



How to Archive a Meet & Confer, Teach & Confer or Office Hours Using Phone or VOIP

As a Moderator, you can record a session to create an archive to post to our website www.cccconfer.org for viewing at a later time. All the conversation, content and chat will be recorded, except for private chat messages, the Timer and Notes. As the recording progresses, index entries markers identify significant events within the session. You can also add your own index markers during the course of the live session (see below).

You can start or stop recording at any time during the session or erase the recording at any time during the live session.

Request to Archive

1. When using the telephone, check the “archive” box on the meeting request form. If you do not, the telephone conversation will not be included in the archive.
2. When using **VOIP**, do not check the “archive” box. You will still be able to record following the steps below.

Start a Recording

To begin recording your session click the  Record icon located on the bottom-left of the screen.





The Recorder icon  is displayed in red to indicate to everyone that this meeting is being recorded.



Stop or Pause a Recording

To stop or pause the recording:

- Click the  Pause button.
- To resume recording click the  Record icon.

Note: Pause time is automatically removed from the recording to create a continuous recording.

Erase a Recording

To erase the recording:

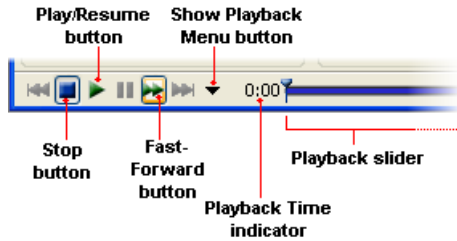
- From the Tools menu select Recorder > Erase Recording.

Play a Recording

Recordings are accessed on our website www.cccoconfer.org.

- From the menu bar, click the ARCHIVES tab; archives are posted by meeting type, then date and time.
- Locate your archive and click the [Go](#) link on the right.
- Fill out the log in form and click Connect.

The Playback Controller panel is at the bottom-left corner of the window in the status bar:



To begin playing the recording:

- Click the Play/Resume icon ► to begin playing the recording at normal speed.

To stop playing the recording, do one of the following:

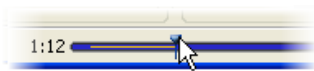
- Click the Pause icon || to stop playing the recording and maintain your current place in the recording.
- Click the Stop ■ icon to stop playing the recording and return to the beginning of the recording.

Navigating Within a Recording

When you play a recording you can skip ahead or move back to areas of particular interest by navigating through a list of index entries.

There are several ways to navigate within a recording:

1. Click, grab and drag the playback slider



2. Click on the Previous or Next Index Entry to jump to an index point.



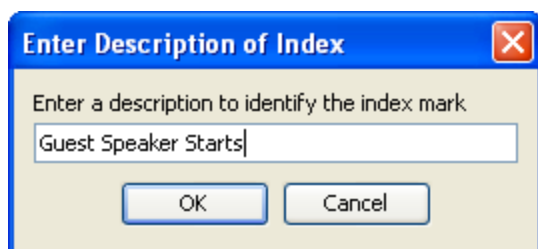
Manually Add an Index Entry

Index entries automatically mark significant events within the session.

You can manually add an index during the live presentation to identify a period of time that is important or for clarification when listening to the recording. For example, you want to identify when the Guest Speaker began his part of the presentation.

To manually add an index entry:

1. From the Tools menu select Recorder > Add Index Entry.
2. Enter a description for your index entry.



3. Click on OK to add the index entry or Cancel to close the dialog without saving an index entry.

Use the Recording Index

The Recording Index window displays a complete list of all index entries in your recording. You can navigate to any index entry in the list. To open the Recording Index window, click on the Show Playback Menu ▼ icon in the Playback Controller panel and select Show Recording Index... from the Playback menu.

