


Manage Recordings

Record your conference


1. Start recording –

This button starts audio only recording.

- Click Start recording button 
- Dialog box opens: Click **Record**

An audio prompt announces to the room that audio recording for the meeting has begun.


The indicator bar at the top left will turn red for the duration of the recording. Thus, initially grey when the host is missing, it turns green when he arrives, then red during recording.

The sidebar white button  that started the recording pulses red now and can be clicked at any time to stop recording.

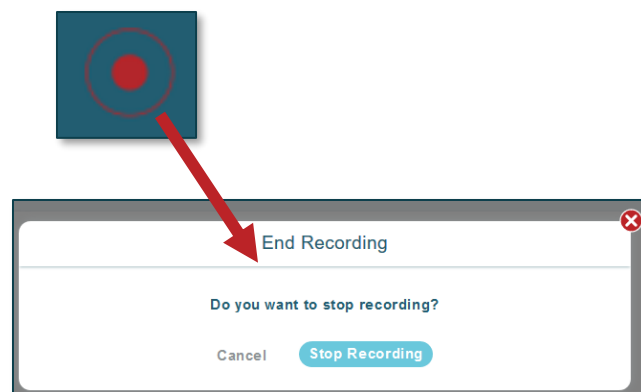


2. Stop recording

This button stops audio only recording and announces it to the room.

- Click Stop recording button 
- Dialog box opens: Click **Stop Recording**

An audio message tells everyone that audio recording for the meeting has ended. The indicator bar turns green again. The red recording button  in the sidebar turns white again .

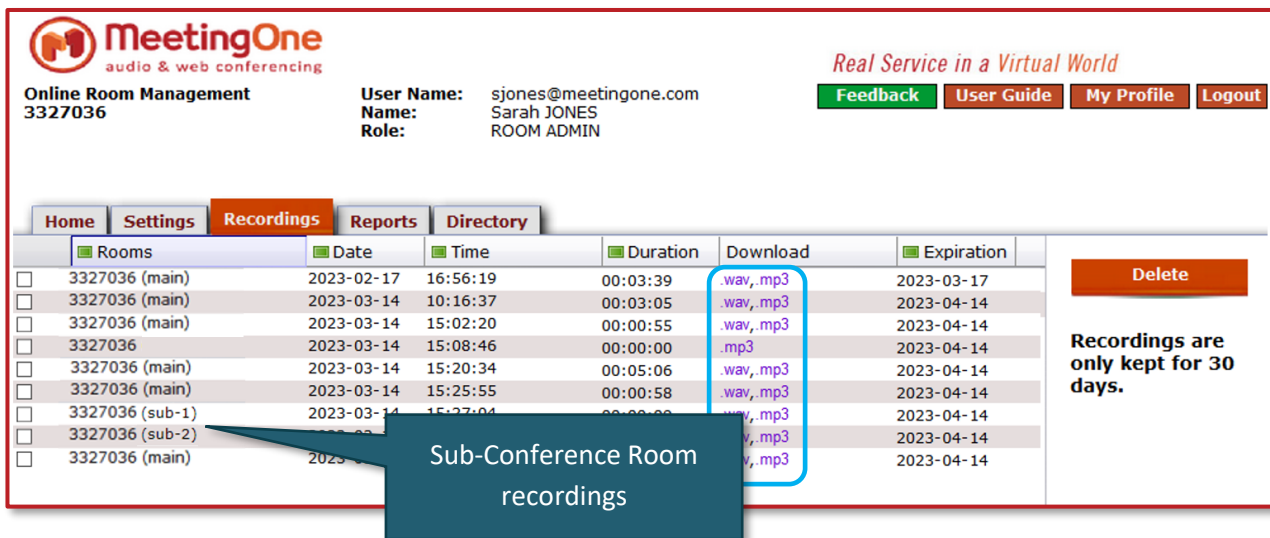


Note: Disabling audio prompts DOES NOT disable audio prompts about recordings for legal reasons.

Manage Recordings, continued

Access recordings – Recordings are available in **OAM** Online Account Management for 30 days only.

1. Log in to [OAM](#)
2. Select the applicable room
3. Click the **Recordings** tab– Recordings will be accessible after they are processed. Processing times vary till 30 min.
4. Download the audio recording as a .wav or .mp3 file.
 - i. Click **.wav** or **.mp3** (when only **MP3** is offered, this is a Roll Call recording)
 - ii. Download will begin and can be saved to your computer



The screenshot shows the MeetingOne Online Room Management interface. The user is logged in as Sarah JONES, ROOM ADMIN. The 'Recordings' tab is selected, displaying a table of recordings for room 3327036. A callout box highlights the 'Sub-Conference Room recordings'.

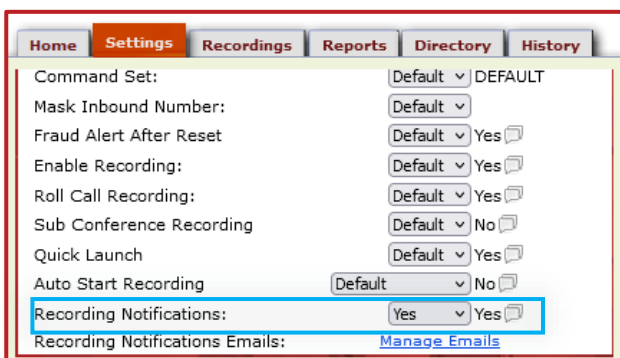
Rooms	Date	Time	Duration	Download	Expiration
<input type="checkbox"/> 3327036 (main)	2023-02-17	16:56:19	00:03:39	.wav, mp3	2023-03-17
<input type="checkbox"/> 3327036 (main)	2023-03-14	10:16:37	00:03:05	.wav, mp3	2023-04-14
<input type="checkbox"/> 3327036 (main)	2023-03-14	15:02:20	00:00:55	.wav, mp3	2023-04-14
<input type="checkbox"/> 3327036	2023-03-14	15:08:46	00:00:00	.mp3	2023-04-14
<input type="checkbox"/> 3327036 (main)	2023-03-14	15:20:34	00:05:06	.wav, mp3	2023-04-14
<input type="checkbox"/> 3327036 (main)	2023-03-14	15:25:55	00:00:58	.wav, mp3	2023-04-14
<input type="checkbox"/> 3327036 (sub-1)	2023-03-14	15:27:04	00:00:00	.wav, mp3	2023-04-14
<input type="checkbox"/> 3327036 (sub-2)	2023-03-14	15:27:04	00:00:00	.wav, mp3	2023-04-14
<input type="checkbox"/> 3327036 (main)	2023-03-14	15:27:04	00:00:00	.wav, mp3	2023-04-14

Recordings are only kept for 30 days.

Get notified when your recordings are ready – OAM

Online Account Management

1. Log in to [OAM](#)
2. Select the applicable room
3. Click the **Settings** tab
4. Navigate to **Recording Notifications**
5. Select **Yes** to receive email notifications when your recordings are available



The screenshot shows the MeetingOne Settings page. The 'Recording Notifications' option is set to 'Yes'.

Command Set:	Default	DEFAULT
Mask Inbound Number:	Default	
Fraud Alert After Reset	Default	Yes
Enable Recording:	Default	Yes
Roll Call Recording:	Default	Yes
Sub Conference Recording	Default	No
Quick Launch	Default	Yes
Auto Start Recording	Default	No
Recording Notifications:	Yes	Yes
Recording Notifications Emails:	Manage Emails	

Toggle Sub-Conference Room Recordings – OAM

Online Account Management

1. Log in to [OAM](#)
2. Select the applicable room
3. Click the **Settings** tab
4. Navigate to **Sub-Conference Recording**
5. Select **Yes** to allow recording of Sub-Conference Rooms



The screenshot shows the MeetingOne Settings page. The 'Sub-Conference Recording' option is set to 'Yes'.

Command Set:	Default	DEFAULT
Mask Inbound Number:	Default	
Fraud Alert After Reset	Default	Yes
Enable Recording:	Default	Yes
Roll Call Recording:	Default	Yes
Sub Conference Recording	Yes	No
Quick Launch	Default	Yes
Auto Start Recording	Default	No
Recording Notifications:	Yes	Yes
Recording Notifications Emails:	Manage Emails	