

CONTACTSM

CONFERENCE SERVICE, INC.

RESERVATIONLESS – PLUS RECORD & PLAYBACK

Record & Playback digitally records your Reservationless-Plus call for anyone who was unable to attend it live or would like to listen again. The recording can be accessed via a toll-free number or over the Internet for easy, 24/7 availability. Convenient and time saving, Record & Playback is one of our most popular features.

RECORDING INSTRUCTIONS

START A RESERVATIONLESS-PLUS CONFERENCE

1. Give your participants the date and time of the call, your Dial-In number and your Conference Code.
2. At the specified time, dial your Reservationless-Plus Dial-In number.
3. When prompted, enter your Conference Code followed by #.
4. When prompted, press * to identify yourself as the call leader, then enter your Leader PIN followed by #.
5. Press 1 to begin your conference.

Participants join your conference by following steps 2 and 3 above.

START A RECORDING

1. Once your conference begins, press *2 on your telephone keypad to start a recording.
2. When prompted, press 1 to confirm that you would like the recording to begin.
3. Your conference is being recorded as soon as you hear, "The conference is now being recorded."

END A RECORDING

1. Press *2 to end your recording.
2. When prompted, press 1 to confirm that you would like the recording to end.
3. Your recording will end as soon as you hear, "This conference is no longer being recorded."

PLAYBACK INSTRUCTIONS

PLAY A RECORDING

Detailed playback instructions will be automatically emailed to you within one hour after the end of your conference. You can choose to playback your recording via the Internet or by telephone. Your recorded conference is available for playback for a period of 30 days.

PLAYBACK KEYPAD COMMANDS

- 3 Fast Forward 30 seconds
- 7 Rewind 30 seconds
- # Pause 30 seconds (or until any key is pressed)
- * Exit recording