



## ReadyShow<sup>®</sup> Features

FEATURES	BENEFITS
Web-based Application with Optional Desktop Shortcut	<ul style="list-style-type: none"> <li>▪ Access Readyshow service from any computer with Internet access</li> <li>▪ No software to install</li> <li>▪ Automatic upgrade</li> </ul>
Publishing Microsoft <sup>®</sup> PowerPoint(tm) Documents	<ul style="list-style-type: none"> <li>▪ Publish Microsoft<sup>®</sup> PowerPoint(tm) documents</li> <li>▪ No download for participants to view published documents</li> </ul>
Publishing Microsoft <sup>®</sup> Excel(tm) and Word(tm) Documents	<ul style="list-style-type: none"> <li>▪ Publish Microsoft<sup>®</sup> Excel(tm) and Word(tm) documents</li> <li>▪ No download for participants to view published documents</li> </ul>
Multiple Presenters/Control Passing	<ul style="list-style-type: none"> <li>▪ Share presenting responsibilities with other participants</li> </ul>
Application and Desktop Sharing	<ul style="list-style-type: none"> <li>▪ Share an application or document with meeting participants in real time</li> <li>▪ Optionally choose to share select documents and applications or entire desktop</li> </ul>
Hand Raising	<ul style="list-style-type: none"> <li>▪ Enable participants to "raise hand" in response to question or to get host attention</li> <li>▪ Tallies "raised hands"</li> </ul>
Polling	<ul style="list-style-type: none"> <li>▪ Create and execute polls</li> <li>▪ Tallies and presents results to host online and in summary reports</li> <li>▪ Option to present results to participants</li> </ul>
Smart Scrolling	<ul style="list-style-type: none"> <li>▪ Synchronize participant view of a document with the presenter's view</li> </ul>
Pointer	<ul style="list-style-type: none"> <li>▪ Highlight key presentation points on slides or in documents</li> </ul>

Annotation	<ul style="list-style-type: none"> <li>▪ Use marker tool to illustrate key points in presentation</li> <li>▪ 15 colors available</li> </ul>
File Transfer	<ul style="list-style-type: none"> <li>▪ Transfer files to one or all participants</li> </ul>
Full Screen	<ul style="list-style-type: none"> <li>▪ Enlarge presentation to size of application window</li> </ul>
Optimized Slide Presentations	<ul style="list-style-type: none"> <li>▪ Caches slides to improve transitions for slower connections</li> <li>▪ Displays fixed dimension slides when slow connections are detected</li> </ul>
Chat (host or participant initiated)	<ul style="list-style-type: none"> <li>▪ Chat with individuals or send broadcast messages</li> </ul>
Email Meeting Summary	<ul style="list-style-type: none"> <li>▪ Choose to receive a summary of the meeting (e.g., duration, participants) via email after the session has concluded</li> </ul>
Billing Memo Field	<ul style="list-style-type: none"> <li>▪ Assign the session to a department, client or group</li> <li>▪ Available on billing feed</li> </ul>
Roster with Controls	<ul style="list-style-type: none"> <li>▪ Manage web conference from single point within application</li> <li>▪ View participants as they join and leave meetings</li> <li>▪ Capture key participant information (e.g., name, email)</li> </ul>
Recording	<ul style="list-style-type: none"> <li>▪ Capture both the audio and the web portions of a meeting</li> </ul>

**For more information, contact the Conference Group:**

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