

Self-Serve Broadcast Audio Webinar Checklist

Follow these steps to ensure your event is successful:

1. Open Conference Controls for your scheduled meeting.
2. Dial into the Private Speaker Room.
3. Record the webinar by selecting the Record button in the meeting controls.
4. Start the Meeting in Conference Controls by pressing "Start Meeting."
5. To start the Audio, move all Speaker(s) into the live Conference by pressing "#2" on your phone. Participants will now hear all speakers.
6. After the event, move all speakers back into the Private Speaker Room by pressing "#2" on your phone.

If you have questions or need help, contact ReadyTalk Customer Care at help@readytalk.com or 800-800.843.9166