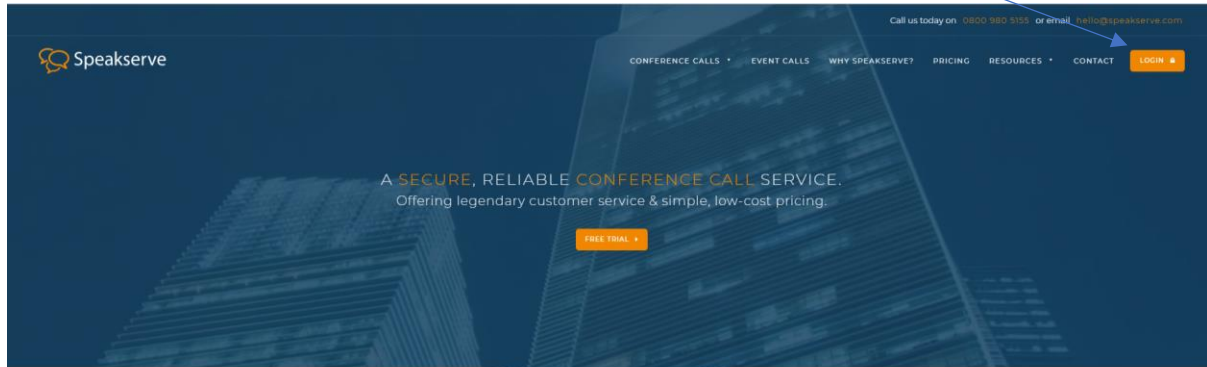


How to Play a Call Recording

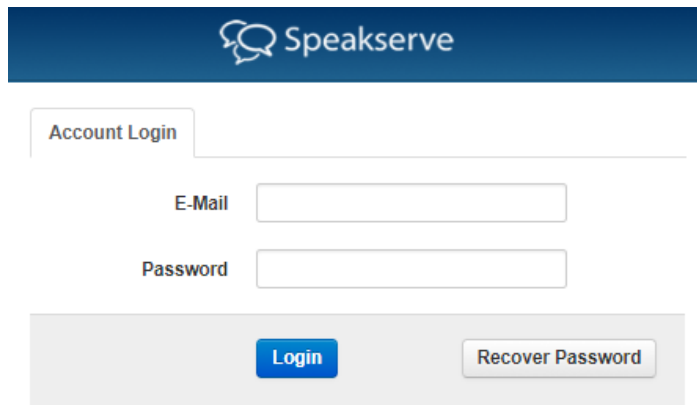
Access the portal via the login button on www.speakserve.com



CONFERENCE CALLS

Easy to set up service with web-based portal for easy scheduling and management of your account.
A premium tele-conference solution designed for business.
Make a Conference Call anytime, anywhere using any device. Meet instantly or invite participants with detailed invitations from your call portal.

You will be taken to the following page, where you can login with your account details.



Account Login

E-Mail

Password

Login Recover Password

1. To record a call, either select the 'Record Calls' option within a room, or alternatively use the command *3 to activate the 'Begin/End Recording' In-Call Feature.
2. After the recorded call, you will receive an email containing a link to the page where you can access the recording.

Your Call Recording



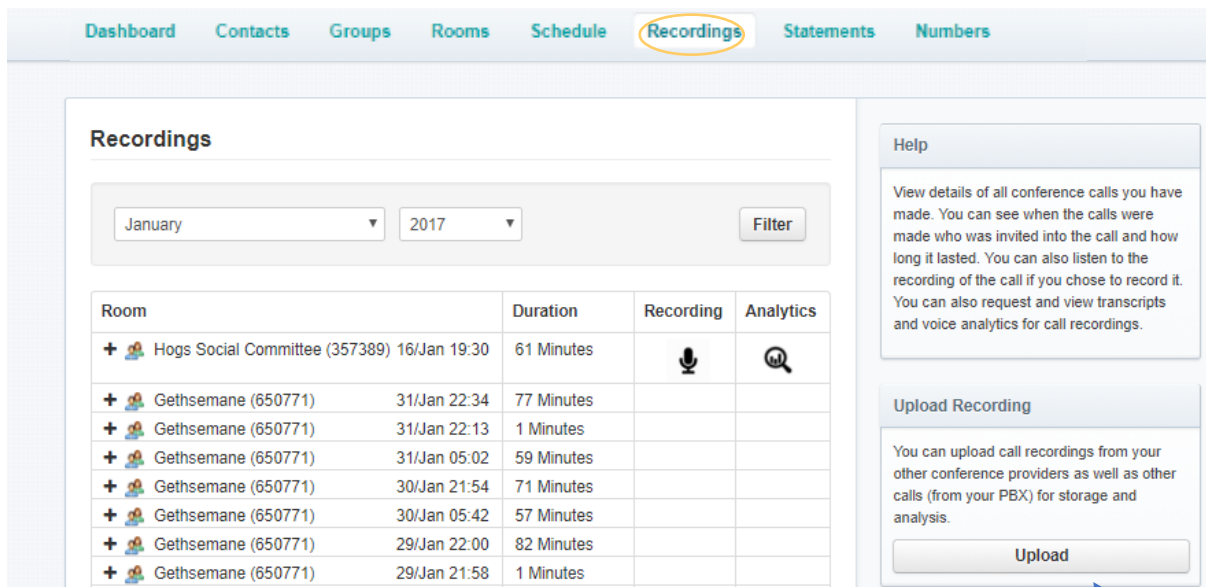
The recording for your conference room: **530132** is now available and can be downloaded [here](#)

If you have problems downloading the recording, contact the Speakserve support team on 0800 980 5155 or alternatively email support@speakserve.com.

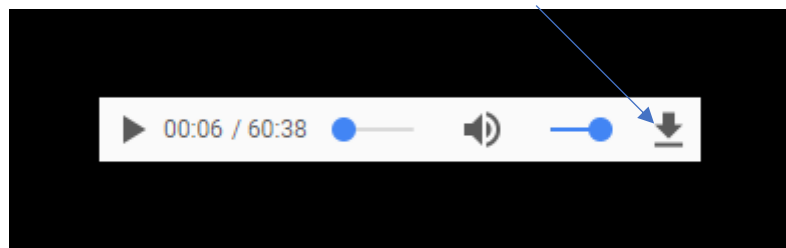
Note: You can also listen to the recording by pressing play against your call in the **Call History** section of the online portal. To login please visit. <http://www.speakserve.com>

Kind Regards,
The Speakserve Team

3. Alternatively, you can access this page by logging-in to the Speakserve portal and selecting 'Recordings' from the navigation menu.



4. Click on the microphone icon and you will be taken to a .wav file of the recording, in the format shown below, which can also be downloaded.



5.

5. You can upload call recordings from your other conference providers as well as other calls using the 'Upload Recording' feature.