

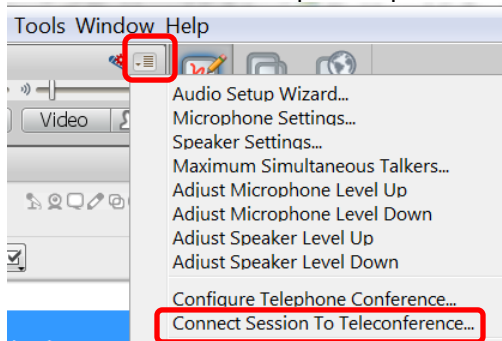
TELEPHONE & VoIP USERS – ARCHIVE YOUR SESSION ANYTIME

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.

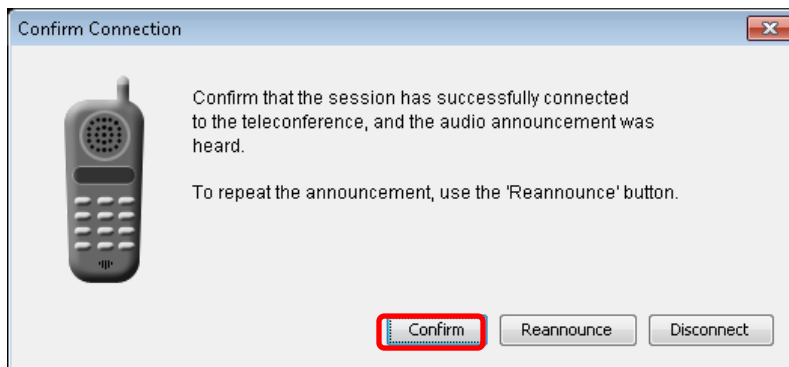
1. From the Audio & Video panel Options menu, select *Connect Session to Teleconference*.



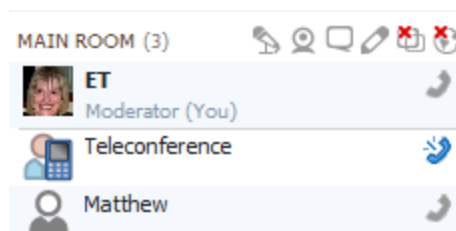
You will hear prompts to enter information; the system is automated so there is no need to respond. A progress indication dialog shows you the progress of your connection to the teleconference.

2. A confirmation dialog will prompt you to confirm that you have connected to the teleconference.

o Click on **Confirm** to confirm the connection.



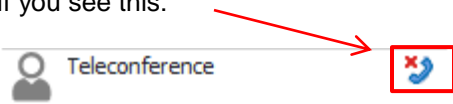
When the teleconference is connected, a new "Participant" called Teleconference is listed in the Participants list.



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.)

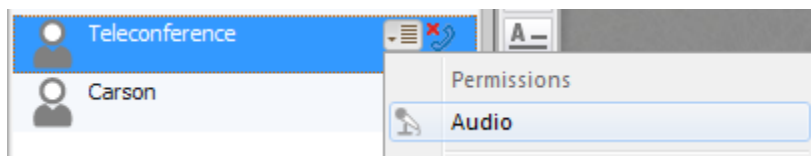
IMPORTANT:

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.

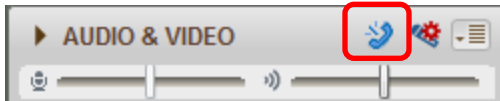


You will know the teleconference is no longer muted when the handset receiver icon next to the Teleconference bridge participant switches back to the handset icon.

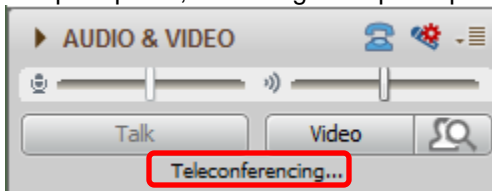
Moderator and Participants: Telephone Users

Option 1

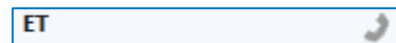
- Click on the handset icon in the Audio & Video panel



Your own Audio & Video panel will show *teleconferencing* and a handset receiver will appear next to your name in the Participant panel, indicating to all participants that you are using the telephone for audio.

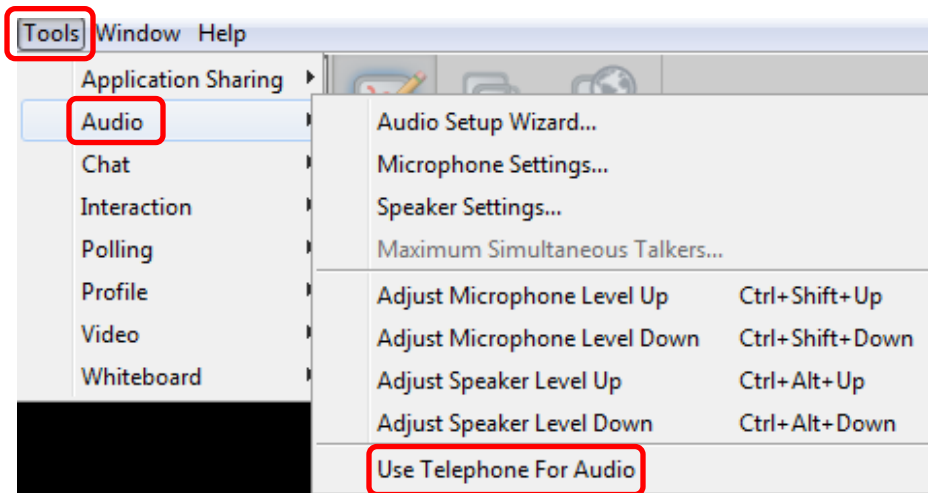


and

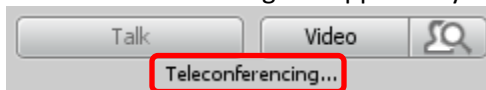


Option 2:

- Click on Tools > Audio > Use Telephone for Audio



By following option 1 or option 2, the computer speaker will be muted and prevent audio feedback and the word teleconferencing will appear in your Audio & Video panel in your session.



Moderator and Participants: VoIP Users

You can turn on your microphone in one of two ways:

- Click on the Talk button in the Audio & Video panel.
- Enter the keyboard shortcut Ctrl+F2 (Command-F2 on Mac).
This keyboard shortcut is a "hot key", meaning you can redefine it. You are actually able to configure two hot keys for the Talk button: one to turn it on and one to turn it off. (For detailed *Hot Keys* instructions, see *Hot Keys* document under [Features](#).)

To turn your microphone off, again click on the Talk button or use the keyboard shortcut.

Notice that, when activated, your Talk button displays a blue microphone.

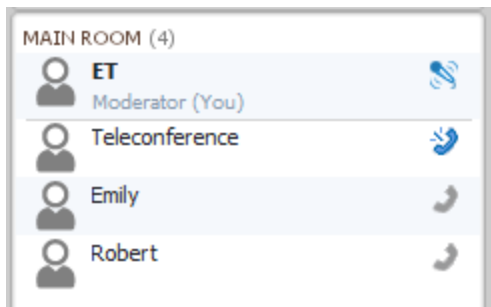


(For detailed VOIP instructions, see VOIP document under [Features](#).)

Participant Status

The **Participants** list reflects which voice technology each person is using.

The name "**Teleconference# (Bridge)**" appears once the line is bridged to the room.



ET is using VoIP for audio.

Teleconference line has been integrated into the virtual room to allow the VoIP users to hear the telephone users and vice versa.

Emily and **Robert** are using the telephone for audio.

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).