

# Record your own conference calls with BT MeetMe Recording

Instantly record your BT MeetMe call and download the recording once your call is complete to archive or share for future use.

Many business meetings are increasingly taking place via a conference call, with audio conferencing offering businesses the option to reduce travel and respond to day-to-day challenges, quickly and effectively, ultimately helping to increase productivity.

With the increase usage of conference calls combined with juggling workloads and time zone restrictions it is not always easy to attend all meetings or make notes whilst trying to concentrate at the same time.

With our new simple to use recording facility you can record any BT MeetMe conference call and instantly access it via the web once your call has ended.

You then have the flexibility to share the recording with those who were not able to attend the meeting or to write up your notes in your own time.

## How does BT MeetMe Recording work?\*

During your BT MeetMe call, press \* then 8 on your telephone keypad to start or stop recording your meeting.

A message will be played into your conference to inform you that the recording has begun. Participants who join after the recording has started will also be informed that the call is being recorded.

When your meeting ends, the Chairperson will receive an email with a web link to a website where you can download your recording. Simply click on the web link, enter your Chairperson and Participant passcodes and a security verification code to access your recording.

You then have the option to archive or share the recording by downloading it onto your computer, posting it on a website or forward to your contacts via email.

\* Each recording is charged at a fixed price, subject to your terms and conditions.

## For more information please contact:

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Visit: [www.conferencing.bt.com](http://www.conferencing.bt.com)

## Key benefits

- Instantly record your conference call at anytime, anywhere.
- Available for playback at anytime once you have downloaded the recording.
- Option to share the recording file with contacts or to be placed on internet sites for company wide distribution.
- Removes the need to worry about time zones for setting up meetings to disseminate information.
- Easy documentation of conversations and actions which were discussed.

## How BT MeetMe recordings can be used day-to-day:

### Daily / weekly conference calls

Make your conference calls available to participants who were not able to attend or who need to replay the meeting content as a reference point.

### Corporate communication

Post recordings on intranet sites to communicate quickly and easily to large groups of people, at the same time, ensuring that everyone receives the same consistent message.

### Training

Reduce training costs by creating a collection of training sessions which can be used by your employees – all accessible on demand.

### Minute taking

Take the minutes of your calls accurately as soon as they have taken place or simply listen to the recording again to check accuracy of notes taken during the meeting.

### Legal transcripts

Once the conference call recording is completed you can easily create legal transcripts of your conference calls by downloading the recorded call file and forwarding it on by email for transcription.