

Simply, Conferencing

Reservationless-Plus – Recording Guide

Record and Playback digitally records your Reservationless-Plus call for anyone who was unable to attend it live or would like to listen again. Convenient and time saving, Record and Playback is one of our most popular features.

How the Leader starts a Reservationless-Plus Conference

1. Give your participants the date and time of the call, your Dial-in Number and your Conference Code.
2. At the specified time, dial your Reservationless-Plus Dial-In Number.
3. When prompted, enter your Conference Code followed by the hash (#) sign.
4. When prompted, press star (*) to identify yourself as the Leader, then enter your Leader PIN followed by the hash (#) sign.
5. Press 1 to begin your conference.

How the Leader starts a recording

1. Once your conference begins, press *2 on your telephone keypad to start a recording.
2. When prompted, enter a unique numeric code of your choice up to 8 digits followed by the hash (#) sign. Please make a note of this code as it identifies your recording and you will be unable to listen to a playback without it.
3. Press 1 to begin recording. You will hear a message that the conference is now being recorded; this indicates the start of the recording.

How the Leader ends a recording

1. Press *2 to end your recording.
2. When prompted, press 1 to confirm that you would like the recording to end.
3. Your recording will end as soon as you hear, "This conference is no longer being recorded."

Recording Playback Registration

You must register for a Playback Account to retrieve your Reservationless-Plus recording. Please contact Reservations to register for this account. You will be issued with a new Dial-In Number and a new PIN which you need to use to access all your Reservationless-Plus recordings.

How the Leader starts a Playback session

1. Give your participants the date and time of the recording playback, the playback Dial-In Number and playback PIN.
2. At the specified time, dial into your playback conference and follow the voice prompts.
3. Once all desired participants have dialled in, press *3 and enter the unique numeric code of the conference you recorded followed by the hash (#) sign.
4. Press 1 to begin playback.
5. You can stop the playback at any time by pressing *3. However, it is not possible to pause the recording once it has started.