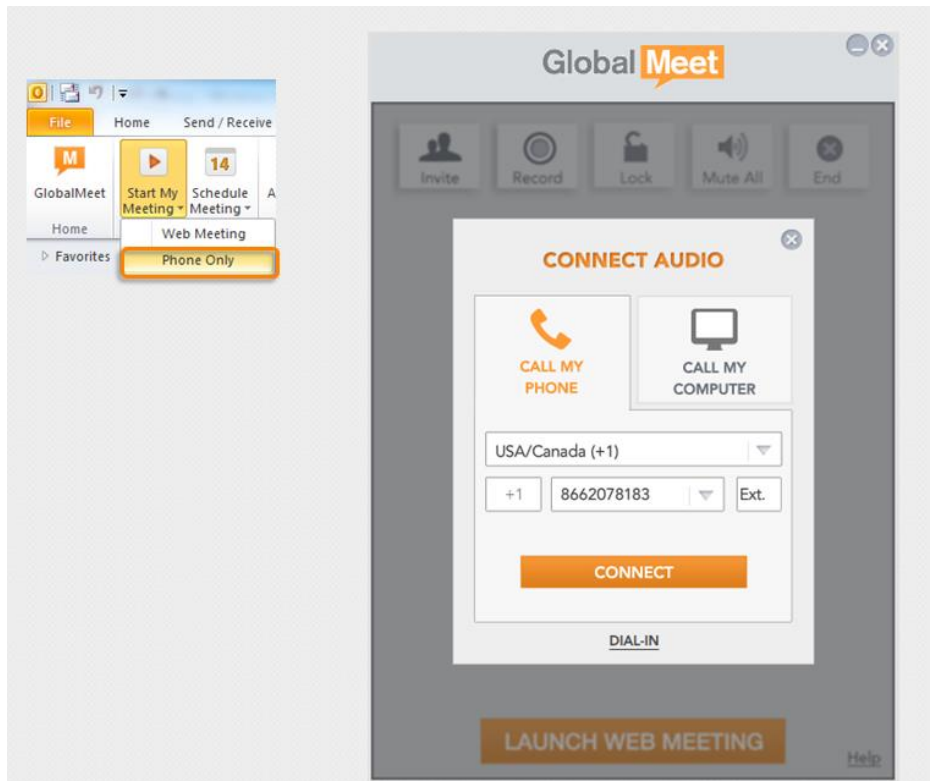


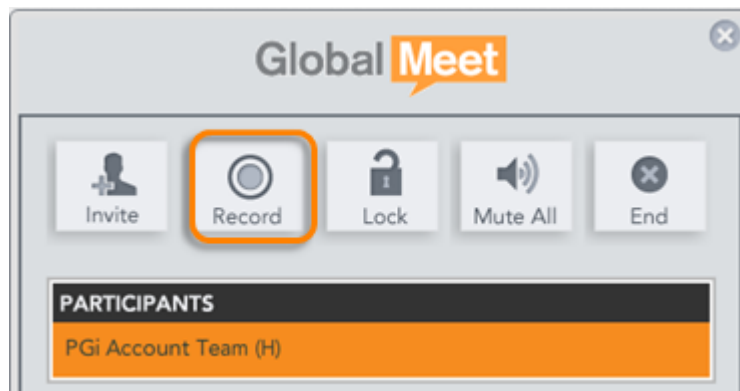
Recording GlobalMeet Audio

Option 1. From the Toolbar

Connect to the conference call from your Outlook Toolbar by clicking “Start My Meeting – Phone Only,” now enter your number in the pop up box to have the conference ring your phone.



Host options, including “Record,” are found along the top of the Audio Controls. Click “Record” and you will hear the announcement, “Just a reminder, todays call is being recorded.”



You may pause or end the recording by clicking “Record” again. The recording will automatically end when the conference call ends if you take no action. You will then receive an email with the replay information. See below for information on extending and ordering a file of the replay.

Option 2. From your Phone Keypad

Dial into your conference call using the moderator passcode which identifies you as the Host. Hit *22. Everyone will hear “Just a reminder, todays call is being recorded”. If you want to stop recording, hit *22 again. You can also:

- Press *22 and 1 -- To Pause/Stop the Recording.
- Press *22 and 1 again -- To Un-Pause the Recording.
- Press *22 and 2 -- To erase the previous recording and starts over.

Otherwise, when you hang up the recording ends. In about an hour, you will receive an email containing the information to access the recording.

Extending the Replay and Ordering Files

Note that your replay is available for **30 days**. You may contact PGI Reservations (1.888.241.1326) to extend your replay or log into your Portal within the initial 30 day period. You may also order a CD, transcript or download the file via the Portal. Ex URL: <https://CompanyName.GlobalMeet.com>.

Select “My Latest Recordings” from the “Home” Screen

Click Replay Name for Options such as Downloading File, Transcript or CD

To Extend Beyond 30 Days

Date/Time	Duration (Minutes)	Type Web Audio	Recorded Conference	Owner	Days Remaining	Times Viewed	Invite	Actions
10/22/2013 2:20 PM Eastern	18		Phone Conference	Ashley Rambo	167	0		