

# HIDEF CONFERENCING

## Musings From The Tech Guy

### **Don't just listen: Record for posterity (part 3 of 3)**

In the first two parts on recording I talked about how to record a conference and how to manage your recordings and download them. This time I promised to tell you exactly what you can do with your recordings.

### **How can others listen to my recordings?**

There's a playback system for the recordings. If you sign on to your HiDef Conferencing account and then click on ACCOUNT INFO and RECORDINGS you will see the telephone numbers that you can call to listen to your recordings.

Tip: If you want to use Skype to listen to your recordings then call +990082705 including the plus sign. Calling this number will not cost you anything and it'll be as if you called by telephone.

In addition to the telephone number to call you, or your users, will need two pieces of information to access a recording, they are your conference room number and the recording reference number. Call the number, provide the conference number and the recording reference number (that comes from the ACCOUNT INFO/RECORDINGS display or the post-conference email) when prompted and your recording will start to play.

### **But it's a huge recording, how do I navigate through it?**

There's a full command menu available from the telephone (or Skype dial pad) so that you can fast-forward, reverse, pause, jump to the interesting bits, etc. Here's what the telephone pad looks like:

<b>1</b> Rewind 3 seconds	<b>2</b> Forward 3 seconds	<b>3</b> Pause/resume play
<b>4</b> Rewind 15 seconds	<b>5</b> Forward 15 seconds	<b>6</b> Restart at beginning
<b>7</b> Rewind 120 seconds	<b>8</b> Forward 120 seconds	<b>9</b> *NOT WORKING* Play last minute *NOT WORKING*
<b>*</b>	<b>0</b> Play help menu	<b>#</b>

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Most of the keys are obvious but number 9 needs a little explanation. If you press 9 while playing back a recording the system will start playing 60 seconds from the end of the recording. This way you can jump to (almost) the end and then navigate

backwards to find the spot you want. If we started at the end then the playback would be over and you'd have to start all over again so that's why it starts one minute from the end.

That's it. Over the three articles we have covered:

- How to record a conference
- How to manage your recordings
- How to download your recordings
- How to listen to your recordings
- Exactly what you can do with your recordings

Now go out there and record!

Cheers,  
The Tech Guy

These musings from the Technical Corner are geared to users of the new HiDef Conferencing service (the orange one). Users of the older +Plus or Premium HighSpeed Conferencing service (the blue web pages) or of the ConFreeCall service or of another Vapps' service may find this helpful but the exact web page navigation, command sequences or capabilities may be different.

As always, if you have questions, comments or ideas for a new musing do let me know. I will not have time to answer all of your questions but I will answer as many as I can. I can be reached by email at: [TechGuy@hidefconferencing.com](mailto:TechGuy@hidefconferencing.com)

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