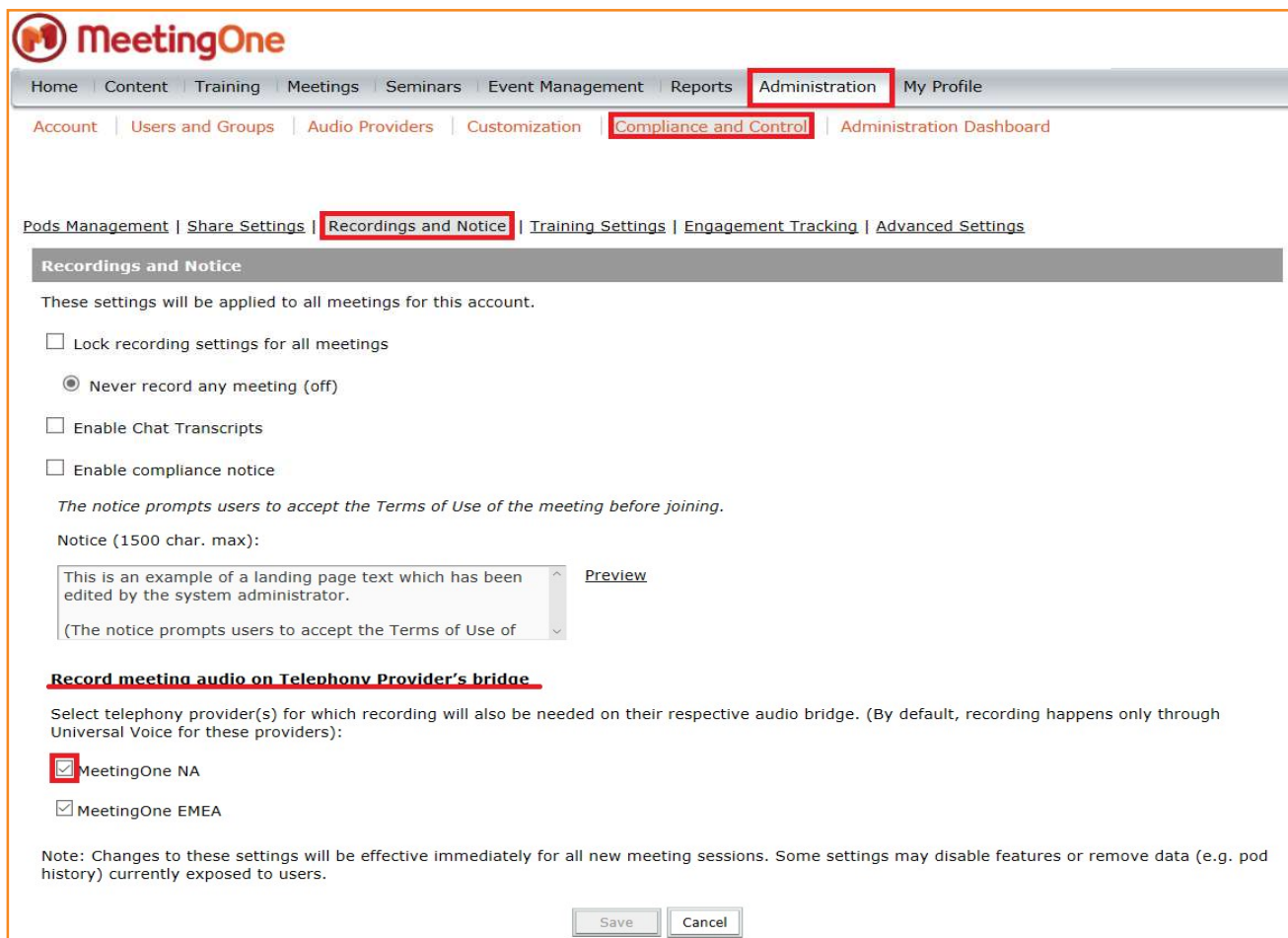


Enabling Backup Audio Recording

Follow the steps below to enable a backup audio recording on the MeetingOne Bridge to start automatically when recordings are initiated through an Adobe Connect meeting room which will then be available for 30 days.

1. An Administrator will need to log into the Adobe Connect account
2. Click on the **Administration** tab
3. Navigate to the **Compliance and Control** tab
4. Select **Recordings and Notice**
5. Under the **Record meeting audio on telephony Provider's bridge** section and place a check mark next to the **MeetingOne NA** option and then click the Save button.



MeetingOne

Home | Content | Training | Meetings | Seminars | Event Management | Reports | **Administration** | My Profile

Account | Users and Groups | Audio Providers | Customization | **Compliance and Control** | Administration Dashboard

Pods Management | Share Settings | **Recordings and Notice** | Training Settings | Engagement Tracking | Advanced Settings

Recordings and Notice

These settings will be applied to all meetings for this account.

- Lock recording settings for all meetings
- Never record any meeting (off)
- Enable Chat Transcripts
- Enable compliance notice

The notice prompts users to accept the Terms of Use of the meeting before joining.

Notice (1500 char. max):

This is an example of a landing page text which has been edited by the system administrator. [Preview](#)

(The notice prompts users to accept the Terms of Use of

Record meeting audio on Telephony Provider's bridge

Select telephony provider(s) for which recording will also be needed on their respective audio bridge. (By default, recording happens only through Universal Voice for these providers):

- MeetingOne NA
- MeetingOne EMEA

Note: Changes to these settings will be effective immediately for all new meeting sessions. Some settings may disable features or remove data (e.g. pod history) currently exposed to users.