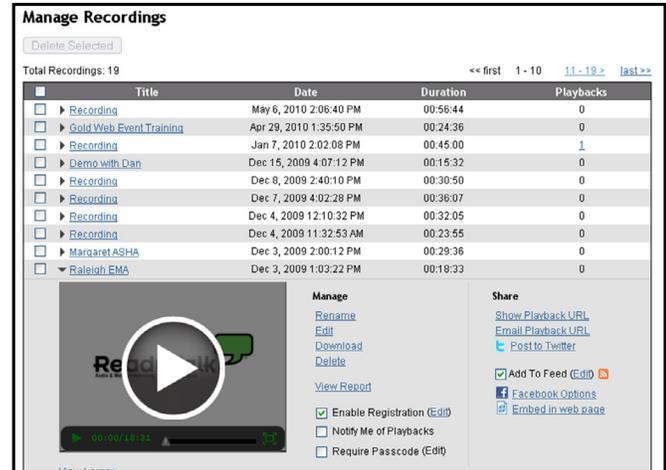
- Select the check box next to "Publish Podcast," enter a title for your podcast feed, add optional details and then select save.
- Share the "My Podcast Page" link with others so they can subscribe to your podcast feed.

Add a Recording to Your Podcast Feed

- From Conference Center, select "Manage Recordings" from the left menu.
- Select the recording you would like to podcast and click the check box next to "Add to Feed."
- If you would like, modify the title for the podcast episode, include additional details and click save.
- Your recording will now be converted to a high-resolution .mp4 file. While conversion is in process, the "Add to Feed" checkbox will be grayed out and you will see a visual indicator that your podcast is being created. Note that creation time depends on the length of your recording.
- The recording has now been added to your podcast feed.
- If you would like, click the "Edit" link to customize information about the podcast episode.
- To download the .mp4 podcast, under the Manage section, click Download, Advanced Options, Choose Audio Visual .mp4. You will then be able to save the recording to your computer.

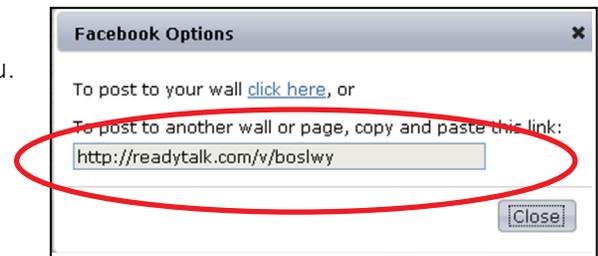
Embed the Recording

- From Conference Center, select “Manage Recordings” from the left menu.
- Select the recording you would like to embed.
Note: You must add the recording to your podcast feed to enable embedding.
- Click on the “Embed in web page” link, choose your preferred recording size and select and copy the displayed embed code.
- Open your website or blog in a new browser window.
- Paste the embed code into your website, blog, etc. and follow the steps for publishing.
- The embedded recording should now be displayed.



Embed the Recording on Facebook

- In Conference Center, select “Manage Recordings” on the left menu.
- Select the recording you would like to share and click on the “Facebook Options” link. Note: You must add the recording to your podcast feed to enable Facebook sharing features.
- To post to your wall, click on the “click here” link, log in to your Facebook account, add an optional message and click Share.
- To post to another wall or page, copy and paste the displayed link into the status update field and click Share.
- The embedded recording should now be displayed on the Facebook wall or page.



Share the Recording on Twitter

- From Conference Center, select “Manage Recordings” from the left menu.
- Select the recording you would like to share and click on the “Post to Twitter” link.
- Log into your Twitter account, edit the tweet if you would like and click on the “Tweet” button to share the playback link with your followers.

Ways to Leverage Recorded Content:

- Create a library of on-demand webinars and training modules
- Add recorded company or product overview to your website
- Train new employees with recorded demos
- Share on social media or your blog
- Build custom sales demos, training modules and lead generation tools by embedding recordings in SurveyGizmo

Learn More

Contact the ReadyTalk Sales Team at sales@readytalk.com or 800.843.9166 to learn how ReadyTalk can help you get more from recorded content after your conference.

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: