

## Recordings

OAM (Online Account Management) allows you to access all recordings that have been captured in the audio room you are logged into.

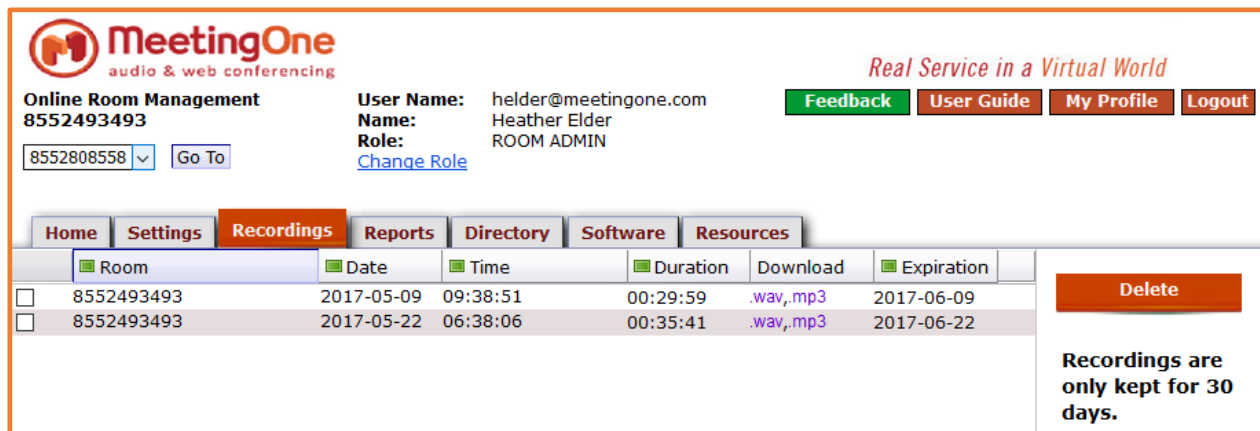
### Access Recordings

Access all recordings of your audio rooms through the Recordings tab.

*\*All recordings are kept for 30 days only.*

Click **Recordings** – Recordings will be accessible once they are processed. Processing times vary. You can download the Audio recording as a .wav or .mp3 file.

- Click **.wav** or **.mp3**
- Download will begin and can be saved to your computer



The screenshot shows the MeetingOne interface for recording management. At the top left is the MeetingOne logo and tagline 'audio & web conferencing'. Below it, the 'Online Room Management' section shows room ID '8552493493' and a 'Go To' button. The user information section displays 'User Name: helder@meetingone.com', 'Name: Heather Elder', and 'Role: ROOM ADMIN', with a 'Change Role' link. Navigation buttons for 'Feedback', 'User Guide', 'My Profile', and 'Logout' are on the right. A menu bar includes 'Home', 'Settings', 'Recordings' (highlighted), 'Reports', 'Directory', 'Software', and 'Resources'. Below the menu is a table of recordings with columns for Room, Date, Time, Duration, Download, and Expiration. Two recordings are listed for room 8552493493. A 'Delete' button and a note 'Recordings are only kept for 30 days.' are on the right side of the table.

Room	Date	Time	Duration	Download	Expiration
<input type="checkbox"/> 8552493493	2017-05-09	09:38:51	00:29:59	.wav,.mp3	2017-06-09
<input type="checkbox"/> 8552493493	2017-05-22	06:38:06	00:35:41	.wav,.mp3	2017-06-22