



# Reservationless-Plus

## Record and Playback Guide

Sometimes it is impossible to bring everyone together for a conference, so we have features that let you archive your conference for people who are unable to attend your meeting. Record & Playback digitally records your Reservationless-Plus® conference call for participants who were unable to attend or for those who would like to listen to it again. For easy, 24/7 availability, the recording can be accessed on the Internet or by dialing a toll-free number. You may also purchase a CD, downloadable link or a transcription of your recording.

### Record a Conference Call

Use these step-by-step instructions to successfully record your conference call to ensure everyone receives your message.

#### Starting a Reservationless-Plus Conference Call

1. Give your participants the date and time of your conference call, your dial-in number, conference code, security passcode, if this option is enabled.
2. At the specified time, dial your Reservationless-Plus dial-in number.
3. When prompted, enter your conference code followed by #.
4. When prompted, press \* to identify yourself as the leader, then enter your leader PIN followed by #.
5. Press 1 to begin your conference or press 2 to change your default conference options.
6. If the security passcode option is enabled you will be prompted to enter the passcode at this time.

Participants join your conference by following steps 2 and 3 above.

#### Starting a Recording

1. Once your conference begins, press\*2 on your telephone keypad to start a recording.
2. When prompted, press 1 to confirm that you would like the recording to begin.
3. Your conference is being recorded once you hear, 'The conference is now being recorded.'

#### Pausing/Resuming a Recording

1. Press \*2 to pause your recording.
2. When prompted, press 2 to confirm you would like the recording to pause. You will hear a beep once the pause in the recording begins.
3. To resume your recording, press \*2.
4. When prompted, press 2 to confirm you would like to resume the recording. You will hear a beep once the recording has resumed.

#### Ending a Recording

1. Press \*2 to end your recording.
2. When prompted, press 1 to confirm that you would like the recording to end.



- Your recording will end once you hear, 'This conference is no longer being recorded.'

## Playback a Recording

Detailed playback instructions will be automatically emailed to you once the archive is available for playback. You can choose to playback your recording over the Internet or by telephone. Your recorded conference is available for playback for a period of 30 days.

<b>1</b> <b>Rewind 5 Seconds</b>	<b>2</b> ABC <b>Increase Volume</b>	<b>3</b> DEF <b>Fast Forward 5 Seconds</b>
<b>4</b> GHI <b>Rewind 30 Seconds</b>	<b>5</b> JKL <b>Decrease Volume</b>	<b>6</b> MNO <b>Fast Forward 30 Seconds</b>
<b>7</b> PQRS <b>Decrease Speed</b>	<b>8</b> TUV <b>End Playback</b>	<b>9</b> WXYZ <b>Increase Speed</b>
<b>*</b> <b>Pause/Resume Playback</b>	<b>0</b> <b>Restart Playback</b>	<b>#</b> <b>Help Menu</b>