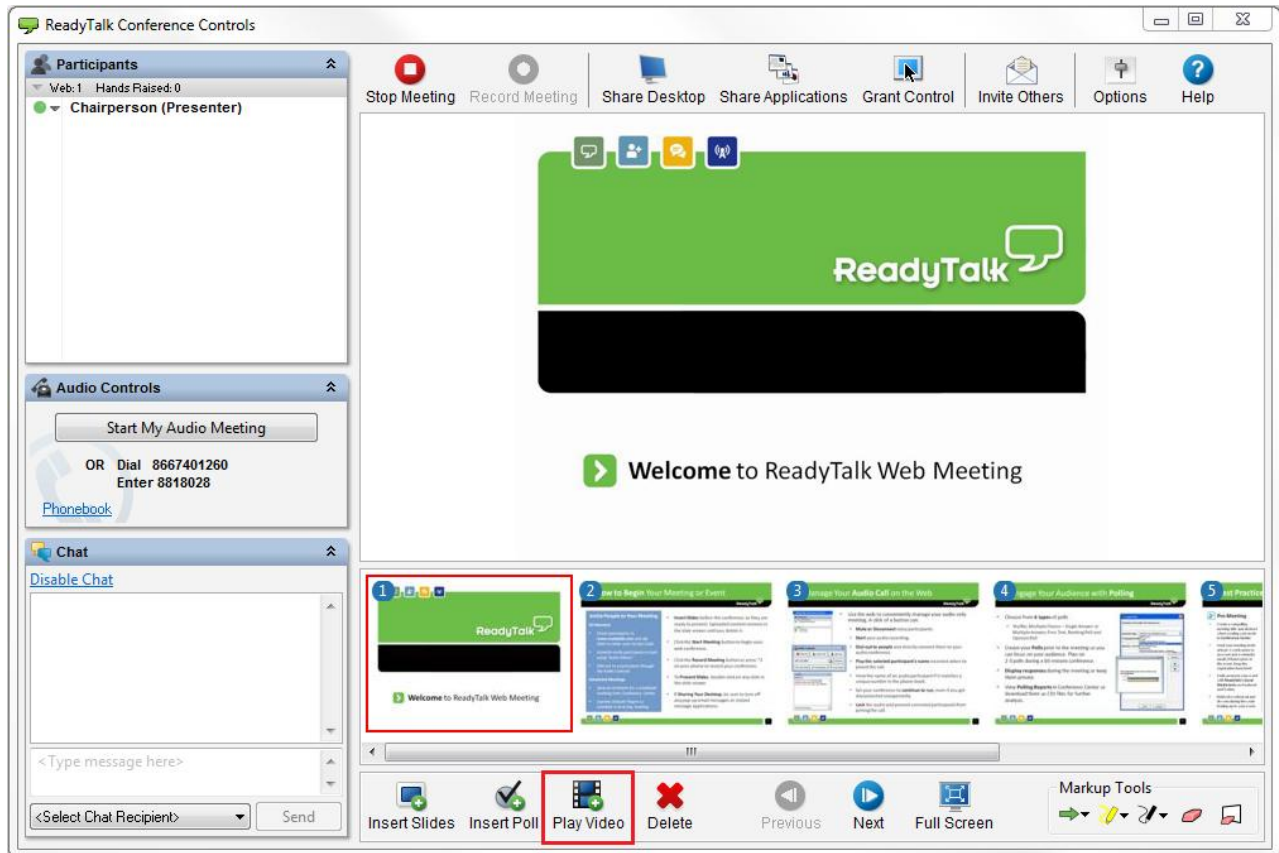


# ReadyTalk Pre-Recorded Video Playback Beta Quick Start Guide



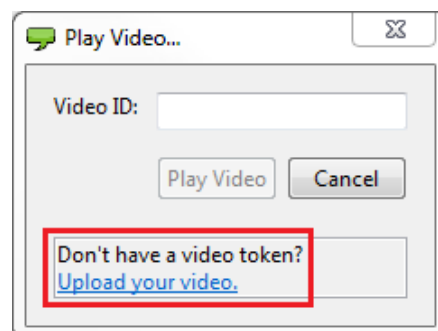
## Getting Started

1. If you aren't set up with Beta access, [fill out the form to gain access to the Pre-Recorded Video Playback Beta](#).
2. You will receive an email explaining that your Access Code has been set up for Beta access.
3. Open your ReadyTalk Conference Controls.
4. You will notice a new button at the bottom of your controls. The "Play Video" button is where you will both upload your pre-recorded videos and play them back during a live conference.



## Uploading a Video

1. Click the "Play Video" button
2. Click the "Upload your video" link in the dialog box that pops up.



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3. You will be redirected to a website where the video upload and processing takes place.

### Upload Video

- 1 Upload a video.
- 2 The system will convert your video. You will receive an email when it is complete.
- 3 During your conference, click "Play Video" and enter the token provided in the email.

#### Upload Video


**All fields are required.**

Email Address \*

Video Name \*

File \*

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 Once your video has been uploaded, it may take up to 2 hours for it to be available to play during your conferences.

To provide feedback on your Video Upload or Playback experience, please visit <http://support.callinfo.com/feedback/video playback>

[Click here](#) to try the alternative uploader.

4. Enter your email address, a descriptive name for the uploaded video, and then click "Choose File" to find the file from your desktop.
5. The video and audio file types available for upload are: .mp4, .mpeg, .mpg, .flv, .swf, .wmv, .mp3, .wav, and .wma
6. Click "Upload Video."
7. Once your video is uploaded, it will be processed by our service. When the video is done processing, you will be emailed a 3 digit "Video ID" (101, 102, etc...) that you will need to play the video in your meeting.
8. Please give yourself plenty of time for the upload and conversion process as it can take up to 2 hrs for your video to fully convert. We recommend you upload your video at least a day in advance and test it out before your live meeting.

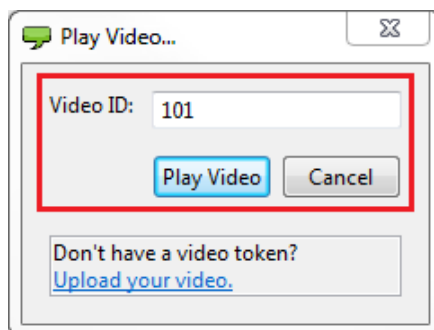
## ReadyTalk Pre-Recorded Video Playback Beta

# Quick Start Guide

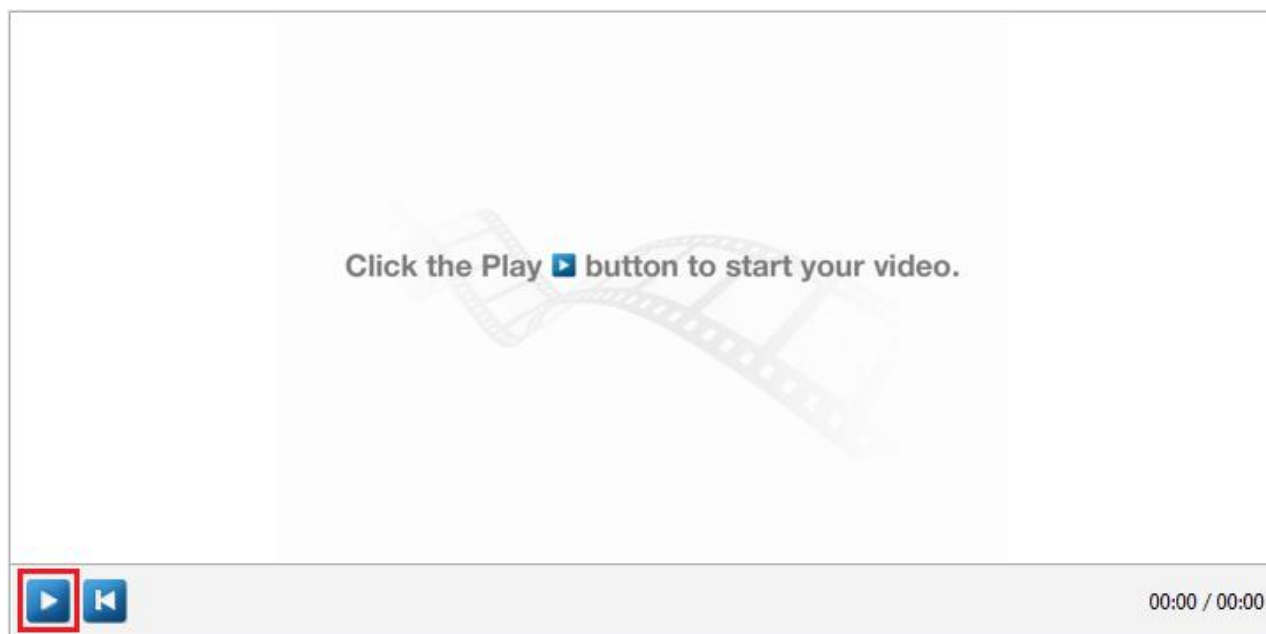


### Playing a Video

1. Click the “Play Video” button
2. Enter your 3 digit “Video ID” that was emailed to you (101, 102, etc...).



3. Click “Play Video.”
4. When the video loads in the Conference Controls click the  button on the lower left of the playback window.



5. The video will now play for chairpersons, co-presenters and all of your participants in the meeting.
6. The audio portion of the video playback will come through your participants’ computer speakers rather than their phones. It is best to notify participants of this before playing the video.
7. It is a best practice to use the “Mute All” function from the audio controls while playing back a pre-recorded video so participants don’t speak over the playback.
8. During playback you can pause the video, return to the beginning of the video, or simply push your next slide to exit video playback.

[Click here for a complete list of the Best Practices and Known Issues for this Beta service.](#)