

## LTAG Teleconferencing Recommendation

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LTAG recommends using the product ReadyTalk for teleconferencing for the following reasons:

- UC has a deeply discounted rate of \$0.023 per participant per minute
  - A recent 12 person LTAG meeting cost less than \$30 for an hour long meeting
- Toll-free, toll and dial-out access in the US & Canada
- No reservations are required
- Connect up to 96 people per call (up to 150 people upon request)
- Enhanced audio controls include mute/unmute, lock, listen-only mode, recording and more
- Toll-free access in more than 50 countries and dial-out to 200 countries
- In-conference operator assistance is available 24 hours a day, 7 days a week, 365 days a year
- No additional cost for web enhanced meeting functionality:
  - Present slides
  - Share programs or files
  - Share your desktop
  - Grant control to others
  - Appoint multiple presenters
  - Manage your audio conference through the web
  - Record audio and web together
  - Chat to one or all participants

### Signing Up for ReadyTalk

ReadyTalk is available to all campuses. To use ReadyTalk, request an account by talking to your local business people, or by e-mailing Kim Morse at kim.morse@readytalk.com. Kim will work with anyone at any campus to get billing set up properly.

You will receive a dedicated toll-free number, a unique 7 digit access code, and a 4 digit chairperson passcode. Each e-mail kit includes additional individual user account information and should not be shared with others within your department.

### Using ReadyTalk for Audio Only

Using ReadyTalk is very simple: Conference call participants simply dial the ReadyTalk toll-free number and enter the 7 digit access code. Please note that ReadyTalk participants will hear only music until the chairperson activates the call by entering his/her own secure chairperson passcode

### Using ReadyTalk's Web Meeting Functionality

ReadyTalk has online web meeting functionality User Guides here:

[http://www.readytalk.com/onlinehelp/readytalkhtml/ReadyTalk\\_Online\\_Help.htm](http://www.readytalk.com/onlinehelp/readytalkhtml/ReadyTalk_Online_Help.htm)