

ConferenceAnytime™ Recording Feature

Benefits

- + *Flexibility* - Record a conference anytime without the assistance of the conference center.
- + *Lower costs* - No need to use costlier attended calls in order to record the meeting.
- + *Saves time* - Eliminates need to call the conference center to arrange for recording call.

How it Works

- + Using ViewPlus online conference controls is the easiest way to start and stop a recording with the click of a button.
- + ConferenceAntime recording can also be started by pressing *2 on the touch-tone keypad. The host will be prompted to start the conference recording, or have the option to cancel the recording. Once a recording is initiated, all participants are informed by an automated message that the conference is being recorded.
- + The host stops the recording by clicking on the ViewPlus stop recording button or by pressing *2. The host will then be prompted to end the recording, or to cancel the request to end the recording. If not stopped by the host, the recording will automatically end when the last participant hangs up.
- + Recording a conference reduces maximum conference participant size by one (1). For example, if a ConferenceAnytime subscription is scheduled for 35 participants on their reservation, the maximum number of participants is reduced to 34 when recording.
- + The recording is available until the host starts recording again, or for a maximum of two weeks (stopping and restarting a recording on the same call will result in only the "restart" portion being recorded for playback).
- + A .wav copy of the recording is available for an additional charge. The .wav file can be delivered via ftp file or mailed to the customer on a CD.
- + A recording line charge applies each time the recording feature is used.
- + The host is provided with a toll or toll free access number and a passcode to be distributed by the host to the desired audience to listen to the completed recording.
- + Each time a participant dials in to listen to a recording, the appropriate DTP (digital tape playback) per minute usage rate will apply.