

HIDEF CONFERENCING

Musings From The Tech Guy

Don't just listen: Record for posterity (part 2 of 3)

Last time I talked about how to record a conference and how to make sure that the recorder s running properly. This time I want to discuss some of the things you can do with a recording once it has been created.

How do I find out about my recordings?

Your recordings are listed on the web site. Go to www.hidefconferencing.com and sign on to your account. Click on the tab ACCOUNT INFO and then on RECORDINGS. You'll be presented with a page that lists the access numbers for listening to your recordings and then the recordings themselves. Each recording is identified by a reference number. Also listed is the length of the recording, the date it was created, a notes column and a delete button.

The CONF REF# is a unique number, generated by the system. The higher the reference number the newer the recording. You will need the reference number to identify a recording for playback or for download.

The DURATION of the recording is in hours:minutes:seconds and tells you how long the recording file is. This is not necessarily the same as the length of the conference since you may have paused the recording (see part 1 for information on stopping, starting and pausing recordings).

NOTES are useful as a way of remembering what a recording is about. To add notes to the recording, type into the notes area and press enter. You can only update one note at a time so key in one note and press enter before moving on to another note.

The DELETE button should be used with caution. There is no confirmation, you press the button and the file is gone.

Can I download my recording?

Of course you can. Simply right-click on the reference number and select:

SAVE TARGET AS (Internet Explorer users)

SAVE LINK AS (Firefox users)

whatever the option is (other browsers)

and you can save the file to your computer. If you click on the reference number instead of right-clicking on it the file *may* start to play but this is dependant on your local computer's setup. If direct playing works then that's great but if it doesn't work then don't call me 'cos it's not a supported operation.

I don't see my recording in the list

Once a conference is over the recording file is closed (I mean really over, no users left on – check by logging on and going to JOIN CONFERENCE and WEB CONTROLS). Until then it's possible that you have just paused the recording and will want to start it up again. Anyway, once the conference is over the recording is passed to another system that converts it to a good quality mp3 file. Once that conversion has finished, your recording will appear on the list. At busy times be prepared to wait up to fifteen minutes for your recording to be available.

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That's all for now. Do go and update the notes on your recordings before you forget what they are. In the last installment on recordings I'll tell you exactly what you can do with them.

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

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