

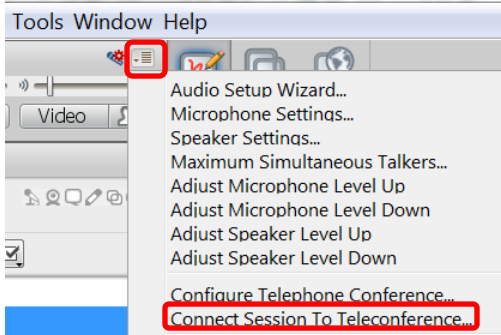
TELEPHONE USERS – ARCHIVE YOUR SESSION ANYTIME

Recording Setup

Call the telephone number and passcode included in your email confirmation.

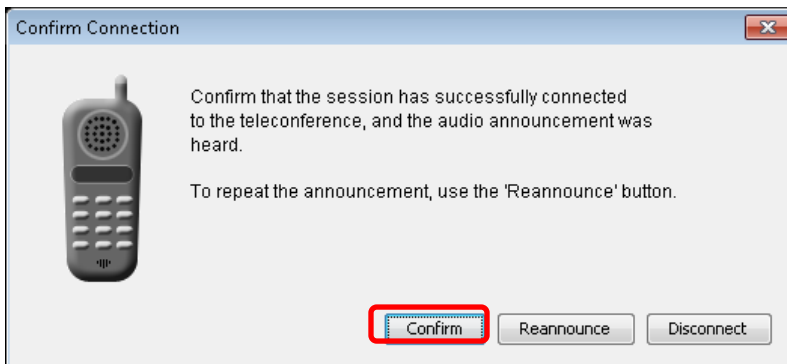
Connect to the room and follow the instructions below to establish the bridge between the session and the telephone conference.

1. From the Audio & Video panel Options menu, select *Connect Session to Teleconference*.

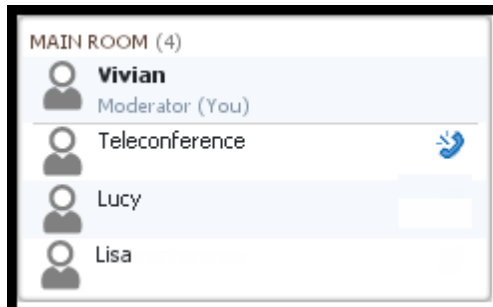


You will hear prompts to enter information; the system is automated so there is no need to respond. A progress indication dialog shows you the progress of your connection to the teleconference.

2. A confirmation dialog will prompt you to confirm that you have connected to the teleconference.
 - o Click on **Confirm** to confirm the connection.



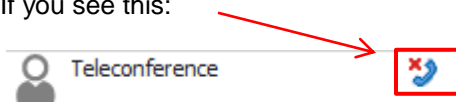
When the teleconference is connected, a new “Participant” called Teleconference is listed in the Participants list.



Also, a Telephone icon is added to the title bar of the Audio & Video panel of all session attendees, notifying them that a teleconference is available. (Use of telephone for audio *instead* of headset/computer mic/speakers.)

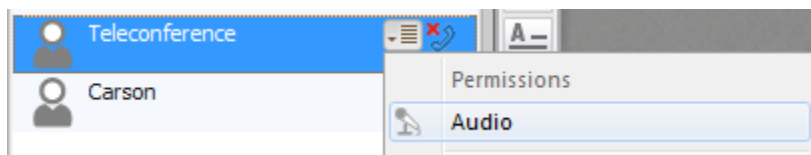
IMPORTANT:



If you see this:



You or another moderator has accidentally muted the telephone audio from your participant/participants. The moderator will need to un-mute the audio to assure telephone audio is picked up in the recording by doing the following:


Click on the participant titled *Teleconference*, click the dropdown menu to the left of the handset receiver icon with the red x and select Audio to reinstate the Teleconference bridge’s Audio permission.



You will know the teleconference is no longer muted when the  icon next to the Teleconference bridge participant switches back to the  icon.

Starting a Recording

To start recording your session, or resume a stopped recording, do one of the following:

- Click on the Record button in the Collaboration toolbar.

- From the *Tools* menu, select *Recorder* and then *Record*.
- Enter the keyboard shortcut Ctrl+Shift+R (Command-Shift-R on Mac).

Session attendees will be able to tell that the session is being recorded in the following ways:

- For Moderators, the Record button on the Collaboration toolbar changes to the Recording button.



- For Participants, a red Recording icon appears in the Collaboration toolbar.



- For everyone, the audible notification "Recording started" is played. (If they are using the telephone for audio communications, they will not hear it.)

Note: Those who join the session after recording has already resumed, will hear the audible notification "Recording in progress."

Stopping a Recording

At any time during your session, you can stop or pause the recording by doing one of the following:

- Click on the Recording button in the Collaboration toolbar.



- From the Tools menu, select Recorder and unselect Recording.
- Enter the keyboard shortcut Ctrl+Shift+R (Command-Shift-R on Mac).