AT&T Connect®

quick start card

Managing AT&T Connect® conference recordings (for hosts)

AT&T Connect®

Record your AT&T Connect® conference on the Connect server via your Participant Application and send a link of the recording to conference participants.

Record on the Connect server

In addition to recording a conference locally on your desktop, as a host you can record audio and web recordings and audio-only recordings on the Connect server (if enabled in your account).

Once the conference has ended, you can view the list of audio and web server-side recordings in the History window, play them, and send links of the recordings to other users.

1. Select the desired recording option from the menu.
2. In the Recording menu, click Start Audio-only Recording on Server or Start Recording on Server.
3. Click again to stop recording.

Change the conference name

Since you can send participants a link to recorded conferences from the History window, it is recommended to customize the conference name for tracking purposes. (By default, all conferences have the same name: host's first name+last name+meeting room number.)

You will be prompted to change the name when starting a server-side recording, or change it any time during the conference in the Conference menu.

1. Click Edit Conference Name... in the Conference menu.
2. In the Conference Name window, type the new name and click OK.

Access your recordings

You can access your server-side recordings in the My Web Conferences and Recordings window, located on the AT&T Connect server.

In the History window, click the View web conferences and recordings button at the bottom of the left panel.

View web conferences and recordings

This opens the My Web Conferences and Recordings window.

Note: Only audio and web conferences are displayed in the conference list (not audio-only).
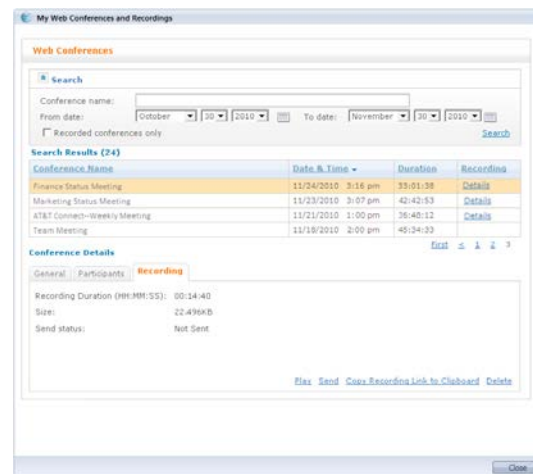
Search for a recorded conference

1. To search for a conference by name, enter the Conference Name.
2. To search a conference by date, choose the From Date and To Date by clicking the calendar icon by each one of the

fields. Or, select the day, month and year from the drop down lists next to each text box.
3. Check the Recorded conferences only checkbox.
4. Click Search. Only the conferences that comply with all the search criteria will be displayed in the conference list.

Play back a recording

1. From the list of conferences in the My Web Conferences and Recordings window, select the recorded Web conference you wish to play back. The conference details are displayed in the Recording tab of the Conference Details section.
2. Click Play at the bottom of the window. The selected recording is downloaded and played on your Participant Application.

Send a recording link to others

1. From the list, select the recorded Web conference you whose link you wish to send.
2. Click Send in the Recording tab.

   An email message opens with a link to the recording in the body of the message. The To box is automatically set with the email addresses of the computer /mobile phone application participants.
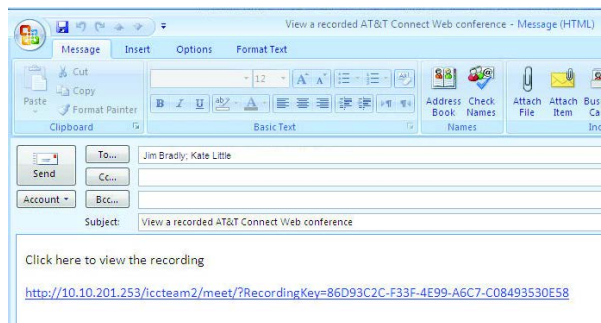
You can add recipients to the To box (or remove recipients from the To box) and add additional text in the email body.

Recipients of this email click the link to play the recording on their Participant Application. (If the application has not been installed, they will get an installation link.)

Recipients can also play the recording using the AT&T Connect Recording Converter.

Copy a link to the clipboard

Copy a recording link to the clipboard and later paste into an email message or other application.

1. Select the Web conference whose link you wish to copy to the clipboard.
2. Click Copy Recording Link to Clipboard in the Recording tab.

Note: The application links only to audio and web server side-recordings (not audio-only).

Convert recordings

For more information on converting recordings, see the *AT&T Connect Recording Converter User Guide.*

Edit recordings

If you want to edit recordings after converting your files, you need to use a 3rd party editing tool.

Record on Mac

Record your conference on the application server. Recordings are automatically placed in the conference's history at the conclusion of the conference, under RECORDED CONFERENCES. To record on the server:

Click Start Recording in the Conference menu. You are notified in the status bar that the conference is being recorded. To end the recording, click Stop Recording in the Conference menu.

Play back a recording on Mac

Play back VCR recordings of the conference on your Mac.

1. Click Open Recorded Conferences in the File menu to open the Mac finder and select the desired recording, or double-click on any VCR file located on your Mac.
    This opens the Source List window with the recording in the Playback panel, and name of the recording is displayed under RECORDED CONFERENCES.
2. Click on the Play button (which toggles to Pause) to start the playback, displaying the recorded content on the whiteboard. Or,

select the File menu>Playback>Play. The slide bar shows the playback progress

The recording is divided into segments which you can play separately. Click on the segments, or on the Previous and Next buttons to jump to the various segments.

In addition to playing the recording from the Playback menu, you can also save a copy of the recording, replay the recording from the beginning (Rewind) and jump forward to the recording segments (Forward).