

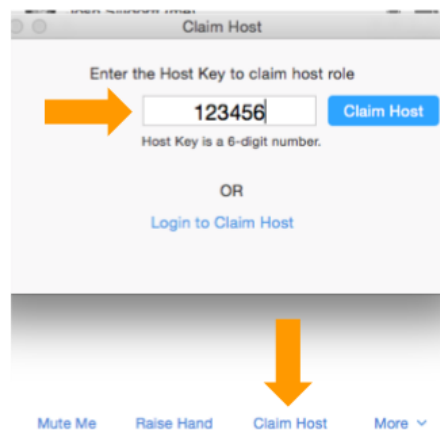
Claiming Host Role In Meeting Rooms

This feature allows a participant to claim the Host role during a meeting, giving them Host controls such as the ability to Record the meeting. Enter host key: **“123456”**
OR “414216”

Click the Participants button in the settings bar at the bottom of your meeting window



Click the “Claim Host” link and a pop-up box will appear. Enter 123456 and click the “Claim Host” button to claim the host role

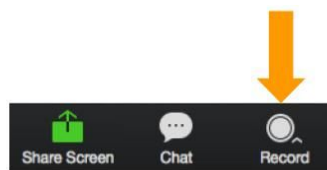


You are now the Host of the Meeting Room and have access to the Host controls such as Recording the meeting.

Recording Meetings On Your Computer OR To The Cloud

This feature allows the **Host** to record the meeting and capture the audio, video, and even shared content that participants share during the meeting. If you claim the Host role on your computer and record the meeting, the recording will save to your computer. If you claim the Host role using the video conferencing system at the corporate office, you can email support@easyconnecthd.com to request the recorded meeting files.

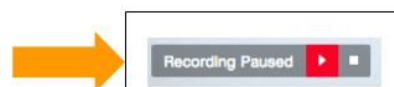
- 1) Once you have claimed the Host role, you can move the cursor to bring up the In-Meeting Controls and click on the **Record** icon



- 2) All meeting participants will see a blinking red light in the top left corner of the screen indicating that the meeting is being recorded



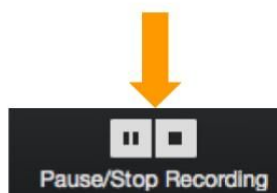
Indicates recording in progress



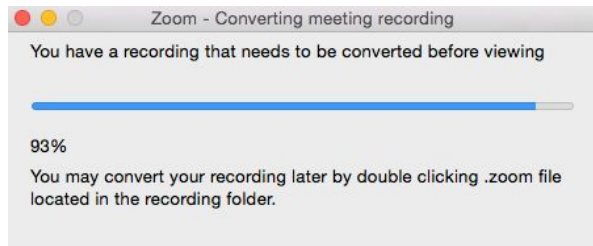
Indicates recording is paused

- 3) The Host can click the Pause or Stop Recording buttons in the In-Meeting Controls at any time

- Pausing a recording results in there being a single recorded file made up of all recorded clips.
- Stopping a recording results in there being separate recorded files that consist of only the clip that was recorded before the Stop button was clicked



4) Once the meeting has ended the Host will see a message saying that the meeting recording is converting and saving to a folder on that computer



5) The recording file folder will be named with the date of the meeting (year-month-day), the time of when the recording started (in military time), and the name of the Meeting Room

 2016-12-14 11.03.55 "INSERT MEETING ROOM NAME" Personal Meeting Room

6) The meeting recording files will be inside this folder

- The complete meeting recording will be named zoom_0.mp4
- If the host stopped and started recording during the meeting there will be individual segments in the folder titled zoom_0.mp4, zoom_1.mp4, zoom_2.mp4, etc.

7) If you claimed the Host role and recorded the meeting using the video conferencing system at the corporate office, please email support@easyconnecthd.com to request the recorded meeting files.