

## NEW AUDIO CONFERENCE RECORDING & ARCHIVE MANAGEMENT

Effective February 14<sup>th</sup>, the Chairperson has the capability to record a meeting with full synchronization between the audio and slide presentation. You may also start an audio-only recording with Web Meeting (if you are not showing slides). Anytime you are showing PowerPoint slides or images during a recording, they will automatically be synchronized with the audio.

### *Recording via Web Meeting*

To start a recording in Web Conference, check the box next to “Record” on the Conference Control screen. You will be asked to enter a name for the recording. This name will be used to identify the recording in the Archive Management system. When the recording starts, a message will play into the audio conference that notifies participants the meeting is being recorded. The recorder will show up in the participant list.

### *Recording via the telephone*

You may also initiate a recording by pressing [\*] [2] on the telephone keypad. You will then be prompted to press [1] to continue with the recording (or press [\*] to cancel and return to conference). A voice prompt will notify the Chairperson and participants that the conference is being recorded. To end the recording, press [\*] [2] on the telephone keypad. You will be prompted to press [1] to stop the recording (or press [\*] to cancel and return to conference). A voice prompt will notify that the conference is no longer being recorded. If a recording is in progress and the Audio conference call is ended, the recording will automatically stop.

### **Rating:**

<b>Auto Record/Playback</b>	<b>Charges</b>
Set-up Charge (one-time per file)	\$15.00
Recording (additional line in conference) Meet Me Toll-free port & LD rate)	@ Customer’s existing port & toll-free rate
Storage or Hosting file (per file, per day)	\$.75
Online Playback (additional per bundle of 25 playbacks, first 25 are free. ( Playbacks do not carry over month to month)	\$23.00

### **Note: (Cost Saving Hints)**

***Fees apply and a new, recorded file is created each time you select the Record button to initiate a recording. To avoid multiple recording fees and files for a single meeting, do not start and stop the recording multiple times during the conference.***

### ***Recording playback requirements:***

- Multimedia PC with speakers
- Internet connection
- Flash Player Download

## ARCHIVE MANAGEMENT TOOLS

Previously recorded conferences will be stored in the Archives List for future use (Figure 1). This list includes the title of each archive, the date and time it was recorded and a file ID number. In addition there are some report settings that you can turn on or off.

To login directly to Conferencing Archive Management:

1. Go to the Conferencing Web site at: [www.allstream.com/webmeeting](http://www.allstream.com/webmeeting)
2. Select "Archive Management"
3. At the Archive Management login screen, enter your Conferencing phone number, 7-digit access code and Chairperson passcode.

### Tools

**Registration** By default, this feature setting is ON for a new recording. When Registration is ON, a viewer is asked to enter their name, company name, phone number and email address when they access the recording for online playback. The system requests this information but does not require it for playback access. You can change this feature setting for a specific recording as often as you like, just click on the checkbox (checkmark = ON; blank = OFF).

**Notification** By default, this feature is OFF for a new recording. To be notified via email each time a recorded file is played back by a viewer, check the "Notification" box for that recording. (You will need to have a current email address on file with Global Crossing.) You can change this feature setting for a specific recording as often as you like, just click on the checkbox (checkmark = ON; blank = OFF).

Once you have selected an archived conference, you are able to use the buttons on the right side of the screen to Email, Play, Download, Name/Rename, assign additional Security to the archive, look at a real-time Report, Delete, access a Help file, or Log out.

**Email** To send recipients an email message along with a link to the selected archive for playback, select "Email." Once the message is received the recipient clicks on the link and can play the recording in its entirety.

**Play** Select "Play" to playback the conference. Using play, pause, stop, and volume control buttons you can control the recording playback. If your recording contains visuals, you can skip ahead to a specific mode (slide presentation, desktop presentation, or application viewing) of the playback.

**Download** Download the file to your PC and store it yourself. You can choose to download either the audio only, or the audio and visuals. Audio only downloads are in MP3 format. Visual downloads are in Flash file format (.swf). If you download a recorded file it will contain all the audio, Slide Presentation, Desktop Presentation, and Application Viewing. **You can then delete the file from the system to eliminate hosting and playback charges.**

**Name/Rename** To change a name of the recorded file select "Rename" and enter a new name for the recording.

Note: This button is only available if you log directly into Archive Management. To change a name of a file if you accessed Archive Management through the

Conference Controls tab in Web Conference, select the title in the "Name" column and enter the new title.

**Security** By default, there is no security code assigned to a new recording. To assign one, select "Security" and enter any number between 4 and 9 digits long. (This button is only available if you log directly into Archive Management. To add security if you accessed Archive Management through the Conference Controls tab from Web Conference, just select the box in the "Security" column and enter the security code.) Viewers will need to enter the current security code to access the recording for playback. You can change the security code for a specific recording as often as you like.

Note: If you use the email button to distribute the recording link and you have entered a security code for the file, the code will automatically appear in the email along with the recording link. You can edit this email. If you do not want to send the code in the same email as the link, you may delete it.

**Report** To view a real-time report showing playback activity for a recording, select the "Report" button. The report header includes basic information about the recording such as date created, name, file duration and total playbacks to date. A line item is listed for each time the file was accessed, showing the date and time it was viewed. If viewer registration information was collected (name, company name, phone number and email address) then it is also displayed. This report can be saved to your desktop by selecting the "Save" button in upper right corner. The report shows real-time activity.

**Delete** To delete the selected archive recording, select "Delete." The recording will be permanently deleted from the system. You will be asked to confirm the deletion.

**Help** Provides general help information on the Archive Management system.

**Logout** Select "Logout" to exit Archive Management. You will be returned to the Archive Management login screen.

Figure 1: Archive Management Screen

Archive List						
Date	Time	Name	ID	Registration	Notification	Security
2004.08.05	08:40:34 AM MDT	Internal Training Session	6737010	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2004.08.05	08:28:35 AM MDT	Staff Meeting	4033800	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	654321
2004.08.05	01:38:08 PM MDT	Team Hall Meeting	1795147	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2004.08.03	08:51:52 AM MDT	Project Team Meeting	2478088	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2004.08.03	07:32:45 AM MDT	Customer Update Meeting	4925610	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2004.07.30	03:41:40 PM MDT	HR Meeting	3625441	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	123456

Email

Play

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Rename

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Report

Delete

Help

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