

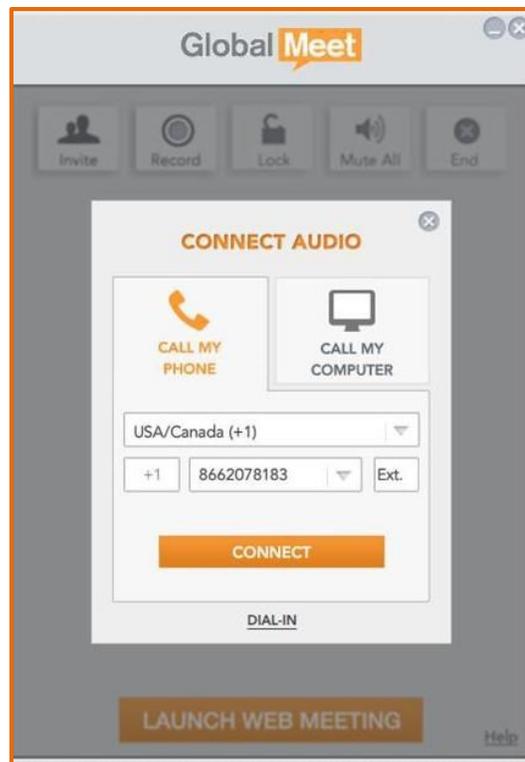
Recording Instant Meeting Audio

*****Important Notice***** In accordance with NPD 2530.1G Privacy Compliance, if a conference is being recorded, please ensure that all participants are notified of the intention to record. It is recommended that this information be included in the meeting invitation, meeting agenda, and also announced prior to commencement of the recording. The recommended recording statement is as follows:

“All Participants: Please be advised that this meeting will be recorded for documentation purposes. If anyone has objections to this procedure, please voice them now. Thank you!”

Option 1. From the Web Audio Controls Interface

Connect to the conference call from voicetelecon.nasa.gov by clicking “Start My Meeting” from the MEET section of the home page. In the CONNECT AUDIO box, enter your phone number and click CONNECT to have the meeting call you. You can also dial in manually.



Host options, including “Record,” are found along the top of the Audio Controls. Click “Record” and you will hear the announcement, “This 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.

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 resume the recording.
- Press *22 and 2 -- To erase the previous recording and start 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.

Replay Confirmation Email

The replay confirmation email will contain information to access your recording.

A recording was initiated on your account and is being processed for replay:

Your replay will be available generally within 2 hours, but may take up to 24 hours after conference completion. The replay can be accessed by calling the dial-in number and entering the replay passcode, both listed below.

Conference: 5891759
Conference Date: Tuesday, September 16, 2014
Conference Time: 10:11 AM (Central Time)

Replay Information:

Replay Start Date:	Tuesday, September 16, 2014
Replay Start Time:	10:45 AM
Replay End Date:	Thursday, October 16, 2014
Replay End Date:	10:45 AM

Replay Dial-In Numbers and Passcode:

Replay Passcode	385485692
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To manage your replay:

- 5 – return to the beginning
- 7 – back up
- 8 – pause recording
- 9 – advance recording

Recordings ”
from the
“Home” Screen



Click Replay

Extending the Replay and Ordering Files

Note that your replay is available for **30 days**. You may contact Support/Reservations (1.719.325.4310 or 800-485-0479) to extend your replay. You may also log into your Portal (voicetelecon.nasa.gov) within the initial 30 day period to extend the recording, order a CD, transcript or download the file via the Portal.

Select “My Latest

Name for

Options such as

Downloading

File, Transcript

To Extend or CD

Beyond 30 Days

A screenshot of a table listing recordings. The table has columns for Date/Time, Duration (Minutes), Type (Web/Audio), Recorded Conference, Owner, Days Remaining, Times Viewed, Invite, and Actions. The first row shows a recording from 10/22/2013 at 2:20 PM Eastern, lasting 18 minutes, of type Audio, titled "Phone Conference", owned by Ashley Rambo, with 167 days remaining and 0 times viewed. An orange box highlights the "Phone Conference" link. Another orange box highlights the "Actions" column, which contains icons for a document, a red 'X', and a clock.

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		