Step-by-step guide on how to record your conference call:

Recording Your Conference	
Host-Initiated	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.
Automatic Recording	It is possible to have all of your conferences recorded automatically. To have this feature added to your account, please contact us and we will set it up.
Accessing Your Recordings	Click on www.velocityconferencing.com.sg Click on Customer Portal. Login with your Customer Portal Number and your Host Code. You can then download your recordings.

Call us on 8006 163 259 or email us at support@velocityconferencing.com.sg if you need any help.