



Chairperson User Guide To Recording An Easy-Access Audio Conference

RECORDING GUIDE



Start a Conference Call

At the time of the conference call, you as the Chairperson will:

1. Dial your Easy-Access phone number
2. Enter your 7-digit Access Code, press #
3. Press * to identify yourself as the Chairperson and enter your Chairperson passcode, press #
4. Follow the prompts to either begin your conference call instantly, or change your Account Options

At the time of the conference call, your participants will:

1. Dial your Easy-Access phone number
2. Enter your 7-digit Access Code, press #
3. If the Chairperson has started the Easy-Access call, participants will be entered into the conference
4. If the Chairperson has not started the Easy-Access call yet, participants will be placed on music hold until the conference begins



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Record a conference call

After you have started your Easy-Access conference as the Chairperson, you have the capability to record a meeting using your touch-tone phone.

1. Start your Easy-Access audio conference (see the Start a Conference Call section above)
2. To start the recording press *2 on your phone, then press 1 to confirm that you want to begin the recording. The system will play a message to notify your participants that the call is being recorded.
3. To end the recording press *2 on your phone, then press 1 to confirm that you want to stop recording. The system will play a message to notify your participants that the call is no longer being recorded.



Access a recorded conference call

1. Login to your Conference Manager at: <https://cc.callinfo.com/cc/?host=unite>
2. Enter your Easy-Access phone number, 7-digit Access Code and Chairperson passcode.
3. You may access your recordings on the Left in the "Manage Recordings" section. From this section, you can Play, Email, Download, Rename, Delete and Edit the recordings. You can also add a Security passcode and get a Report of who has accessed a recording.
4. You can also create and distribute podcasts. Please see user guide for details.

Recording playback requirements:

- Multimedia PC with speakers
- Internet connection
- Flash player download (http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)

REQUIRE ASSISTANCE?

For questions or help with Easy-Access Recording Features, you may reach us Toll Free at:

1-800-624-9923