



# ReadyTalk Audio Conferencing

AUDIO CONFERENCING



ReadyTalk delivers audio conferencing to meet any business need—from your smallest ad-hoc calls to your largest business-critical events. Remarkably clear and easy-to-use, worldwide audio conferencing from ReadyTalk is always available and always dependable.

## Audio Conferencing Services

ReadyTalk offers a variety of audio conferencing options, allowing you to choose the experience that's right for your meeting or event:

ReadyTalk On-Demand Audio	Hold instant meetings with as many as 150 participants any time with ReadyTalk On-Demand Audio. Simply pick up the phone to start the audio conference – no reservations required. Manage the conference through your phone keypad or control it on the computer with ReadyTalk's intuitive web meeting interface. Use the enhanced audio controls to call the chairperson's phone and initiate the conference, dial out to participants, mute and unmute participants, lock the conference, record the call and more.
ReadyTalk Operator-Assisted Audio	Calls are flawless with ReadyTalk Operator-Assisted Audio. Include as many as 3,600 participants in a single conference and enjoy personalized operator services, such as custom greetings and Q&A support. Available 24 hours a day, every day.
ReadyTalk Broadcast Audio	Deliver high-quality web conference audio directly to attendees' computer speakers with ReadyTalk Broadcast Audio. Adding broadcast audio to an operator-assisted call gives participants the option for convenient listening over the Internet or choosing to dial in with a telephone.
International Audio	ReadyTalk makes it easy and convenient to share ideas and conduct business around the globe with a variety of international audio conferencing options. International audio conferencing services include International Toll-Free, International Toll and International Dial-Out.

### Why ReadyTalk Audio Conferencing?

#### Quality and Reliability

Crystal-clear voice quality over a fully redundant worldwide voice network with more than 60K ports and 8 data centers

#### Worldwide Availability

Global toll and toll-free access in more than 75 countries and direct dial-out to virtually anywhere in the world

#### Superior Service

Expert staff available 24X7 to answer your questions and to ensure your conferences are trouble-free

### All-In-One-Packages

ReadyTalk's Web Meeting Pro and Webinar subscriptions combine robust web conferencing with the audio options that meet all your needs at a fixed price. Learn more at [ReadyTalk.com](http://ReadyTalk.com).

## All the Tools to Manage Your On-Demand Audio Conference

Because ReadyTalk's on-demand audio services are fully integrated with web conferencing, audio customers have free access to a set of web-based audio controls that allow you to actually see the participants and audio controls right on your computer screen or you can use your phone keypad to manage the call.

<b>Dial Out</b>	Dial out to new participants and connect them to your audio conference.
<b>Entry Announcements</b>	Select silence, tone or name announce to play when participants join.
<b>Lock Conference</b>	Lock out new participants from joining conference.
<b>Call Continuation</b>	Conference host can enable the call to continue after they depart.
<b>Mute/Unmute</b>	Mute or unmute an individual or all participants.
<b>Listen Only</b>	Restrict participants from unmuting their line.
<b>Operator Support</b>	Access an operator for support during your call.
<b>Passcode Security</b>	Set a passcode for added call security.
<b>Record</b>	Record your audio calls with the click of a button or use your phone to start a recording.
<b>Active Speaker</b>	Quickly identify who is speaking or which line is causing disruptive background noise.

## You Make the Call with Audio When You Need It

From recurring client calls to impromptu training sessions to quarterly earnings calls, ReadyTalk's audio conferencing services are remarkable clear and easy to use. Meetings can be scheduled in several ways:

- Use the **ReadyTalk Conference Center** to schedule calls, send invitations and collect registrations in advance.
- The **ReadyTalk Scheduler for Outlook** makes it easy to schedule and start meetings directly from Microsoft Outlook.
- Use the **ReadyTalk Quick Launcher** to send invitations or start a meeting from your desktop.



## Audio Conferencing Options Compared

	On-Demand	Operator-Assisted		
		Auto	Direct	Premium
# of Participants	Up to 150	Up to 3,600	Up to 2,500	Up to 2,500
Scheduling	No reservations required		Reserve in advance	
Call Management	Self-service through keypad or web interface	Operator ensures meeting is configured and underway	Operator provides professional support during the event	Operator provides customized and enhanced services for your most important events
<b>Operator Services</b>				
Pre-Conference Private Speaker Line		15 minutes before meeting	30 minutes before meeting	30 minutes before meeting
Set-Up of Recording		✓	✓	✓
Management of Recording			✓	✓
Audio Monitoring & Tech Support			✓	✓
Custom Greetings & Announcements			✓	✓
Dial-Out to Attendees			✓	✓
Facilitation of Audio Q&A Session			✓	✓
Individual Attendee Data Collection				✓
Pre-Approved List of Audio Attendees				✓
Online Audio Attendee List & Report				✓
Private Post-Conference			15 minutes	15 minutes
<b>Optional Services (Additional Charges May Apply)</b>				
International Toll-Free Access	✓	✓	✓	✓
Broadcast Audio (supports as many as 3,000 participants)			✓	✓
Transcription Services			✓	✓
Closed Captioning Services			✓	✓
Event Call Director (View Audio Participants, Prioritize Questions, Direct Chat with Operator)				✓
Dedicated Communication Line for Q&A Management				✓

### 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](http://www.readytalk.com) to learn more about our full range of technology and services including:

**Audio + Web Conferencing | Webinars + Professional Services | Recording + Syndication**