

## Instructions to set up ReadyTalk to work with Adobe Connect

### 1. Why do this?

For several years we've been using Adobe Connect for the visuals and ReadyTalk for the audio in online meetings. The voice capability of the Universal Voice feature allows Adobe Connect to be a participant in the ReadyTalk phone conference. People who are listening to the meeting audio in Adobe Connect using computer speakers or headphones will be able to hear the people talking in the ReadyTalk phone conference, and if they are using microphones and have the rights to use them, will be heard by those in the phone conference. People using their webcams for VoIP (Voice over IP) will be able to hear each other and talk as well.

If you've been using an open microphone to feed a conference speakerphone into your Connect meeting for recording purposes, this new feature eliminates that work around.

### 2. What it does not do

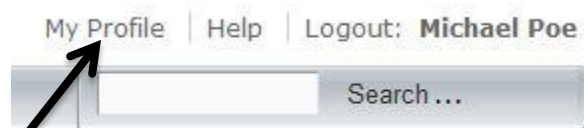
It is not as complete as the features found in some of the integrated telephony solutions (E.g.; Premier Global services). It will not dial out to attendees from within the meeting as some online meeting services will do.

### 3. Setting it up

To begin setting up the Universal Voice feature to include a ReadyTalk teleconference in your Adobe Connect Pro meeting, you will need your access code for ReadyTalk.

If you choose to record the meeting with ReadyTalk and/or VoIP through Adobe Connect, all of the voices will be recorded.

Let's get started setting things up.



After logging into your Adobe Connect account, click on “My Profile” in the upper right hand side.

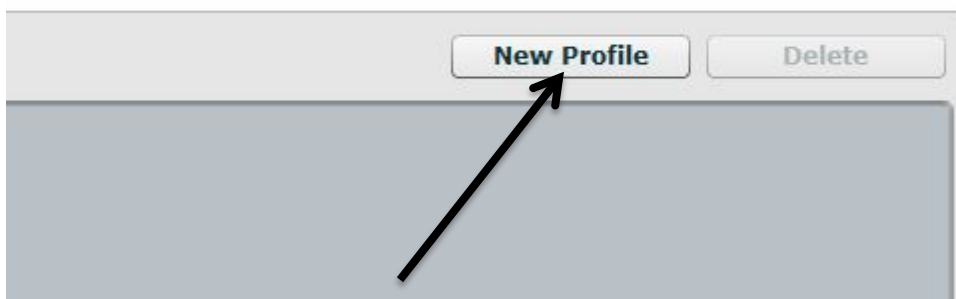
Home | Content | Meetings | Event Management | Reports | Administration

My Profile | [Change My Password](#) | [Edit My Preferences](#) | [My Audio Profiles](#) | [My Audio Providers](#) |

User Information

After clicking on “My Profile”, click on “My Audio Profiles.”  
Click on “New Profile.” NOTE: You will *not* be using My Audio Providers.

[Group Memberships](#) | [Organization](#)



You have a choice. If you want Adobe Connect to call into the ReadyTalk conference as a host then select ReadyTalk\_Host. The risk here is if Adobe Connect goes off-line for whatever reason, the ReadyTalk conference will end since the host will have left the phone conference.

New Audio Profile

**Enter Profile Information**

Provider: \* ReadyTalk\_Host

Profile Name: \* ReadyTalk\_Host

Access Code: \* 1234567#

Host Code: \* 4321#

For more information, please visit <http://cr.ucdavis.edu/commsrv/voice/conferencecall.cfm>

Then add the Access Code to your account and the Host Code.

New Audio Profile

**Enter Profile Information**

Provider: \* ReadyTalk

Profile Name: \* ReadyTalk

Access Code: \* 1234567

For more information, please visit <http://www.readytalk.com>

If you want Adobe Connect to join the ReadyTalk conference as a user and not as the phone conference host then choose “ReadyTalk” (not ReadyTalk\_Host) and just add the Access Code. Note: there is no space for Host Code.

#### Organization

Save Cancel

**Save your settings.**

That’s it for the overall audio setup. The rest is done when you set up your meeting.

You will select the audio profile you just created for your various Adobe Connect meetings when you want to use ReadyTalk.

- **To add ReadyTalk to an existing meeting, proceed to item 4.**
- **To add ReadyTalk to a new meeting, skip item 4 and proceed to item 5.**

#### 4. To Add ReadyTalk to an existing meeting

Go to your list of meetings on your Adobe Connect home page.

The screenshot shows the Adobe Connect Pro interface. At the top, the 'UC DAVIS' logo is on the left, and the Adobe Connect Pro logo is on the right. Below the logo is a navigation bar with tabs: Home, Content, Meetings, Seminar Rooms, and Event Manager. The 'Meetings' tab is highlighted with a black arrow. Below the navigation bar, there are three buttons: 'MEETING', 'CONTENT', and 'EVENT'. Below these buttons are three tabs: 'My Calendar', 'My Meetings', and 'Resources'. The 'My Meetings' tab is selected. Below the tabs is a 'My Meetings' section with a 'View' dropdown and a refresh icon. The section contains a table with the following data:

Name	Star...	Role
Community Forests	03/...	Host
PS Seminar	09/...	Host
Mike Poe Test's Conne...	05/...	Host
SB X2 1 - Interagency ...	05/...	Host

Select "Meetings" at the top of the page.

The screenshot shows the Adobe Connect Pro Meeting List. At the top, there are links for 'Meeting List', 'Edit Information', and 'Set Permissions'. Below these links are four buttons: 'New Meeting', 'New Folder', 'Delete', and 'Up One Level'. Below the buttons is a table with the following data:

Name
<input type="checkbox"/> My Templates
<input type="checkbox"/> AFRI Training
<input type="checkbox"/> Alameda Co UCCE & MG Training
<input type="checkbox"/> ANR Adobe Connect Pro Training
<input type="checkbox"/> ANR AFRI Support
<input type="checkbox"/> ANR Town Hall Meeting October 28, 2010
<input type="checkbox"/> ANR Training Coordination
<input type="checkbox"/> CE Specialist Meeting
<input type="checkbox"/> Communication Advisory Board meeting

Click on the meeting to edit.

Meeting Information | [Edit Information](#) | [Edit Participants](#) | [Invitations](#)

**Meeting Information**

Name: **AFRI Training**

Summary:

Start Time: **05/19/2010 1:00 PM**

Duration: **01:00**

URL: **<http://uc-d.adobeconnect.com/afritrai>**

Number of users in room: **0**

Language: **English**

Access: **Anyone who has the URL for the meeti**

Select Edit Information.

## 5. To Add ReadyTalk to an existing meeting (continued) and Setting up ReadyTalk in a new meeting

**UC DAVIS** Adobe Connect Pro 

Home | Content | Meetings | Seminar Rooms | Event Ma

Create New:      Community Forests

From your account home page you will create a new meeting. At the bottom of the subsequent Meeting Information page you will see Audio Conference Settings.

When setting up your meeting, select “Include this audio conference with this meeting” and choose the name you set in the previous steps (In this example, “ReadyTalk”).

**Audio Conference Settings**

Do not include any audio conference with this meeting.

Include this audio conference with this meeting:

(Please note that audio conference setting changes would be effective for new meeting sessions only.)

Include other audio conference with this meeting.

**Conference Number(s):**

**Moderator Code:**

**Participant Code:**

You have already added the code(s) when you set up your Audio Profile so they are not needed here.

#### IMPORTANT:

If Connect will host the ReadyTalk conference, you and your fellow ReadyTalk users will need to dial the ReadyTalk 866 number and add the Access Code just as you always have for a ReadyTalk conference.

If you set up your profile so Adobe Connect is just a ReadyTalk participant, you will need to start your teleconference as host from your telephone using your Access Code and Password for ReadyTalk before connecting to the teleconference from the meeting. The ReadyTalk conference cannot start until the host arrives.

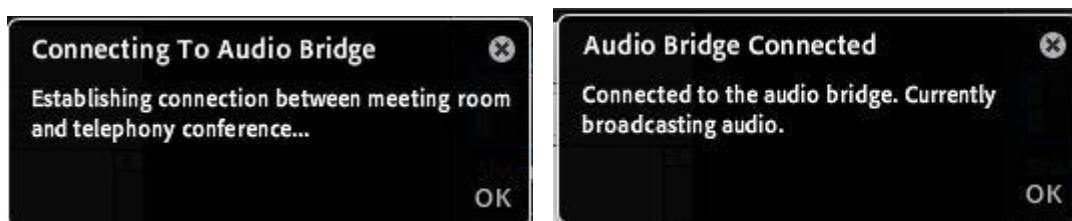
## 6. How to Start Meeting Audio in the online meeting room



In the meeting, the Connect host will need to Start Meeting Audio.



You enable the use of phones and computers here. When you click on Start, Adobe Connect will dial ReadyTalk.



Hosts will see these messages as Adobe Connect dials up and connects to ReadyTalk. It may take a minute to connect and you won't hear anything until it does.

### **7. How will others access ReadyTalk in the Adobe Connect Meeting?**

You will need to give participants the 866 number for ReadyTalk and the Access Code for your account prior to the meeting or via a chat box once you are in the meeting. Remember, only if you want a conversation with the meeting participants would you use ReadyTalk. If you are hosting a one-to-many event like a town hall, only your presenters would possibly be using their phones instead of webcams for audio, but typically such events are handled VoIP only.

### **8. Do we use the phone or computer speakers?**

Anyone using the phone (ReadyTalk) should mute their computer speakers. All audio they send or receive will be through the phone. Only users using webcams and not phones will need their computer speaker audio.

## 9. How to record

You can then record the meeting with audio from ReadyTalk and webcams.



## 10. What if I need help?

For help, you can select [Help](#) in the Adobe Connect section of your ANR Portal.

ANR Contacts:

Mike Poe, [mlpoe@ucdavis.edu](mailto:mlpoe@ucdavis.edu) or 530-902-2058 or

Bryon Noel, [bjnoel@ucdavis.edu](mailto:bjnoel@ucdavis.edu) or 530-754-3937

Adobe Connect “in meeting” technical support:

800-422-3623

Video tutorials:

<http://tv.adobe.com/show/learn-adobe-connect-8/>

or

<http://www.connectpromovies.com>

Username: [generaluser@ucdavis.edu](mailto:generaluser@ucdavis.edu)

Password: connect