

## VoIP USERS – ARCHIVE YOUR SESSION ANYTIME

### 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.)



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

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### 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).