

## How Does Conference Record Work?

After the conference call, the host/arranger will need to order media required. Please note, you will not be charged for this recording until you order the media.

To order go Host Controlled site: <https://www.teleconference.att.com/conferencerecord>



AT&T Conference Record Login

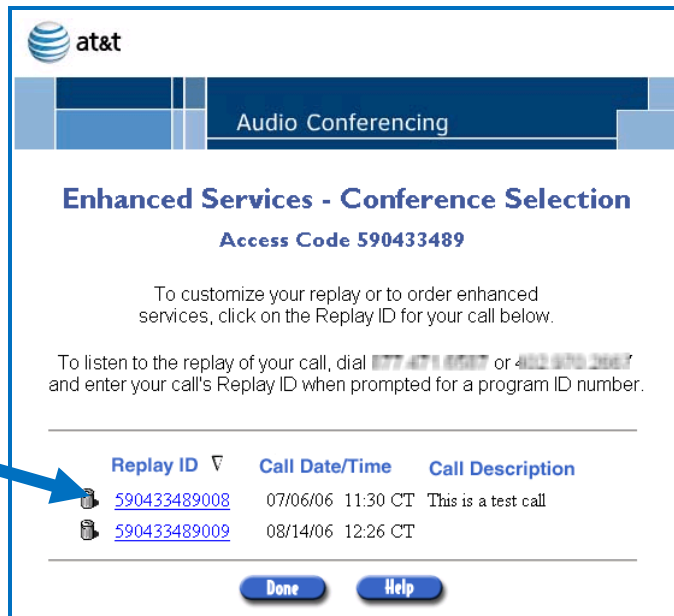
Dial-In Phone Number

Access Code

Host Password

The toll free or caller paid number, Meeting Access & Host Code are required.

The Main Menu will look something like the following screen.



at&t

Audio Conferencing

### Enhanced Services - Conference Selection

Access Code 590433489

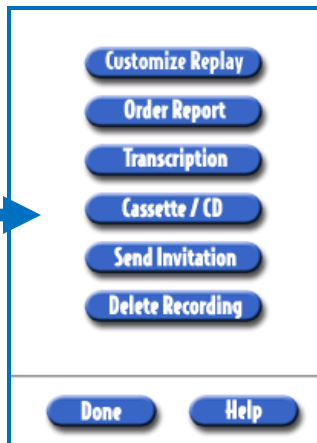
To customize your replay or to order enhanced services, click on the Replay ID for your call below.

To listen to the replay of your call, dial 877-471-4627 or 402-570-2667 and enter your call's Replay ID when prompted for a program ID number.

Replay ID	Call Date/Time	Call Description
<a href="#">590433489008</a>	07/06/06 11:30 CT	This is a test call
<a href="#">590433489009</a>	08/14/06 12:26 CT	

Select the **Replay ID** you wish to order.


Choose from the following selections:



- Customize Replay
- Order Report
- Transcription
- Cassette / CD
- Send Invitation
- Delete Recording

The **Customize Replay button** will invoke a form where you can enter a meaningful descriptor for this recording, assign a secondary passcode for added security, and set the availability window during which your replay event will be available.

To listen to the replay of your call, dial **877.471.6667** or **402.570.2367** and enter your call's Replay ID when prompted for a program ID number.

Replay ID ▾	Call Date/Time	Call Description
 <a href="#">590433489008</a>	07/06/06 11:30 CT	This is a test call

- Select **Order Report** to request a detailed activity report via fax or e-mail. This report contains information about callers who have listened to the recording as well as other administrative activity performed via the web or telephone.
- The **Transcription button** will invoke a transcription order form that will allow you to order a transcribed copy of your recording, delivered via e-mail.
- The **Cassette/CD button** will invoke a media request form allowing you to request copies of your recording on Cassette and/or CD. CD copies can be ordered in two formats, an Audio CD that is suitable for playback on any home or car stereo and a .wav CD that can be accessed from a PC for playback, editing, or conversion to other audio formats.
- Use the media order form to request copies of your call on either cassette or CD. Multiple copies of your recording can be ordered in any combination of three formats which can be shipped to multiple destinations. You may select delivery via either US Priority Mail or Federal Express Overnight. For help with individual form fields, see the field-specific help topics below.
- Click on the **Send Invitation button** to open a new e-mail message containing a pre-formatted invitation that can be sent to parties who may be interested in listening to the digital replay of your recording. This is a convenient way to spread the word about your replay event and because it uses your PC's e-mail software, you can use your existing e-mail addresses and distribution lists.
- Click the **Delete Recording button** to remove this recording from your list of recordings. You will be asked to confirm deletion of the recording and if confirmed, the deletion will be completed. Use care in deleting your recordings as once they are deleted, callers will no longer be able to access the replay and you will be unable to order enhanced services for the recording.

### Standard Recording Costs:

There is an add-on cost for the additional connection required for the recording device. The additional connection is at an operator dial-out rate. Each item listed below is billed in 60-minute increments, unless stated otherwise.

The media breakdown is as follows:

- Cassette tape \$20 Additional copies \$10 each.
- Audio (CD) \$70 Additional copies \$70 each
- WAV (CD) \$55 Additional copies \$55 each

Transcription \$50 per 15-minute increments

Digitized Replay \$0.40 per minute per connection for Toll Free access and \$0.35 per minute per connection for the Caller Paid access type.

Digitized Replay (Reserved & Reservationless) – 2 years is the length of time digitized replay can be set up for playback. Note: When you record a Reservationless call, you have 30 days to order the recording or setup a digitized replay. Once a CD, cassette, or digitized replay has been established, recording will be available 30 days after the last activity.