Global Link Communications is connecting you to the world through the most efficient recording tool available, Instant Access Recording.

Instant Access Recording simplifies your ability to record your audio and web conference. Completely integrated with Instant Access Plus and Web, Instant Access Recording records your meeting by using a touch-tone phone or the easy web control feature. Either method will allow you to start recordings, stop recordings, edit recordings, and manage an archive of recordings for easy access.

Record a Conference using the Phone
➢ Start your Instant Access Plus audio conference
➢ Start your Instant Access Web conference (optional)
➢ To start the recording press *2 on your phone, then press 1 to confirm you want to begin the recording. The system will play a message to notify your participants the conference is being recorded.
➢ To end the recording press *2 on your phone, then press 1 to confirm you want to stop recording. The system will play a message to notify your participants the conference is no longer being recorded.

Record a Conference using the Web Controls
➢ Start your Instant Access Plus audio conference
➢ Start your Instant Access Web conference
➢ To start the recording press the "Record" button on the left side control panel of Instant Access Web. The system will play a message to notify your participants the conference is being recorded.
➢ To end the recording press the "Record" button on the left side control panel of Instant Access Web. The system will play a message to notify your participants the conference is no longer being recorded.

Access and Manage a Recorded Conference
➢ Go to http://autorecord.cfer.com
➢ Click on "Start / Manage / Archive" and enter your Instant Access phone number, 7-digit Access Code and Chairperson Pass Code.
➢ Click on "Manage Recordings" to access your archive.
➢ From this section you can Play, Email, Download, Rename, Delete and Edit the recordings. You can also add a security pass code and get a report of who has accessed a recording.
➢ You have 7 days from the creation of your recording to decide if you would like to keep the recording. If you decide to keep the recording, simply select "Download" and follow the instructions.