

TELEPHONE USERS – ARCHIVE YOUR SESSION ANYTIME

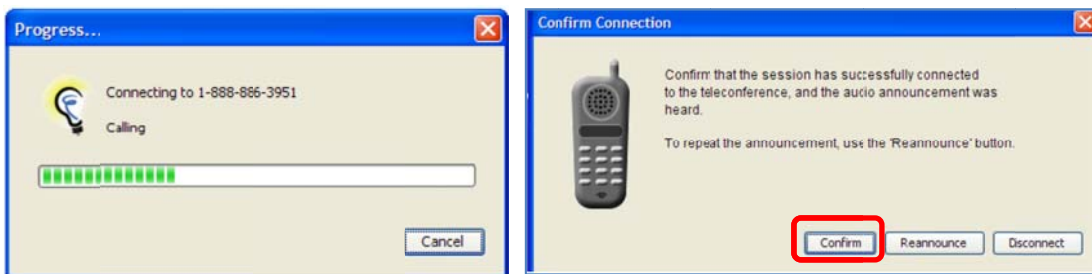
Call the telephone number and pass code included your email confirmation.

Connect to the room and follow the instructions below.

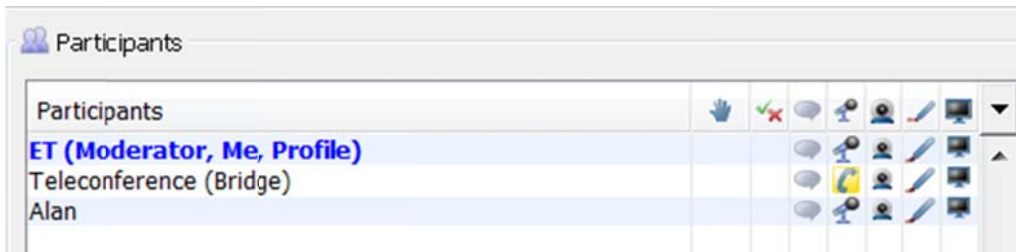
- Click to join the room with the **Teleconference Bridge**.



- The process is automated; disregard the audible prompts. Click **Confirm**.



- The name “**Teleconference (Bridge)**” appears once the line is bridged to the room and confirmed. The audio is now ready to be captured in your archive.



- Click the red button to **Start/Resume** recording.



- Click the blue button to **Pause/Stop** the recording.
After ending the recording, disconnect the **Teleconference Bridge**.

