

Managing your SpeakSpace Recordings

How to Record, Retrieve & Purchase

Sometimes it is impossible to bring everyone together for a conference, so we have features that let you record and archive your conference for playback later. You have the ability to digitally record your conference calls for participants who were unable to attend or for those who would like to listen to it again.

Recording a Reservationless Conference Call

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

STARTING A RECORDING

1. Once your Reservationless 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.'

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

Retrieving Your Recordings

PLAYBACK A RECORDING

Detailed playback instructions will be automatically emailed to you within one hour after the end of your conference. You can choose to playback your recording over the Internet or by telephone.

Playback keypad commands

3	Fast forward 30 seconds
7	Rewind 30 seconds
#	Pause 30 seconds (or until any key is pressed)
*	Exit recording

ACCESSING VIA THE CONFERENCING CENTER

For easy, 24/7 availability, Reservationless and Unified Meeting recordings are stored and accessed through The Conferencing Center (TCC Online).




1. Visit <https://speakspace.tconline.com>
2. Log-in with your username and password
3. Click **My Archives**

My Archives For Alison-Test Templeton

i To listen to the recorded conference via phone, participants should dial the numbers below:
For the complete list of numbers, please refer to your reservation confirmation email or contact Customer Support.
International:

US/Canada 888-899-7904
International 706-679-5560

To listen to the recorded conference via the web, click on the Playback ID link.
To download your recording, click on the folder icon next to the Playback ID.
To extend your recording, click on "Purchase". Contact your sales representative for associated charges.
To delete one or more archived conferences from the list, mark the check box next to each of the conferences you wish to delete, the click the "Delete Checked Archives".

RESERVATIONLESS - PLUS ARCHIVES						
<input type="checkbox"/>	Playback ID	Topic	Availability Start	Availability End	View Usage	Purchase
<input type="checkbox"/>	095938006		01/06/2009	02/04/2009	Usage	Purchase
<input type="checkbox"/>	095937006		01/06/2009	02/04/2009	Usage	Purchase
<input type="checkbox"/>	095934006		01/06/2009	02/04/2009	Usage	Purchase

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[View Usage for Checked Archives](#)
 [Delete Checked Archives](#)
 [Export to CSV](#)
 [Save Changes](#)

1. For each recording listed, you have a number of options:
 - Listen to the recorded conference via the web by clicking on the **Playback ID** link.
 - Download your recording by clicking on the **folder icon** next to the Playback ID. *There is a one-time fee for the initial download.*
 - Click on **Purchase** and to extend playback duration and purchase a CD or order a transcription. *Additional charges apply.*
 - Delete one or more archived conferences from the list by marking the check box next to each of the conferences you wish to delete, the click the **Delete Checked Archives**.

Purchasing Your Recordings

You may request to extend the storage time, receive a copy of the recording on a CD or request a transcription of the recording by selecting **Purchase** under the 'My Archives' section.

Purchase Options

i Please select Archive Extension if you wish to extend the playback period for a recorded conference, or Purchase CD if you wish to buy a copy of the archive. You can also select Order a Transcription to receive transcript of your recorded conference.

- Archive Extension - Extend the playback duration of a recorded conference
- Purchase a CD - Receive a copy of a recorded conference on CD
- Order a Transcription - Written documentation of recorded conference

DOWNLOAD MP3

You may download your recording by clicking on the folder icon next to the playback ID. This will be stored in The Conferencing Center for 30-days by default unless removed or extended. There is a one-time fee for the initial download.

ARCHIVE EXTENSION

Your archives will be stored in The Conferencing Center for playback for 30 days. After 30 days is up it will be deleted from your library and can no longer be accessed. You may extend the playback duration of your archive for a small fee.

PURCHASE A CD

Receive a copy of your recorded conference on a CD. Select between three file formats and have the CD shipped to you.

TRANSCRIPTION

Receive a written record of what was said during the conference via email, fax or hard copy. Choose to transcribe the entire call or just the Question and Answer session. We provide several different delivery options to fit your specific needs.

Customer Support

You may also purchase your recordings and/or receive assistance by contacting Professional Services at (866) 238-4325 or (706) 902-5121. Please note that hours are Monday through Friday from 8AM - 5PM Eastern Standard Time. Orders received outside of service hours will be processed the following business day.