



Recording Instructions

Here's how you can record your conference call and retrieve it for your use:

<p>Recording your conference</p> <p>Host Initiated</p> <p>Automatic</p>	<p>To initiate a recording press *2 A recorded message will then request the host to press *1 to start recording Wait for the confirmation message To stop the recording press *2 and then *1</p> <p>Please call us and we'll set this up for you Australia 1800 857 079 New Zealand 0800 448 301</p>
<p>Access your recordings</p>	<p>Click on www.teleconference.com.au/recording/ Click on 'Access my recordings' Login with your Web Room No. and Host code to download your recording</p>

Write to us at support@teleconference.com.au if you have any questions.