

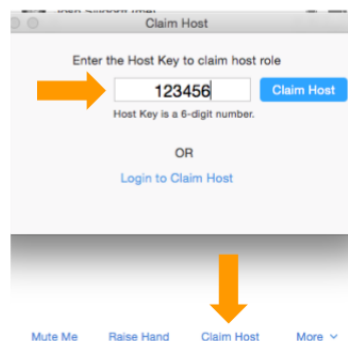
Claim Host Role

1. Click the “Participants” button
2. Click “Claim Host” in the participants panel
3. Enter Host Key “**123456**” OR “**414216**” (if first code doesn’t work second code will)
4. Click “Claim Host”
5. You are now the Host of the meeting until the meeting ends or you make someone else host. (Some meeting rooms may have more controls available than others)

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

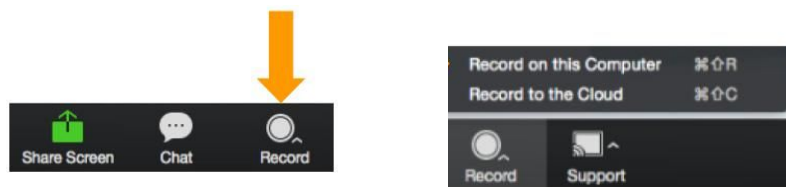


You are now the Host of the Meeting Room and have access to the Host controls such as Recording the meeting. If you are using one of the EasyConnect HD room systems and the button on the bottom toolbar says “Manage Participants” instead of “Participants” that means it is already the Host of the meeting and the recording option is already available.

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 record on your computer the recording will save to your computer. If you record to the Cloud you can email support@easyconnecthd.com after the meeting to request the link to the recording.

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. This will give you the options to Record on this Computer or Record to the Cloud.



2) Once you select to record to your computer or to the cloud, a blinking red light will appear in the top left corner of the screen indicating that the meeting is being recorded. All meeting participants will see this.



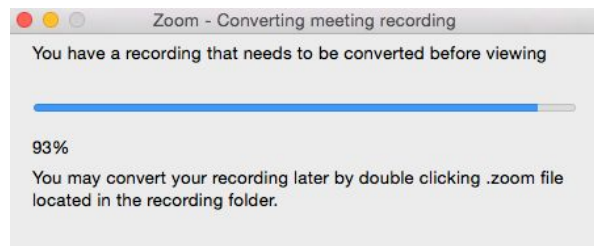
3) The Host can click the Pause or Stop Recording buttons in the In-Meeting Controls at any time

- 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 can email support@easyconnecthd.com to request the link to the Cloud recording
OR
- If they recorded to their Computer they 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.

For technical assistance call (414) 216-3366 or email support@easyconnecthd.com