

USER GUIDE RECORDING PLAYBACK

This User Guide explains:

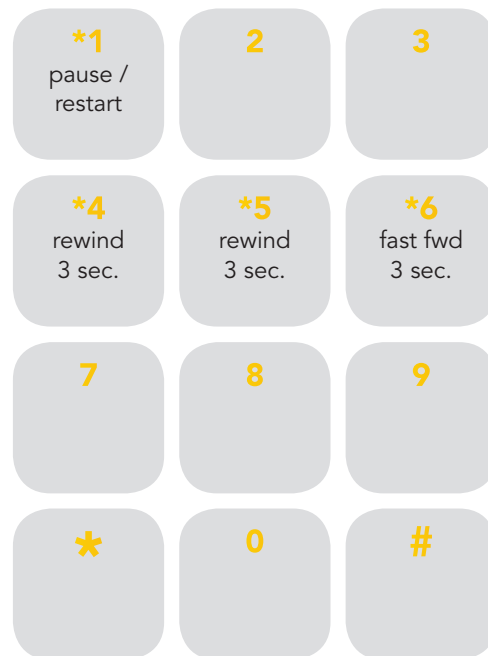
- 1 How interested parties can listen to conference call recordings.
- 2 How the telephone key pad can be used to manage the play back.

Recording access for interested parties

The most recent recording is always available through the recording playback line. The customer calls the recording playback number and enters the conference ID. Then:

- 1 If only one recording is associated with the conference ID, the recording begins playing immediately.
- 2 If there is more than one recording, the customer will hear a welcome message. They will enter "0#" to listen to the most recent recording or will enter the share code provided by the conference host to listen to a previous recording. Recordings will be available for 30 days.

Managing the play back



Note: it is possible for the host to make recordings available in WAP or MP3 format. If that is required please contact your host.