

Using PlaceWare Replay™ To Record Your Session

PlaceWare Replay™ provides an exact recording of your meeting or event - including slides, white boards, text boards, and all application sharing / View Sharing content. Audio is automatically synchronized to all of the slides and other content. The finished recording will be available to viewers with the click of a URL. PlaceWare Replay is fast, easy, and convenient.

Follow these steps to record your session:

1) In the bottom-left-hand corner of the Presenter's console, press the **Recording** button to open the recording control panel.

3) If you want the PlaceWare server to record your telephone audio, enter the phone number to call here in the "Telephone to number to dial" box.

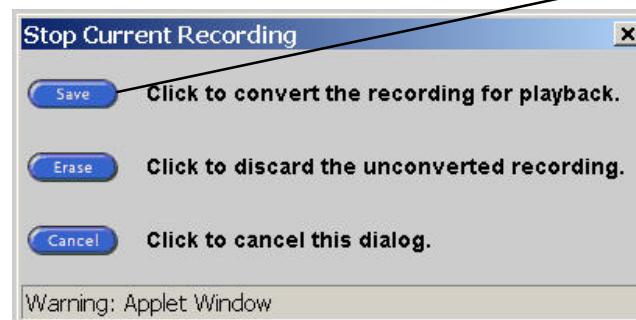
Be sure to always include all necessary area codes. You should NOT assume the PlaceWare server is in your area code.

You can use a comma "," for a 1 second delay. You may need to use multiple commas to create the appropriate delay for your call provider.

If you are recording a session for later playback and have no live participants, you can have PlaceWare call your desktop phone. Use a telephone headset for best quality recording.



Record button opens controls in either a Web Meeting Place or Auditorium Place.



4) A couple of minutes before your presentation, press the **Dial** button.

PlaceWare will try to call the number you specified. The status indicator will show you the current call status.

When PlaceWare is connected, the status area will change from "Not Connected" to "Connected" and the Record button will become active.

5) You can see a visual indication of the sound on the VU (volume unit) meter. Set the volume of your headset microphone.

Use the Check button to actually hear the audio - even before you start recording to ensure best quality.

6) To start the recording of your presentation, press the **Record** button. To pause the recording, press the **Pause** button.

7) When you're done presenting and want to publish your recording, press the **Stop** button. A confirmation window will appear. To Save and convert the recording for playback, press **Save**. The PlaceWare service will now start the publishing process.

Click Erase if you wish to discard the recording. If you want to continue recording, click Cancel.