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(most people who are connecting remotely)
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Go to the ReadyTalk website: <http://www.readytalk.com/>

Enter the same participant code as for the phone line

ReadyTalk
Audio & Web Conferencing

Home & Login

PARTICIPANT, Join a Conference

Access Code **Join**

[Test Your Computer](#)

CHAIRPERSON, Start a Conference

Access Code

Passcode **Login**

[Forget Your Passcode?](#)
[International Numbers](#)

Click "Join"

Enter your name

Participant Registration

Name Required

Email

Phone

Company

Customer Support

U.S. and Canada: 800.843.9166
International: 303.209.1600

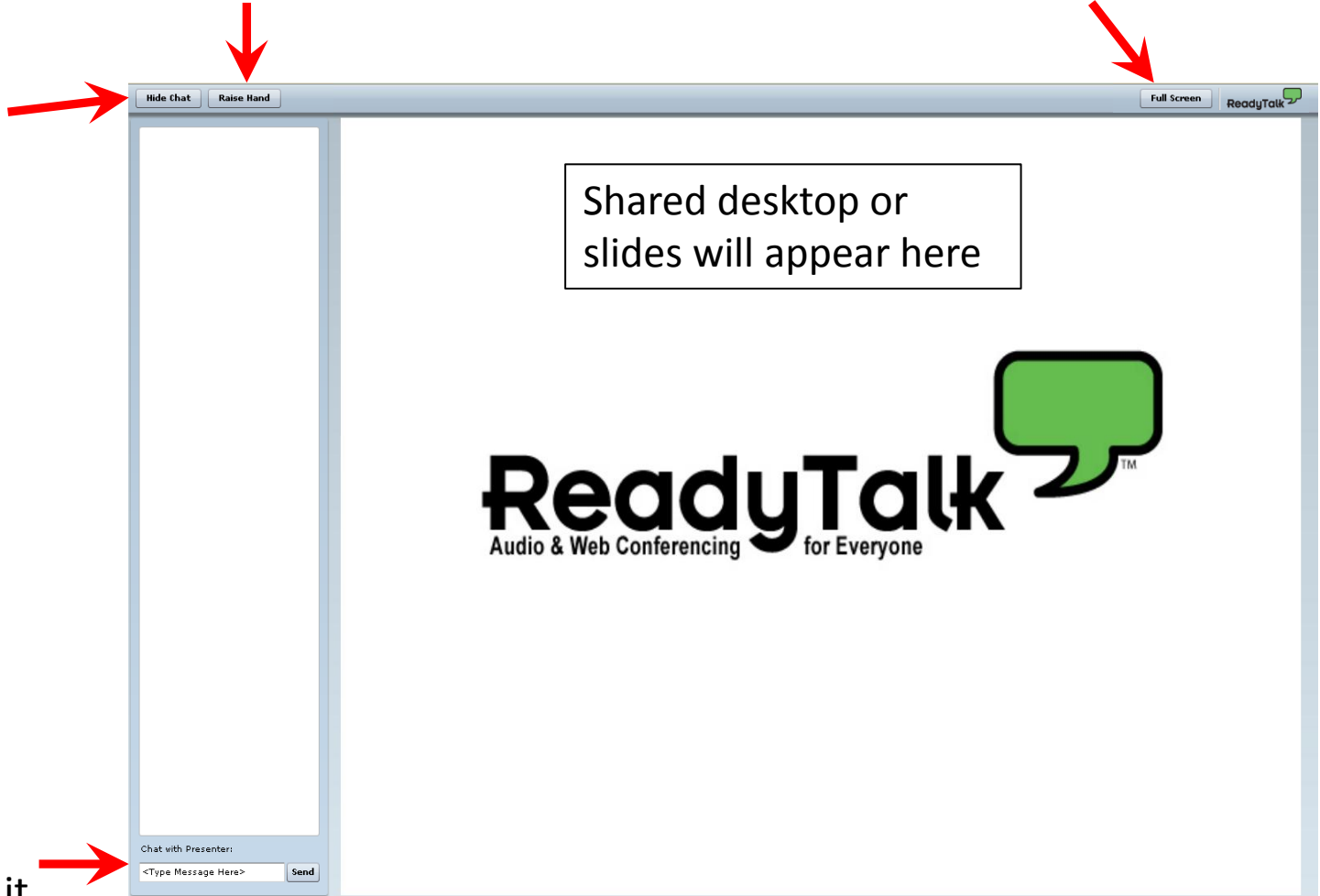
Click "Submit"

ReadyTalk window will appear; everything else is optional

To get the attention of the
Chairperson: Raise Hand

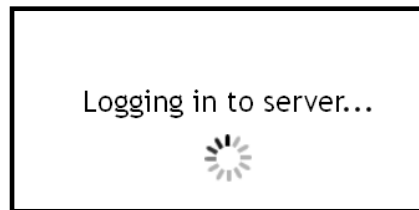
Make the presentation
Full Screen

Hide chat if you
don't want to
see the window



Type a message;
choose who sees it

When added as a co-presenter, a succession of screens will appear:



You will need to download conference controls and possibly java stuff



Downloading conference controls... 50%

You are being promoted to a presenter. If you do not see progress within several seconds, click on the link below.

[Having trouble downloading?](#)

[Rejoin conference as a participant](#)

ReadyTalk 

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Close this window, if you would like:



If a ReadyTalk Meeting Controls window doesn't appear automatically, click on the icon that should have appeared in your task bar:



Have your presentation open on your desktop

Once you have meeting controls, click Share Desktop

The screenshot shows the 'ReadyTalk Conference Controls' window. A red arrow points to the 'Share Desktop' button in the top toolbar. The interface is divided into several sections:

- Participants:** Lists 'Chairperson (Presenter)' and 'Russell Mammei (Presenter)' under 'Web: 2' and 'Chairperson (Speaking)' under 'Audio: 2'.
- Audio Controls:** Includes 'Mute All', 'Unmute All', 'Operator', 'Dial Out', 'Listen Only', 'Continuation', and 'Lock Audio'.
- Chat:** A text input area with a 'Send' button and a dropdown for 'Select Chat Recipient'.
- Main Area:** Displays the 'ReadyTalk Audio & Web Conferencing for Everyone' logo.
- Bottom Toolbar:** Contains 'Insert & Manage' (Slides, Polls, Video, Delete), navigation buttons (Previous, Next, Full Screen), and 'Markup Tools' (highlighter, eraser, lasso).

Give your presentation; use your mouse as a pointer (there is a slight delay)

When you are done, you will be “demoted” from co-presenter and the meeting controls window will close

A new conference window should open in another Firefox tab

If you are disconnected, just re-enter the conference from the main ReadyTalk page