How do I **record** my teleconference?

1.   Automatic recording

Your account can be set up to automatically record all of your conference calls. This way you never have to remember to start recording at the beginning of your conferences.

Call us on 1300 857 032 to set up auto record on your account.

2.   On-demand recording

The host can choose to start recording manually at any time during a conference.

To start recording, press *2 then *1. To stop the recording, press *2 then *1 again, or simply hang up.

How much will it cost me?
The cost of recording is $20 per teleconference, no matter the recording length.

How do I **download** my teleconference recordings?

To download your recording;

1.   Visit the recording portal.
2.   In the Username field, enter your **Username**. In the Password field, enter your
        Host Code.
3.   Click **Login**.
4.   Click **Access Recordings**.
5.   You will see a list of your recordings. To download a recording, click on the
             icon.
6.   Your recording will automatically start downloading and can be found in your computer's
        Downloads folder.

Storage: recordings are stored on our secure servers for 28 days.

Recording playback service.

You can also have your teleconference recording played back to you or your guests over the phone via our toll-free number.

Call us on **1300 857 032** to request a recording playback access code and the recording playback dial-in number.

How much will it cost me?
Recording playback - standard line rates apply when dialling in to our recording playback number.

For further information, please call 1300 857 032.