

Web Conferencing - Autopilot Recorder

The instructions below are to be used when you wish to record your webinar. It also provides details on how to access your recording directly from your Account Management Portal (AMP) and sharing the recording link.

Recording Your Webinar

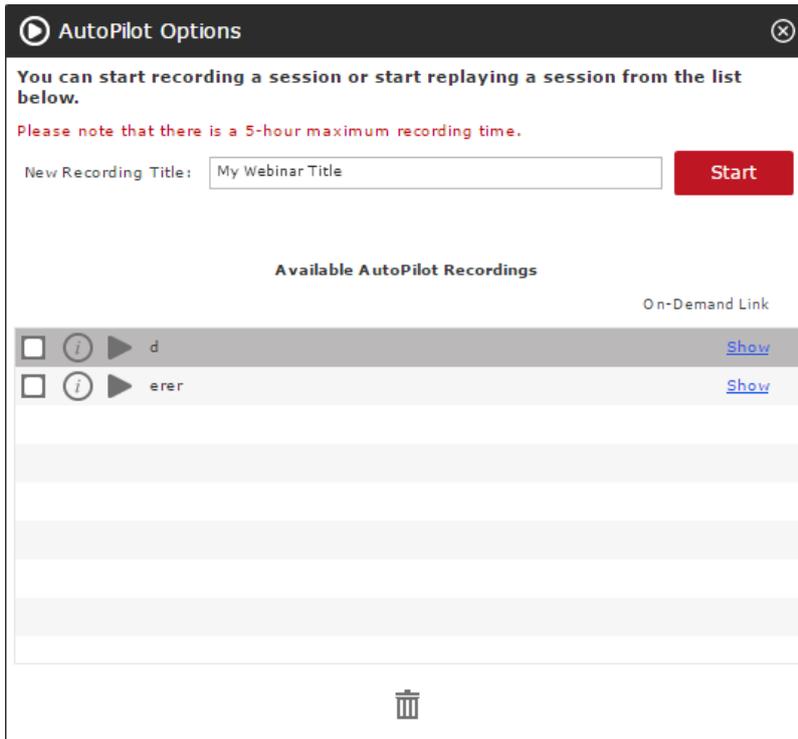
To record your webinar, use the Autopilot Recorder feature as follows:

Step 1: Click on **TOOLS** in the lower right hand corner of the webinar platform.

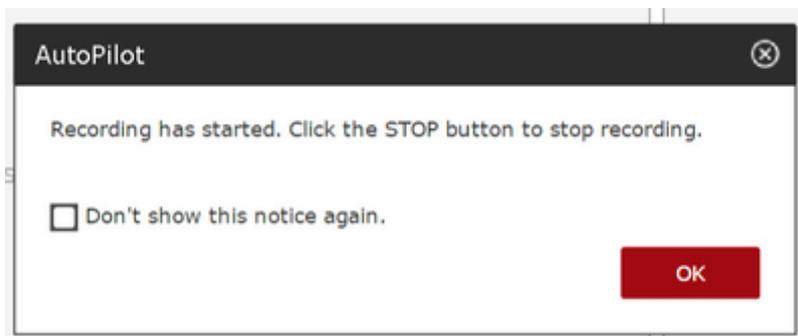


Step 2: Click **AUTOPILOT RECORDER** from the menu.

Step 3: Enter a title for your recording and click **START**.

A screenshot of the 'AutoPilot Options' dialog box. The title bar says 'AutoPilot Options' with a close button. The main text reads: 'You can start recording a session or start replaying a session from the list below.' Below this is a red note: 'Please note that there is a 5-hour maximum recording time.' There is a text input field for 'New Recording Title' containing 'My Webinar Title' and a red 'Start' button. Below the input field is a section titled 'Available AutoPilot Recordings' with a sub-header 'On-Demand Link'. It contains a table with two rows: the first row has a checkbox, an info icon, a play icon, the text 'd', and a 'Show' link; the second row has a checkbox, an info icon, a play icon, the text 'erer', and a 'Show' link. At the bottom of the dialog is a trash can icon.

Step 4: Click **OK** to confirm.

A screenshot of the 'AutoPilot' confirmation dialog box. The title bar says 'AutoPilot' with a close button. The main text reads: 'Recording has started. Click the STOP button to stop recording.' Below this is a checkbox labeled 'Don't show this notice again.' and a red 'OK' button.

Step 5: You will now see the recording status at the bottom of the webinar platform. This will not be visible to participants. When you wish to stop recording, click **STOP** at the bottom of the screen.



Accessing Your Recording

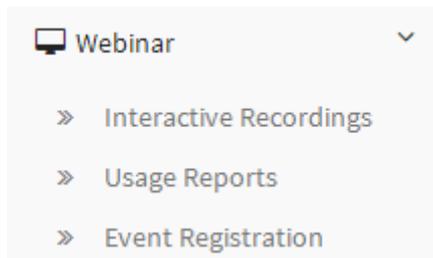
There are two ways in which you can access your recording, both through your AMP.

An **Autopilot** recording is available immediately after your webinar and replays your webinar in exactly the same manner it was originally recorded. To view this, the viewer is required to provide their name, company and email which is then reported within the AMP.

An **MP4** video file is available for download within 48 hours post webinar and includes a recording of slides and webcam (if used). The file is available as a direct download or via a download link, both from within the AMP.

Step 1: Log into your AMP at <https://amp.redbackconferencing.com.au/>

Step 2: Click **INTERACTIVE RECORDINGS** from the left hand side menu under **WEBINAR**.



Step 3: To view an **Autopilot** recording, click on the link shown under the INTERACTIVE RECORDING LINK column. To download an **MP4** version of your recording, click the green download button under the ACTION column.

Sharing Your Recording Link

The Autopilot link can be copied from the AMP, however should you wish to email the downloadable link for the MP4, right click on the download button and select COPY LINK.

Once you have the link for either version, you can then paste it into an email to send out.

Additional Information

Available AutoPilot Recordings This is a library of all recasts that have been created within this specific room.

On Demand Link: Clicking this link will show the link that people can use to watch a personal viewing of the recording.