

ReadyTalk for Online Meetings



Online collaboration with colleagues, partners and customers is effective and easy with ReadyTalk's audio and web conferencing technology.

Save Time and Money with Conferencing

Cutbacks in business travel, more flexible work schedules and advances in technology have increased the demand for and value of online collaboration. The ability to easily join an audio and web conference and view the same content, applications and documents is no longer a “nice to have.” It’s a business necessity.

All the Tools You Need

Effective online meetings require a conferencing platform that is easy to use and reliable. With ReadyTalk’s audio and web conferencing, you have full access to the tools needed for polished sales demos, customer training and remote meetings.

Easy Access for Everyone

Start meetings faster and on time. Participants with Flash join your meeting in less than 10 seconds with no downloads and an alternative auto-installing Java application means those without Flash can still attend. Plus, superior platform (Windows, Mac, Linux) and browser (Internet Explorer, Safari, Firefox, Chrome) support means everyone can join.



Industry-Standard Recording Formats

Capture the details of the meeting by recording the session. Recordings are available for download in four industry- standard file formats: Flash, .mp4, .mp3, and .wav and can be hosted on your servers for future playback or sharing with colleagues.

ReadyTalk Offers a Full Range of Services: Audio Conferencing, Web Conferencing, Recording and Archiving



Start your meeting with ease.

Whether you want to meet now or plan ahead, ReadyTalk makes it easy for you to start your conference and easy for your participants to attend your meeting:

On-Demand Meetings

Conduct an online meeting instantly – simply log in to ReadyTalk and dial in with your phone. Participants only need your 7-digit access code to join both the audio and the web.

Scheduled Meetings

Schedule your meeting in minutes and send polished email invitations from ReadyTalk. You can even ask people to register so you know who to expect.

Outlook Integration

Schedule a one-time or recurring meeting directly through Microsoft Outlook and send participants a calendar invitation with everything they need to attend.

Salesforce Integration

Instantly capture registration and attendance data for scheduled sales demos, online trainings or customer meetings in salesforce.com.

2 During your meeting.

Conduct your meeting with ease with ReadyTalk's user-friendly interface, personalized support and powerful in-meeting tools:

Integrated Audio	Enjoy full control of conference audio through the phone keypad or web interface, which includes tools to mute noisy participants, lock the audio conference for added security, get operator assistance and more.
Appoint Co-Presenters	Multiple people can have "presenter" status simultaneously and you can assign co-presenter rights on the fly so collaborative sessions aren't interrupted.
Recording	Make meeting follow up easy when you capture all the details by recording the meeting with a click of the button.
Present Slides	Quickly upload and display PowerPoint presentations and images.
Markup Tools	Use annotation tools to focus attention and highlight important details on uploaded content.
Share Applications	Share one or more applications or your entire desktop with meeting participants so that everyone can see exactly what you want to share.
Grant Control	Increase collaboration by letting a colleague edit your document when you grant control of your desktop or applications (and vice versa).
Chat	Chat with an individual participant, privately with co-presenters or to the entire group.

3 After your meeting.

ReadyTalk gives you instant access to conference recordings and reports immediately after your meeting:

Reporting	Access registration, attendance, chat and other conference reports online immediately after your meeting.
Meeting Archive	Create a custom meeting archive page to make your recording and other documents available after the conference.
Recording Editing	Get instant access to your recording and polish it up with easy-to-use editing tools.
Affordable Archiving	Enjoy unlimited playbacks plus access to a wealth of features to help you manage and share your conference recordings.

Learn more.

Contact sales@readytalk.com or **800.843.9166** to learn how ReadyTalk can help you save time and money with audio and web conferencing.



ReadyTalk's audio and web conferencing services play a vital role in our organization's ability to support volunteers around the world. Reliable web tools and crystal-clear audio help Kiva communicate effectively with global team members, MFI partners, Kiva Fellows, and volunteers.

Rich Bodo, IT Director, Kiva



Meet With Confidence.

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