

## ReadyCast<sup>SM</sup> : A Quick Start Guide

---

ReadyCast<sup>SM</sup> is a fully unattended service for use with your ReadyConference<sup>SM</sup> audio account.

### To set up your ReadyCast<sup>SM</sup> account...

- Step 1** Go to [www.premconf.com](http://www.premconf.com) and click on Web Collaboration from the lower right part of the screen.
- Step 2** Select **ReadyCast<sup>SM</sup>** from the menu on the left. Select **Sign up** from the next menu. Have your **Client ID** and **web password** available and click **Next**. Review the account information; adjust the Time Zone option and checkmark the box to adjust for Daylight Savings Time.
- Step 3** Scroll down to **Option 1 – Use Existing ReadyConference<sup>SM</sup>**. Enter the **Participant Passcode** associated with your existing ReadyConference<sup>SM</sup> account then scroll to the bottom of the screen. **Do not enter any other information on this screen** - Click **Next** at the bottom of the page.

You have successfully established your ReadyCast<sup>SM</sup> account and can now go directly to the scheduling site where you can schedule a future meeting or start an instant meeting. You will also receive an e-mail account confirmation from ReadyCast<sup>SM</sup> with a link to the log in page. The log in page only requires inputting your Client ID and web password to access your account. You can create a desktop shortcut from this page.

### Event Preparation Tips...

- **Starting an Instant Meeting or Scheduling a future meeting.** Click on your desktop ReadyCast icon or go to <https://www.premconf.com/readycastlogin.asp> and enter your Client ID and web password. To start an impromptu meeting select **Start a Meeting Now** from menu on the left side of the Scheduling Site screen or click on **Schedule a Meeting** to generate invitations for planned events.
  - **Tips** for scheduled meetings.
    1. Send the Attendee invitation only to yourself so that it can be customized with additional information or your company logo. Copy and paste the **Meeting Invitation** into a new e-mail and send from your e-mail system so that the invitation comes directly from you.
    2. A scheduled meeting must be started from the Meeting Calendar. From the Meeting Calendar select **Start Now** to the right of the desired meeting.
    3. **The Host must start any meeting before participants can join.** Start your meeting 10-15 minutes early so that you can prepare presentation materials and adjust Attendee privileges. Close all applications that are not needed for the meeting.
- **Confirm technical requirements for Hosts and Attendees.**
  - *Both Host and Attendee must install a one-time plug-in. (When prompted to receive secure information or to download a meeting center, simply click YES or ACCEPT and continue through the process.)*

#### For technical concerns:

If you encounter technical concerns while using ReadyConference<sup>SM</sup>, press \* 0 for Technical Support. Otherwise, you may call the ReadyCast<sup>SM</sup> 24/7 Help Line at (888) 569-3848.

If you don't have all of the necessary information to set up your ReadyCast<sup>SM</sup> account please call a Premiere Conferencing Reservationist at 1-800-776-0700.

#### Optimizing your PC for the Meeting.

Internet Explorer 4.x or later, Netscape Navigator 4.x  
Microsoft Windows 95, 98, ME, NT or 2000.  
166Mhz processor  
32mb RAM  
56k Internet Connection. T1, cable modem, DSL if possible.

#### Presenters:

1. Shut down and restart your computer before each meeting.
2. Clear your cache before starting each meeting.
3. Shut down all unnecessary applications that are running.
4. Use the highest speed Internet connection available.
5. Start your meeting 10-15 minutes early, if possible.