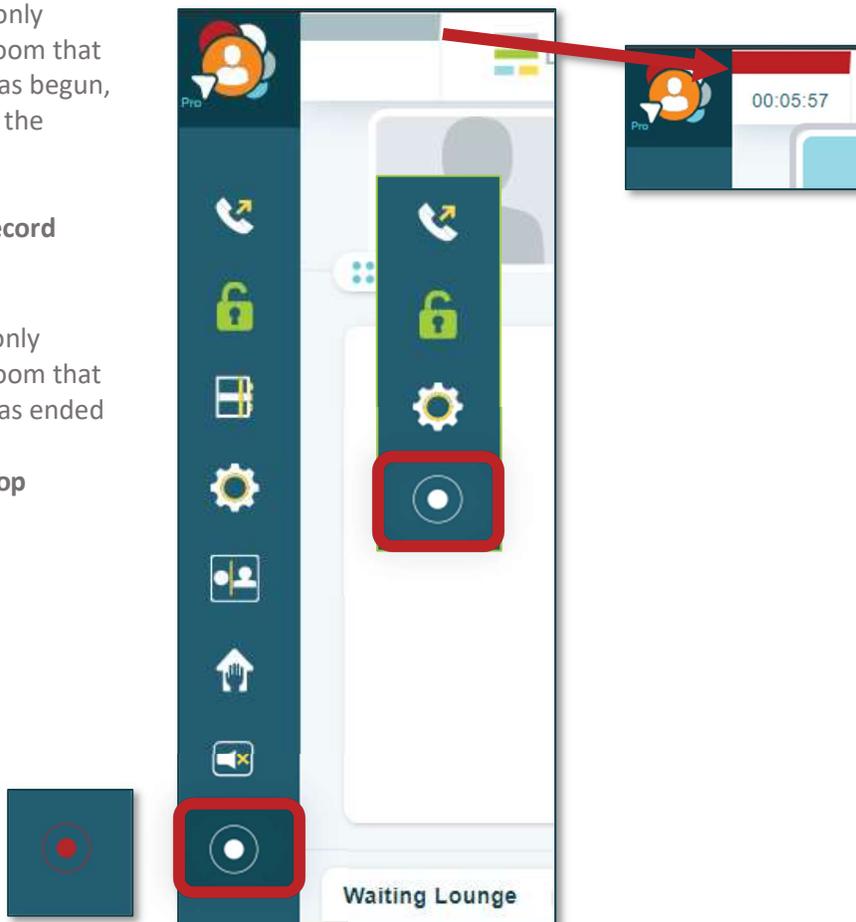


Manage Recordings

Record your conference – Recording is available in all versions of Click&Meet

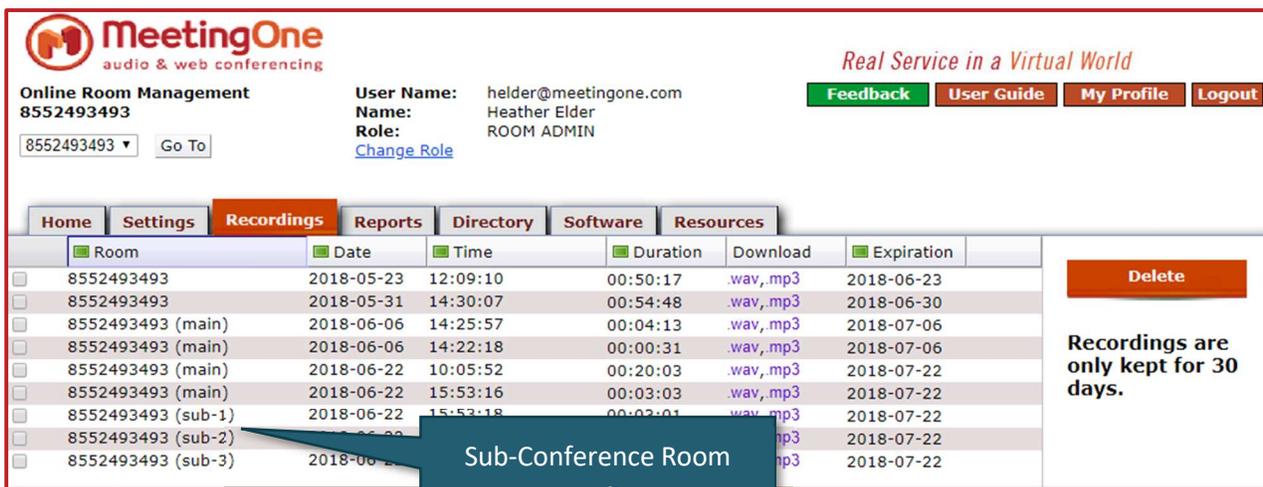
1. **Start recording**  – Starts audio only recording and announces to the room that audio recording for the meeting has begun, the indicator bar will turn red and the record button will pulse red
 - Click **Start recording**
 - Dialog box opens: Click **Record**
2. **Stop recording**  – Stops audio only recording and announces to the room that audio recording for the meeting has ended
 - Click **Stop recording**
 - Dialog box opens: Click **Stop recording**



Manage Recordings, continued

Access recordings – Recordings are available in OAM Online Account Management (Recordings are only kept in OAM for 30 days)

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.
4. Download the audio recording as a .wav or .mp3 file.
 - i. Click **.wav** or **.mp3**
 - ii. Download will begin and can be saved to your computer



MeetingOne
audio & web conferencing

Online Room Management
8552493493

User Name: helder@meetingone.com
Name: Heather Elder
Role: ROOM ADMIN
[Change Role](#)

Feedback User Guide My Profile Logout

Home Settings **Recordings** Reports Directory Software Resources

Room	Date	Time	Duration	Download	Expiration
<input type="checkbox"/> 8552493493	2018-05-23	12:09:10	00:50:17	wav, mp3	2018-06-23
<input type="checkbox"/> 8552493493	2018-05-31	14:30:07	00:54:48	wav, mp3	2018-06-30
<input type="checkbox"/> 8552493493 (main)	2018-06-06	14:25:57	00:04:13	wav, mp3	2018-07-06
<input type="checkbox"/> 8552493493 (main)	2018-06-06	14:22:18	00:00:31	wav, mp3	2018-07-06
<input type="checkbox"/> 8552493493 (main)	2018-06-22	10:05:52	00:20:03	wav, mp3	2018-07-22
<input type="checkbox"/> 8552493493 (main)	2018-06-22	15:53:16	00:03:03	wav, mp3	2018-07-22
<input type="checkbox"/> 8552493493 (sub-1)	2018-06-22	15:53:18	00:02:01	wav, mp3	2018-07-22
<input type="checkbox"/> 8552493493 (sub-2)	2018-06-22	15:53:18	00:02:01	wav, mp3	2018-07-22
<input type="checkbox"/> 8552493493 (sub-3)	2018-06-22	15:53:18	00:02:01	wav, mp3	2018-07-22

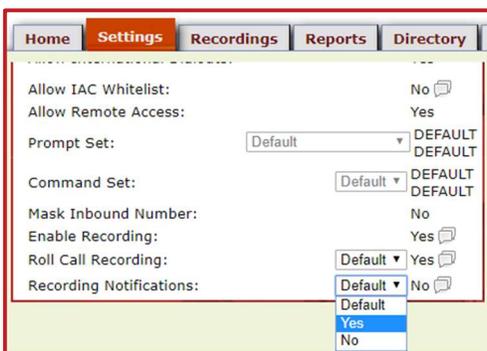
Delete

Recordings are only kept for 30 days.

Sub-Conference Room recordings

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**– Navigate to the Recording Notification
4. Select **Yes** to receive email notifications when your recordings are available



Home **Settings** Recordings Reports Directory

Allow IAC Whitelist: No

Allow Remote Access: Yes

Prompt Set: Default DEFAULT

Command Set: Default DEFAULT

Mask Inbound Number: No

Enable Recording: Yes

Roll Call Recording: Default Yes

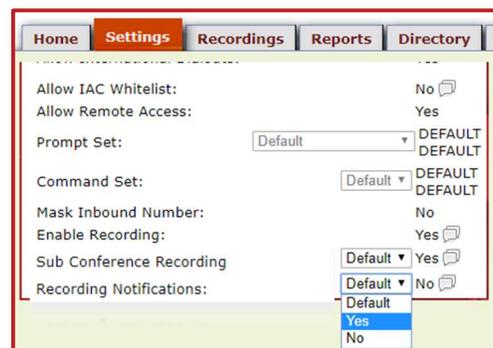
Recording Notifications: Default No

Yes

No

Toggle Sub-Conference Room Recordings– OAM Online Account Management

1. Log in to OAM
2. Select the applicable room
3. Click the **Settings tab** – Navigate to the Sub-Conference Recording Notification
4. Select **Yes** to allow recording of Sub-Conference Rooms



Home **Settings** Recordings Reports Directory

Allow IAC Whitelist: No

Allow Remote Access: Yes

Prompt Set: Default DEFAULT

Command Set: Default DEFAULT

Mask Inbound Number: No

Enable Recording: Yes

Sub Conference Recording: Default Yes

Recording Notifications: Default No

Yes

No