Manage Recordings

ReadyTalk's recording feature allows you to capture both audio and visual content during your meeting. After your conference has concluded, your recording will become available within your Conference Center where it can be edited, downloaded, and emailed to individuals.

Starting a Recording

1. Begin by dialing into your conferencing telephone number. If desired, also open and start a web conference.
2. Once you have started your audio conference, you can start your recording one of two ways:
   - **Via Phone:** Press ***2**, followed by the number **1** on your telephone keypad.
   - **Via Web Controls:** Press the ⏺ **Start Recording** button, name your recording, and then click **OK**.
3. A few seconds later, you will hear an automated message confirming your meeting is being recorded.
4. Once your recording has been established, your voice, your slides, and anything you share using the 'Share Desktop' feature will be captured in your recording.
5. To stop your recording, you can press ***2**, followed by the number **1** on your telephone keypad or press the **Stop Recording** button on your web controls.

Notes:
- An audio conference must be started before a recording can be established via the web controls.
- Web Cams and Chats are <u>not</u> captured in recordings.
- Recordings cannot exceed a duration of 12 hours.

Editing a Recording

1. Go to www.readytalk.com/host and log in as the **Chairperson**.
2. Once logged into your **Conference Center**, click **Manage Recordings** on the left side of the screen and then click on the title of your recording.
3. Click the **Edit** link to the right of the recording.
4. Enter the first cut point. For instance, if you want to edit out the first five minutes, you would enter 00:00:00 into the **Start Cut Time** box and 00:05:00 into the **End Cut Time** box and then click the **Add Cut Point** button.
5. Add any additional cut points you would like to make. When you are finished adding cut points, click the **Make Cuts** button. Once the edit is complete, review the recording for accuracy.

Note: If you make any editing mistakes, you can click the **View Past Cuts** option to undo any past cuts.

Downloading/Deleting a Recording

Note: Recording hosting fees may apply if you keep the recording within your Conference Center. To prevent these fees, download and delete your recording the same day you start your recording.

1. Go to www.readytalk.com/host and log in as the **Chairperson**.
2. Once logged into your Conference Center, click on **Manage Recordings** on the left side of the screen and then click on the title of your recording to expand additional options.
3. Click on the **Download** link to view the different downloadable formats.
4. After downloading the recording, you can click on the **Delete** link to remove it from your account.

Downloadable Formats: MP3, WAV, Flash, & MP4.

Need Help?
https://www.readytalk.com/contact

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