

## Conference Record and Replay Announcement

### We are proud to announce the release of our enhanced Conference Record and Replay Service.

With Conference Recording and Replay, a world of opportunities is opened for the conference call host and a simple recording is rejuvenated, with a variety of new features.

Callers can listen to the replay of a recording via telephone or via streaming audio, on the Web. The commands available during replay are: Play, Pause, Resume, Fast Forward (10 sec. or 60 sec.), Rewind (10 sec. or 60 sec.), Return to Beginning and Increase/Decrease Speed.

Recordings will be managed via your online conferencing site, enabling the host to:

- Access audio conference call recordings
- View reports showing:
  - Recording date/time/duration/status
  - Number of listeners
  - How the replay was accessed (Web or Phone)
  - Listener details (customizable)
  - Recording type (Audio)
  - Phone and Web replay access details
- Extend the replay storage time
- Deactivate a replay so that it is not accessible
- Email replay invitations
- Order additional services such as Transcriptions, CDs, etc.
- Add notes to a recording (i.e. Reference #, meeting information)
- Request edits to a recording
- Immediately obtain an Event Instant Replay access code at the time of booking

Conference Recording and Replay is now available.  
Please contact your account manager for more details.