

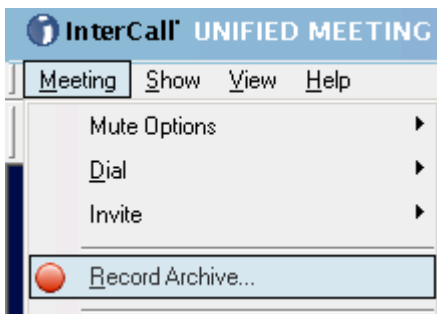
USER GUIDE

InterCall Unified Meeting

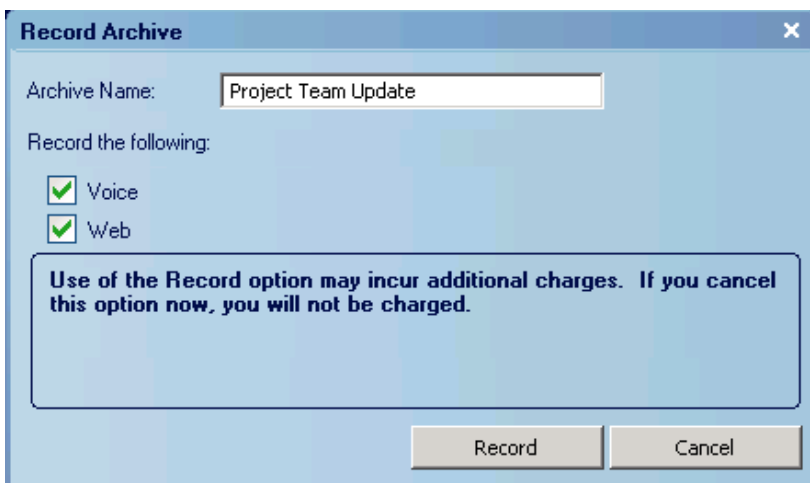
Archive Recording Instructions

Recording a Meeting Archive

1. To start a recording, on the Meeting Centre Tool Bar select **Meeting** then **Record Archive**



2. Name the archive. Make sure to use a different name for each archive you record. Make sure both **Voice** and **Web** are checked.



3. Click **Record**. The recording session will begin after you hear the voice prompt "conference record had joined the conference."
4. To stop the recording, click **Stop** in the Recording field in the upper right corner of your screen. A voice prompt will confirm "this call is no longer being recorded."



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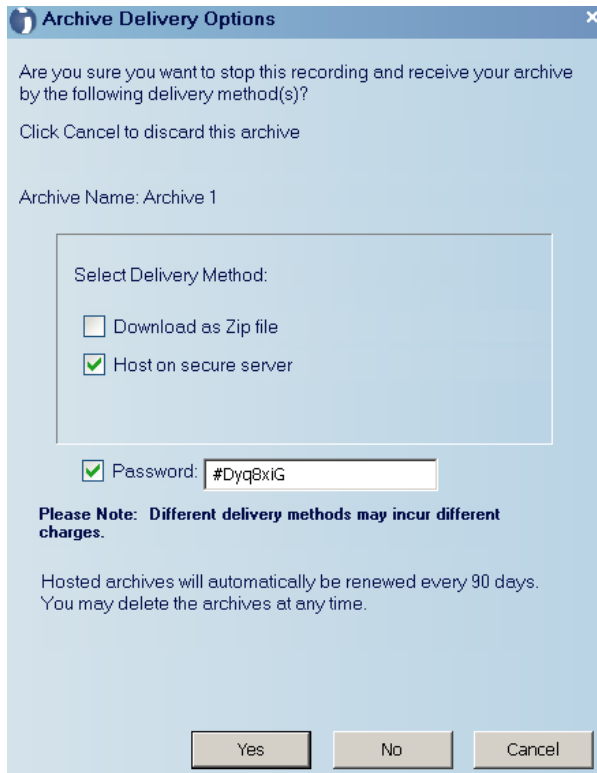
Other Countries
+65 6468 2255

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Archive Delivery Options

- Hosted URL link (*default*): InterCall will host your archive for 90 days. Additional charges apply after three months of hosting.
- Download as Zip File: allows you to download an archive in Zip format or email it to your participants for them to download directly.



Accessing your Archives

Archives will be made available in your InterCall Unified Meeting account approximately two hours after you complete your recording. You will receive an email notice letting you know that the archives are ready and can be accessed through the Archive section of the Conference Manager. From the Archive section you will have the option to download zip files and/or view and forward hosted versions of your archives through email.

