



# Recording Manager

**REMINDER: Recordings can not be retrieved until 30 minutes AFTER the conference has ended.**

**Note:** To access recordings for On Demand and Together Talk services please view the **Customer Dashboard User Guide**.

## Log In

1. Go to Recording Manager at <https://recordings.conferencegroup.com/>
2. Log in with your account email address and password.
  - The user Login is the contact email address associated with your account.
  - The Password is the Reference Number used to record the conference.
  - Once you log in, all of the conferences you have recorded under that conference will appear.

## Retrieve a Recording

1. Select from the list of conferences the recording you want to access.
2. Download, Stream or Email your recording. (See playback directions below)

## Recording Playback Options

You can retrieve your recordings in a number of ways:

- Download an MP3 file:
  - Right click on the **File Name**, and click "**Save Target As**".
- Stream via your web browser:
  - Click **Recording Link**, player will open in new window.
- Email MP3 file to the contact email:
  - Click **Email** to send.

**NOTE: Files are available from our website for 30 days.**

Access all of your recorded Operator Assisted, Operator Assisted Plus, and Scheduled audio conferences via the Recording Manager. This User Guide describes the steps involved to use this tool.

**Questions? We are here 24/7 to help.**

**Call (877) 709-8255**

**Email [csr@conferencegroup.com](mailto:csr@conferencegroup.com)**