

Using ReadyTalk in Large Groups and Recording the Session

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- Your standard ReadyTalk account can host up to 99 attendees.
- Your ReadyTalk account rep or support can increase it to 150 attendees without the need to use a ReadyTalk operator.
- Beyond 150 attendees your webinar needs to be moderated by a ReadyTalk operator.

Set up:

1. If you want attendees to register with their name & email addresses (useful to get email lists of all attendees) you need to set up the meeting in advance.
2. Chairperson and Co-Presenter should log into both ReadyTalk Web and ReadyTalk Audio (there is a fee for audio, but this is required if you want to record).
3. Promote your presenter to Co-Presenter.
4. For large audiences it is recommended that you "Mute All" remote callers and have them put their questions into chat.
5. After hitting "mute all" the co-presenter will need to unmute their phone by hitting *7 on their phone.
6. Both the chairperson and the co-presenter can view the chat screen. It is recommended that the person NOT presenting be the host and moderate the chat.
7. The chairperson can mute and unmute themselves using the ReadyTalk controls.

Recording:

8. Hit the Record button to begin the recording.
 - You can edit out the beginning after you receive the recording link (appx 1-15minutes after you stop recording).
 - Each Start and Stop of a recording will create a separate recording. If you want your session all in one recording, record the whole thing and edit it later.
9. At the end of the session hit the Stop Recording button.
10. The chairperson will receive an email with a link to the recording when it is ready.
 - The chairperson can also find the recording under My Recordings when they are logged in to ReadyTalk.

For Additional Help:

UC Account Rep is

Kim Morse

ReadyTalk

Direct - [303.209.1624](tel:303.209.1624) | kim.morse@readytalk.com

24 hour Customer Care - [800.843.9166](tel:800.843.9166) – help@readytalk.com

Join us for a FREE training session – www.readytalk.com/training