

AT&T Reservationless Service Conference Record User Guide

Version: SE

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AT&T Reservationless Service Conference Record

Record your reservationless conference call for future reference or for participants not able to attend the conference call live to play back later. To start recording, press *2 on your telephone keypad after you have joined the conference call as the host. The recording will end when the host hangs up or presses *2. If you want to stop (pause) the recording temporarily during the call, press *2 to stop and then press *2 again to resume recording.

Note: When you select *2 to start the recording, you will hear "Please stand by". When the connection is established to the recording system, you will hear "This call will now be recorded" in English only. To stop the recording on this conference, press *2. You will hear "Conference recording has stopped" in English only. Participants joining the conference call after the call has started will hear "This conference is being recorded as requested by the host" in English only.

Recordings will be available for 30 days or longer if a digitized replay end-date is past the 30 days of the date of recording.

To request a copy of the recording (cassette or CD), to request a transcription, to set up the digitized replay, or to request a .Wav File on CD at the end of the call, go to <https://www.teleconference.att.com/conferencerecord>.

Attention Reservationless Users with Global Access:

If you have Reservationless Service with Global Access, transcription is only available for conference calls where English only is spoken at this time. When a recording starts, the following announcement is played: "This call will now be recorded" in English only. The toll-free and caller paid telephone numbers used to dial to listen to a digitized replay are U.S.A telephone numbers.



Logging into Online Conference Record Ordering Site

Step 1 — Launch your Web browser go to <https://www.teleconference.att.com/conferencerecord> (Please bookmark)

Note: Your account must be provisioned with this capability.

AT&T Conference Record Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.teleconference.att.com/servlet/confRecordLogin>

at&t

> AT&T Conference Record Login | Help

AT&T TeleConference Services

IT'S NEVER BEEN EASIER TO CALL A MEETING

AT&T Conference Record Login

Please enter the Dial-In Phone Number and Host Code or Access Code for your conference.

Dial-In Phone Number

Code

Additional Information...

If you initiated the Conference Record feature during your Reservationless Audio Dial In conference, you can use this website to:

- View instructions for accessing the Digitized Replay of your recording.
- Order cassette, Audio CD or .wav CD copies of your recording.
- Order a transcribed copy of your recording.
- Perform administrative activities.

Please note that you will be charged each time a caller listens to the Digitized Replay. Also, there is a charge for any additional services ordered.

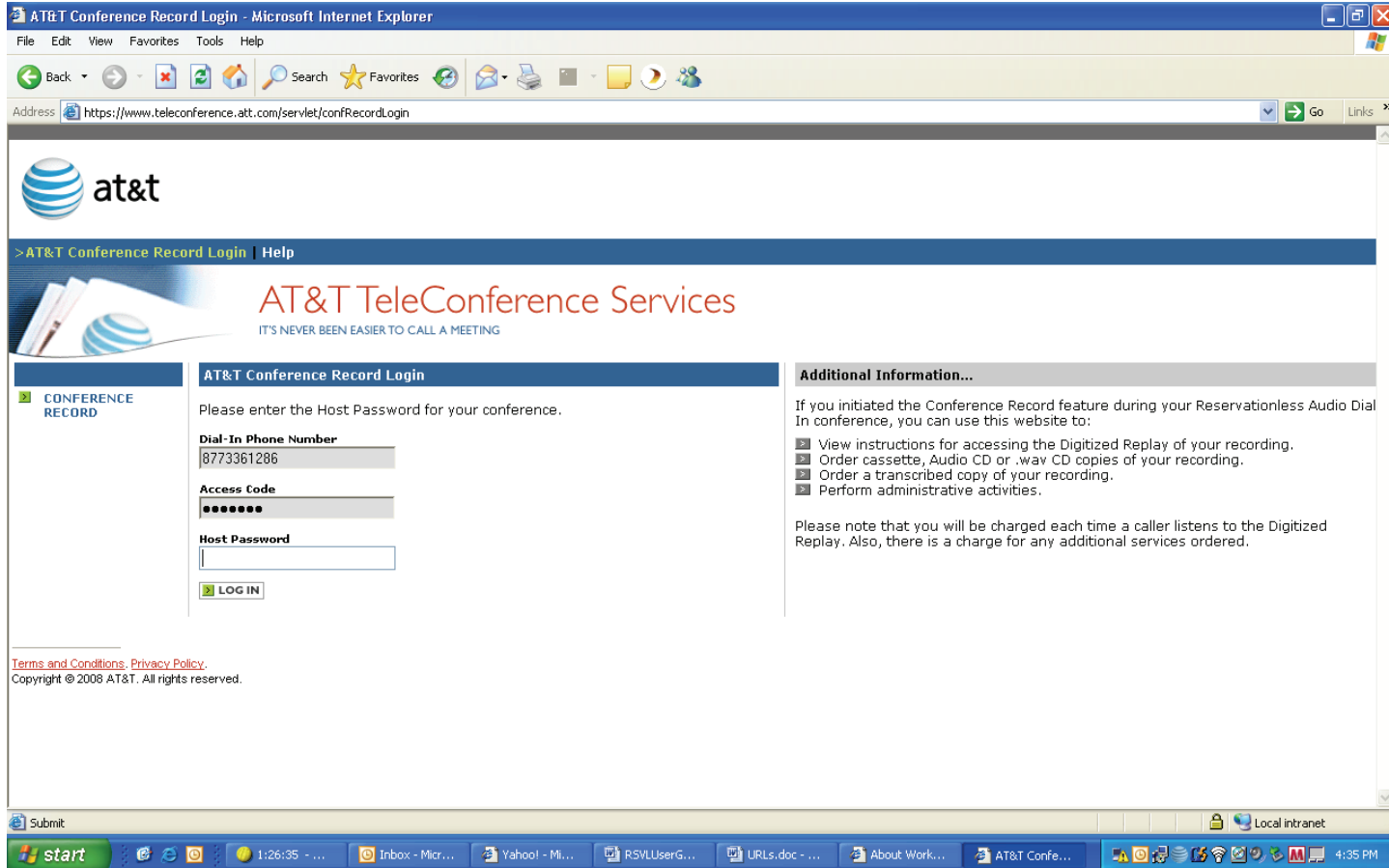
[Terms and Conditions](#), [Privacy Policy](#).
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Step 2 —

- **Dial-In Number** field — Enter the Telephone Number for your conference call. Enter only the digits, with no punctuation, spaces, or leading 1. Note: If AT&T Direct, enter the Toll-Free dial-in conference number for your conference.
- **Code** field — Enter the Access Code for your conference call. Enter only the digits, with no punctuation, spaces or # signs.



When prompted enter the Host Password.



- **Host Password** field — Enter the Host Password for your conference call. Enter only the digits, with no punctuation, spaces or # signs.

Step 3 — Click the **Login** button.



Enhanced Services Conference Selection Screen

After login, the Enhanced Services Conference Selection Screen will be displayed. A list of all your recorded conference calls will be displayed by the assigned Replay ID and the date and time (military 24-hour clock format) of your live call. If you have assigned a description to your recording, it will appear in the third column of the recordings list. To assign a description to your recording, click on the Replay ID for your recording and select Customize Replay.

Click on the conference call you desire to make a request.

The screenshot shows a web browser window titled "Enhanced Conference Services - Microsoft Internet Explorer". The address bar shows the URL: <https://secure.prairiesys.com/cgi-bin/webCSA?AD=4029702673&RT=2&CID=791890133>. The page content includes the AT&T logo, the text "AT&T TeleConference Services" and "Start your net.working". The main heading is "Enhanced Services - Conference Selection" with the "Access Code 791890133". Below this, instructions state: "To customize your replay or to order enhanced services, click on the Replay ID for your call below." and "To listen to the replay of your call, dial 877.488.4396 or 402.970.2673 and enter your call's Replay ID when prompted for a program ID number." A table lists two recordings:

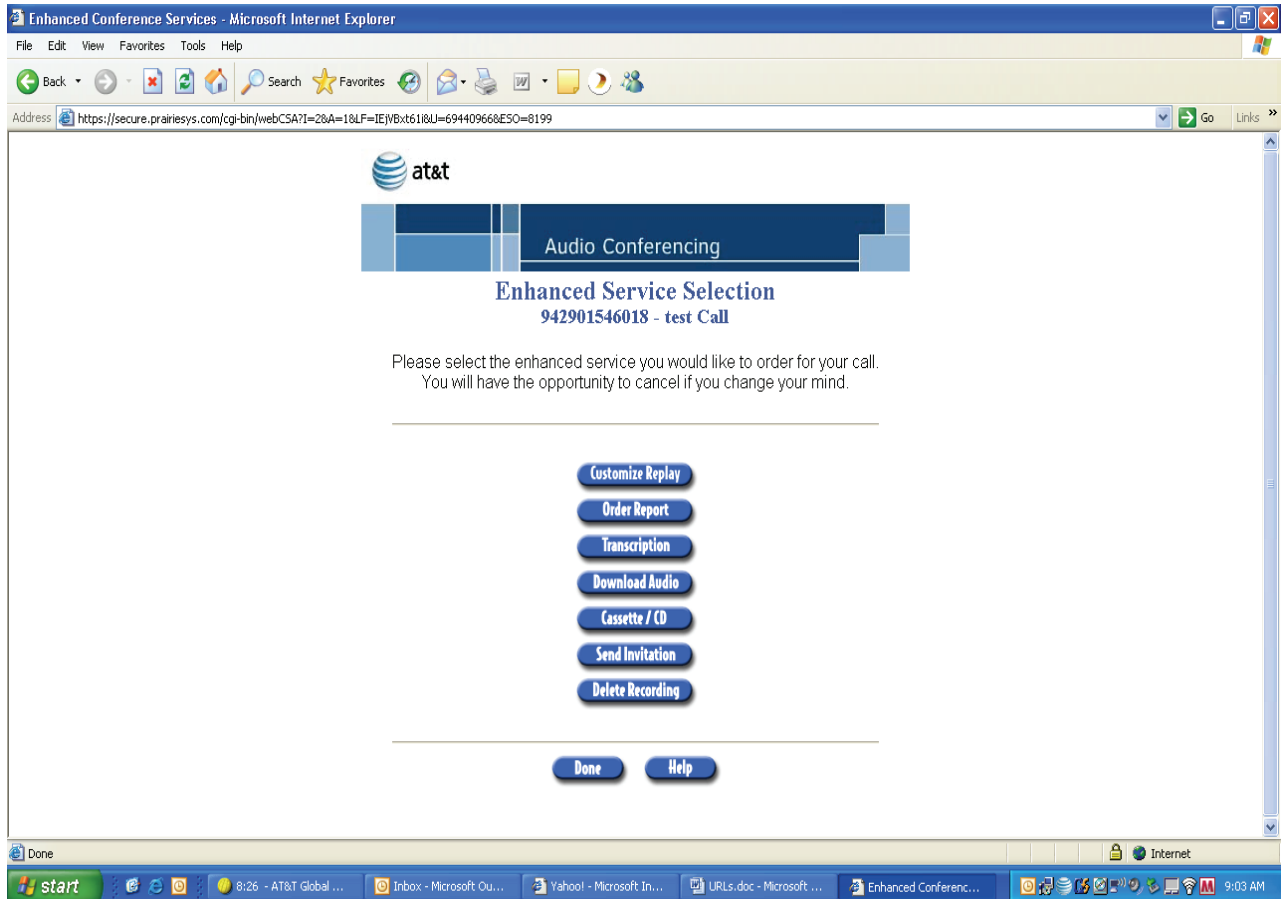
Replay ID	Call Date/Time	Call Description
791890133001	03/10/03 16:42 CT	
791890133002	03/14/03 15:20 CT	test

At the bottom of the table are "Done" and "Help" buttons. The browser's taskbar at the bottom shows several open applications and the system clock at 6:24 PM.



Enhanced Service Selection Menu

Select from the Enhanced Service Selection menu the option you desire: Customize Replay (set up digitized replay), Order Report, request a written transcription, request recording on a Cassette and/or CD, Send Invitation, or Delete Recording.





Audio on Cassette or CD, and .Wav file on CD Requests

To order a recording on a cassette or CD, select the desired call from the Enhanced Service Selection Screen, then select Cassette/CD.

Check off the recorded media you desire and indicate the quantity, fill in the shipping address information, and choose a shipping method.

Digital Replay Media Request - Microsoft Internet Explorer

Address: https://secure.prairiesys.com/cgi-bin/mediaRQ?I=1&A=32&LF=cYxo5IG7z_

AT&T TeleConference Services
Start your net.working

Media Request for 791890133001

General Order Information

Order Status: **Not Ordered**

Date/Time Recorded: 03/10/03 at 16:42 CT

Call Duration: 0 Hours, 1 Minute

Call Description:

Host's Name:

Comments:

Media Ordered

Audio Cassette Copies:

Audio CD Copies:

.wav on CD Copies:

Shipping Address

Name:

Company:



Digitized Replay

To set up a digitized replay, click on the desired call from the Enhanced Service Selection Screen and select Customized Replay. Enter Start and End date and time* (including time zone). An optional passcode can be established to be entered by the participant to access the recording. To establish, select passcode and enter the desired numeric passcode.

*Note: The Start and End time is in military format. Example: after 12 noon, 1 PM would be expressed as 13:00, 2 PM as 14:00, 2:30 as 14:30, etc.

To listen to a Digitized Replay, once established:

1. Dial the Digitized Replay Toll-Free or Caller-Paid Number
2. Enter the Digitized Replay ID followed by the # sign

At any time during the conference, the following functions may be performed:

- Press * 7 to rewind 30 seconds
- Press * 8 to pause
- Press * 9 to fast-forward 30 seconds

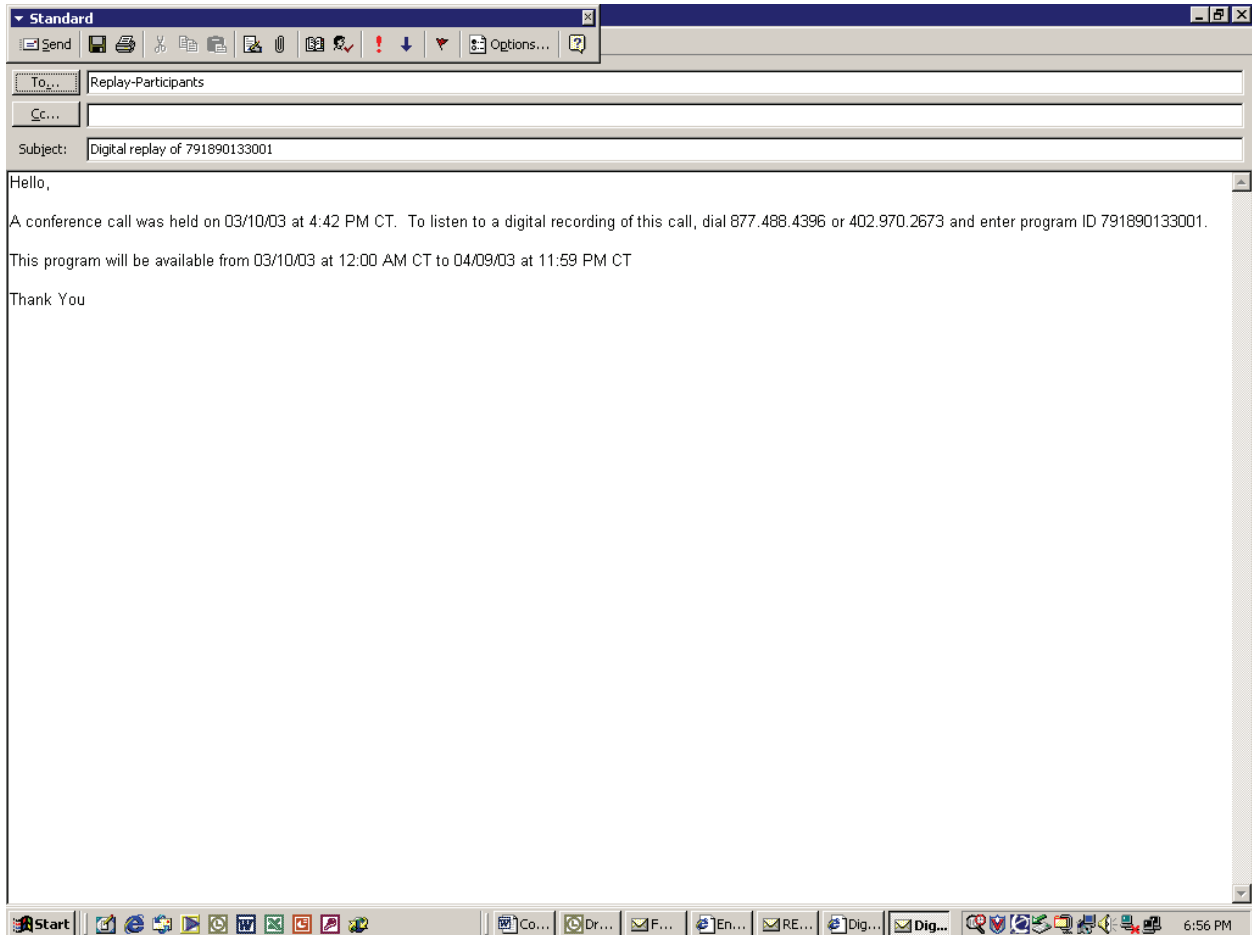
For volume controls, press 0, followed by 4 to decrease the volume or 0, followed by 6 to increase the volume.



Send Invitation to Listen to Recording

Once you have set up the digitized reply you can select Send Invitation from the Enhanced Service Selection screen to send an email containing the dial-in information to your audience.

Just replace Replay-Participants in the To field with the email address of the individuals you would like to invite to listen to the replay. You also have the options of modifying the email message and the subject line.





Order Report Request

A report is available listing the telephone numbers of the participants who dialed in to the digitized replay.

To request report:

2. Select the conference from the Conference Selection screen
3. Click on Order Report.
4. Enter report start date and end date
5. Select report type: Formatted Fax, Formatted E-mail, or Delimited E-mail
6. Enter your fax or email address

Digital Replay Report Request - Microsoft Internet Explorer

Address https://secure.prairiesys.com/cgi-bin/rpt_init?i=1&A=0&L=F=d7N_allsc_

AT&T
AT&T TeleConference Services
Start your net.working

Report Request for 540735262001
Web Meeting

To receive a detailed report identifying calls placed into your digital replay, complete the form below and click on Submit. Your report will be delivered directly to your e-mail address or fax machine.

Report Start: Mar 26 2003
Report End: Apr 25 2003

Report Type: Formatted Fax
 Formatted E-mail Delimited E-mail

Fax Number:
Email Address:

Done | Start | Internet | 4:18 PM



Sample Report:

Provides the following information:

- Date call was recorded
- Length of recording
- Participants who dialed in to listen to the digitized replay (date, time, number dialed from, city, and state)

Note: The telephone number and city displayed in the report depends on the information passed to AT&T by the local telephone carrier/telephone system. Telephone numbers from International locations may not appear.

Conference: 540735262001
 Web Meeting
 Application Start and End: 26-Mar-2003 16:00 ET through 25-Apr-2003 23:59 ET
 Reporting Period: 26-Mar-2003 through 25-Apr-2003

DID	Call Type	Date/Time (ET)	Minutes	Number	Location	User ID
4029702666	Create	26-Mar 15:38	0.0			
	Record	26-Mar 15:38	1.4			540735262001
Totals for DID 4029702666:			1.4 minutes, 1 calls			

4029702667	Attend	26-Mar 16:07	1.6			
Totals for DID 4029702667:			1.6 minutes, 1 calls			

8774716587	Attend	26-Mar 16:25	1.7	973-398-XXXX	HOPATCONG, NJ	
	Attend	26-Mar 16:33	1.6	718-442-XXXX	STN IS NYC, NY	
	Attend	26-Mar 16:35	1.5	718-442-XXXX	STN IS NYC, NY	
	Attend	27-Mar 13:58	1.6	201-854-XXXX	UNION CITY, NJ	
Totals for DID 8774716587:			6.4 minutes, 4 calls			

Conference 540735262001 Totals: 9.4 minutes, 6 calls, 0 orders



Transcription Request

To request a transcription, click on the desired call from the Enhanced Services Conference Selection screen, then select Transcription. You will then have the option to choose the file format, font face, and font size. The transcription will be sent within approximately three business days to the email requested when order is placed.

The screenshot shows a Microsoft Internet Explorer browser window displaying the AT&T TeleConference Services website. The page title is "Transcription Request - Microsoft Internet Explorer". The address bar shows the URL: https://secure.prairiesys.com/cgi-bin/ezScribeAdm?I=1&A=32&LF=cYxo5FG7z_. The page content includes the AT&T logo and the text "AT&T TeleConference Services" with the tagline "Start your net.working". The main heading is "Transcription Order for 791890133001". Below this, there is a section for "General Order Information" with the following details: Order Status: Not Ordered; Date/Time Recorded: 03/10/03 at 16:42 CT; Call Duration: 0 Hours, 1 Minute. The "Call Description" field contains "Sales Training Call". The "Host's Name" field contains "Mayra Berros". The "Host's Company" field contains "Florida Lift Truck & Golfcart". The "Comments" field contains "Maintenance Program". Below this is a section for "Document Parameters" with the following settings: Session Type: Basic; Font Face: Courier; File Format: MS Word; Font Size: 12. At the bottom of the form is a section for "Transcription Delivery". The browser's taskbar shows the Start button and several open applications, including "Conf...", "Inbo...", "FW: ...", "Enha...", "RE: ...", and "Tran...". The system clock shows 6:34 PM.

Choices available for printed document:

File formats: MS Word, RTF, Text File, Word Perfect

Font faces: Courier, Arial, Times New Roman.

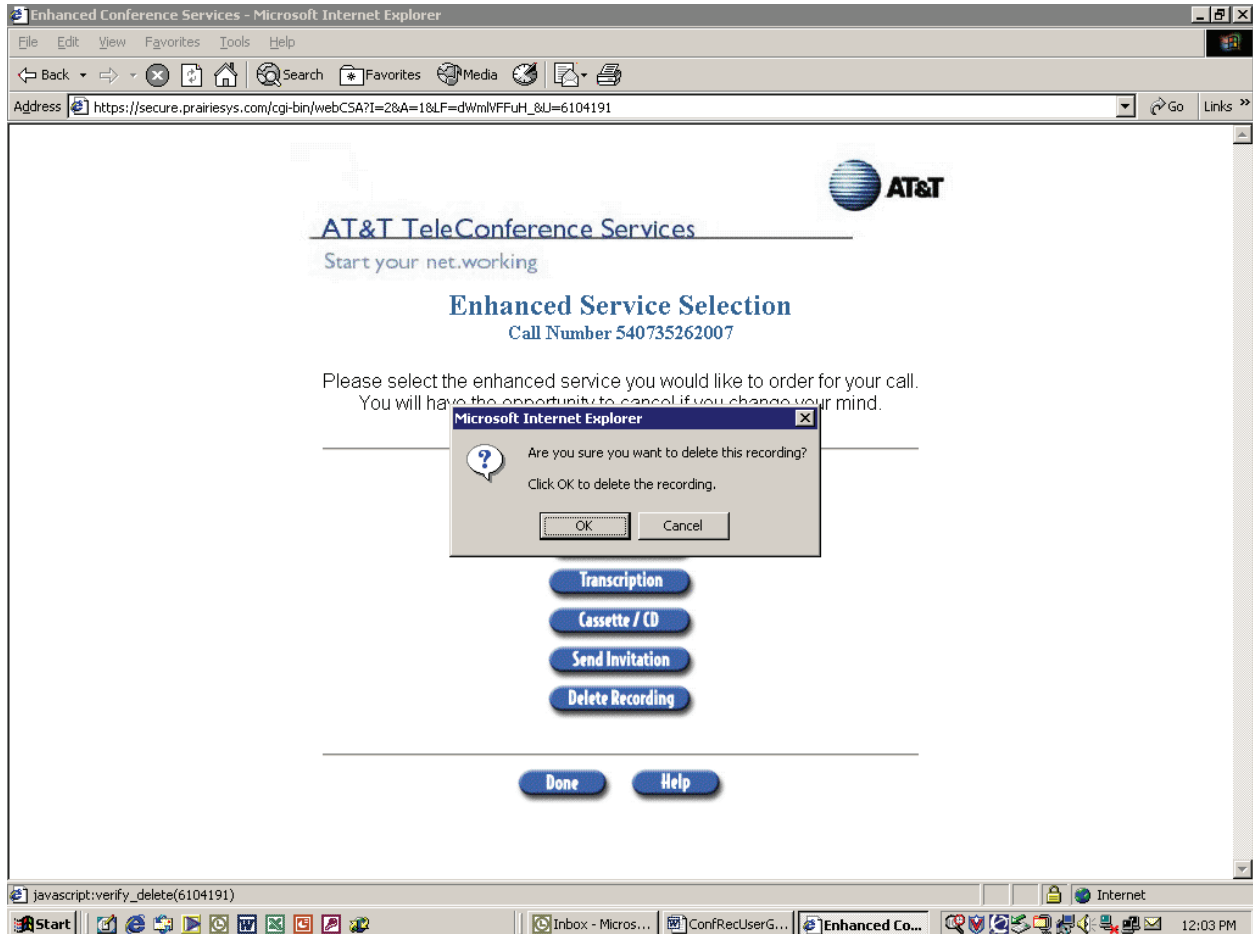
Font sizes: 8, 10, 12

Recordings will be available for 30 days or longer if a digitized replay end date is past the 30 days of the date of recording.

Delete Recording

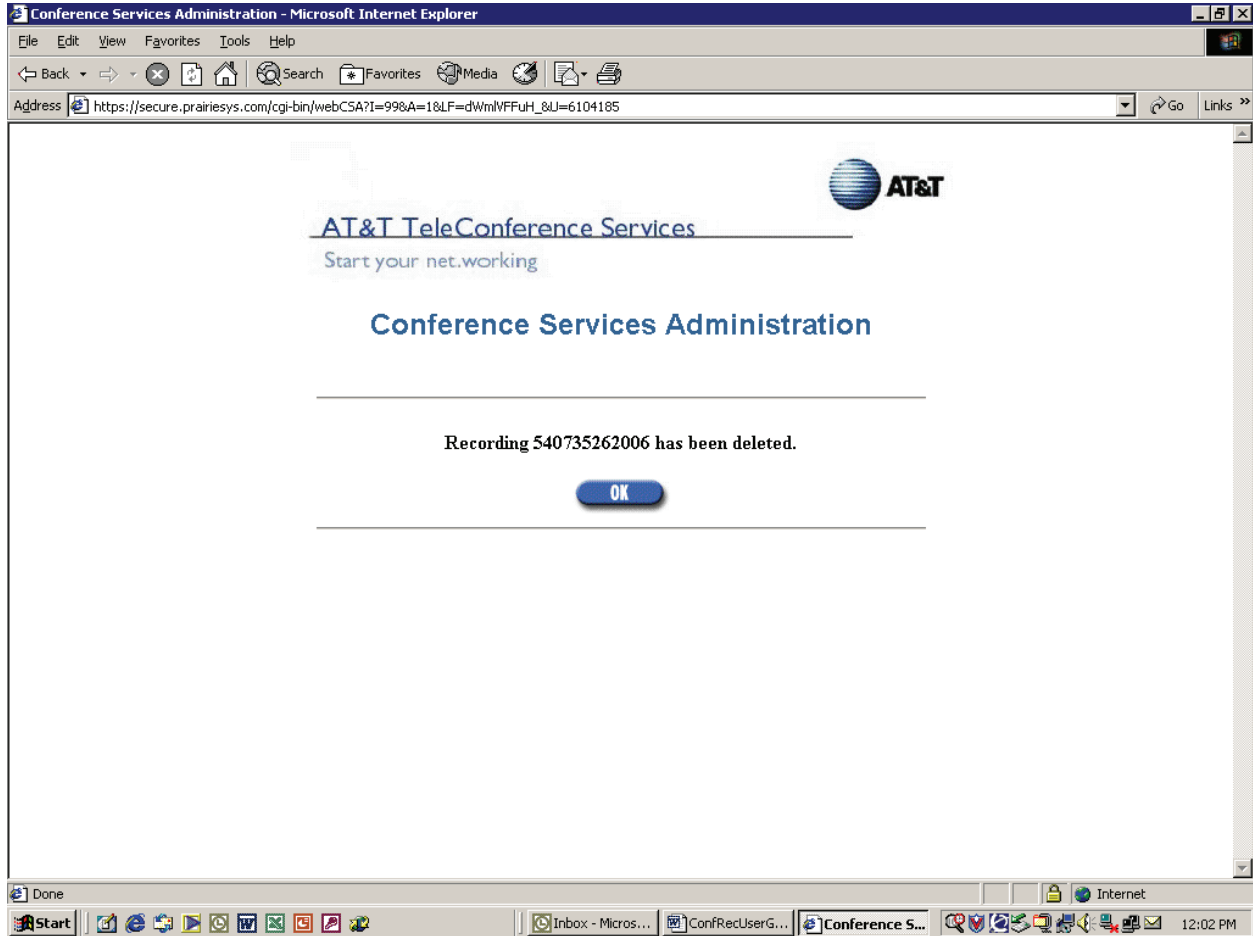
To delete a recording, click the recorded conference from the Enhanced Services Conference Selection Screen, then select Delete Recording from the Enhances Services Screen.

A message will appear asking you if you are sure you want to delete the recording.





If you click “OK” to confirm the deletion request, the following screen will be displayed as an acknowledgement of deletion.

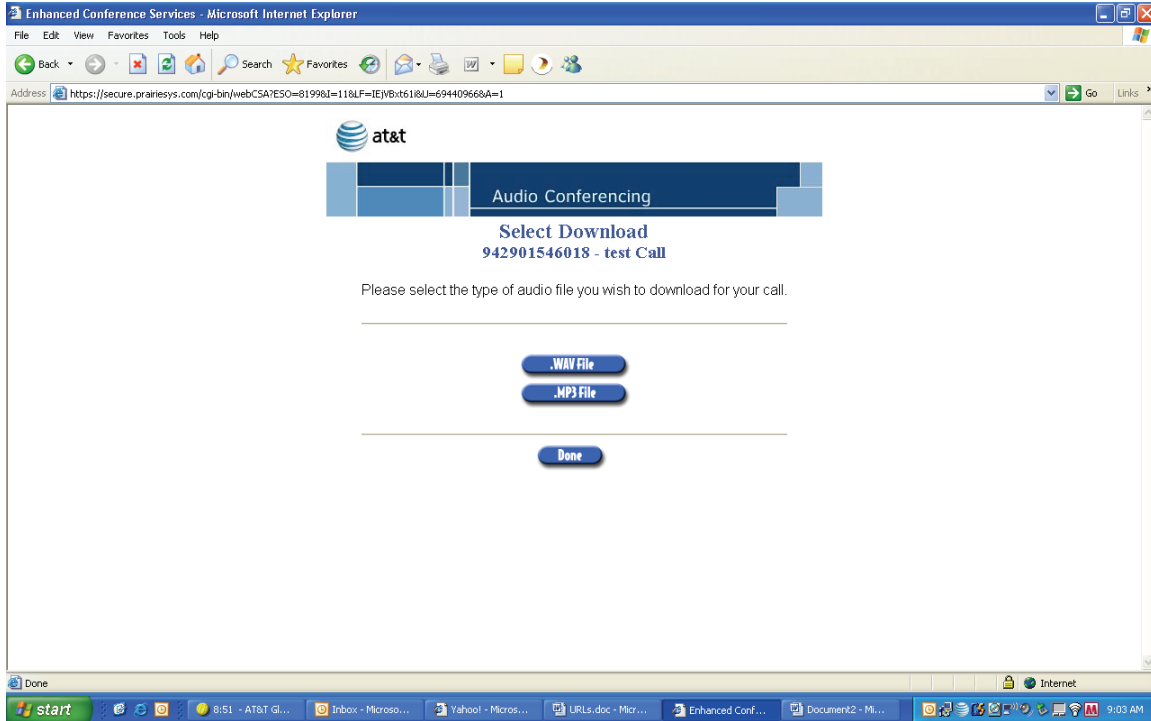


For assistance using the online conference record ordering tool only, please call 800-586-1749 (Toll-Free telephone number within the U.S.A) or 205-206-2114 (Direct Dial telephone number in the U.S.A). For all other customer support, please contact Customer Care at 1-800-526-2655 (Toll-Free telephone number within the U.S.A) or 205-206-2301 (Direct Dial telephone number in the U.S.A). .

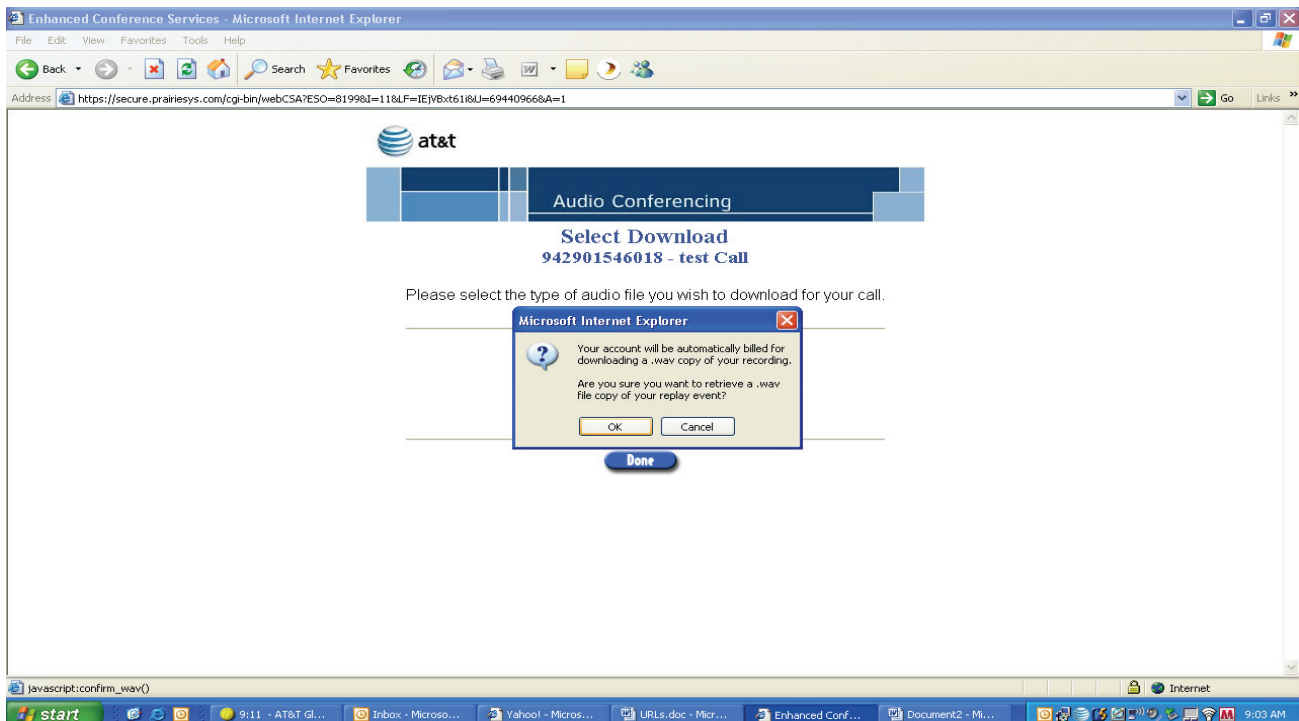


Downloading .WAV and .MP3 File

Select the desired file format (.WAV or .MP3) from the Select Download menu.

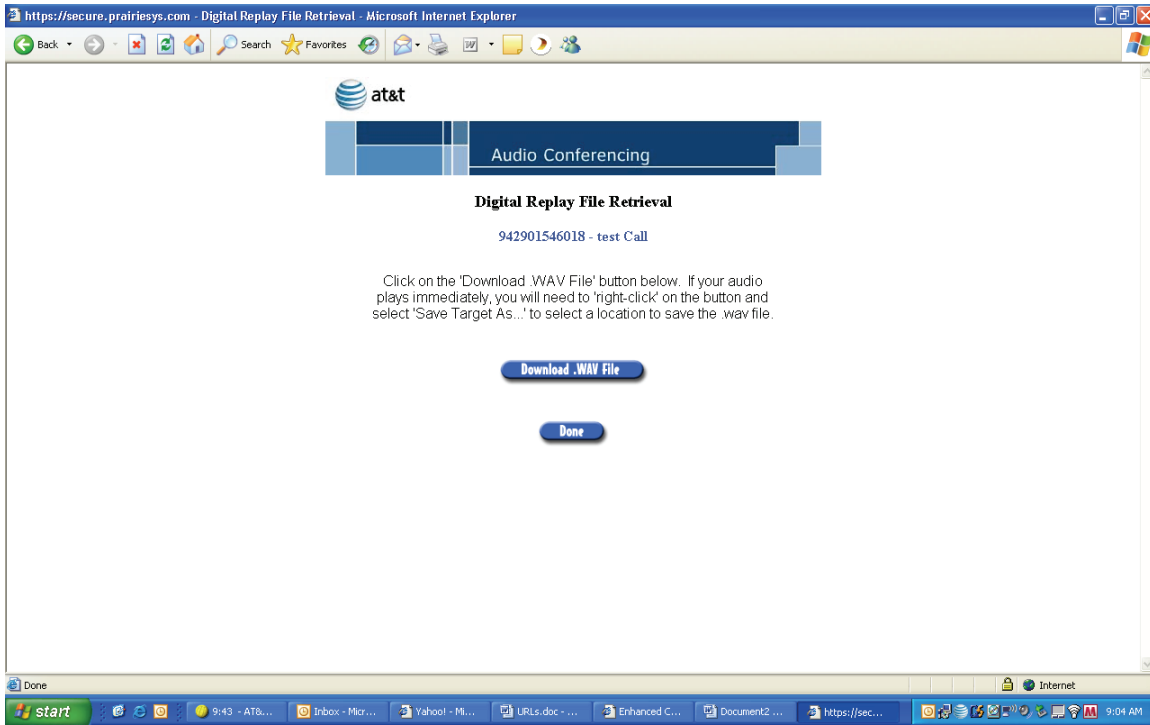


Once you click on the desired file format, a message box will display asking you to confirm that you want to download the file. If yes, click "OK". If you do not want to download the file click "Cancel".





Click on the “download .WAV file” or “download .MP3 file” button to begin download.



If your audio plays immediately, you will need to ‘right-click’ on the button and select “Save Target As...” to select a location to save the .WAV or .MP3 file.