

# **Recording audio**

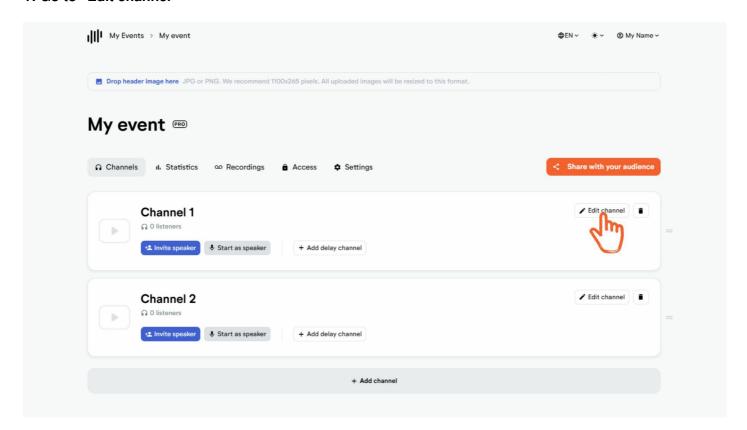
Learn how you can take advantage of our recording function.



As admin of a SMART or PRO account you can record the channels of your event.

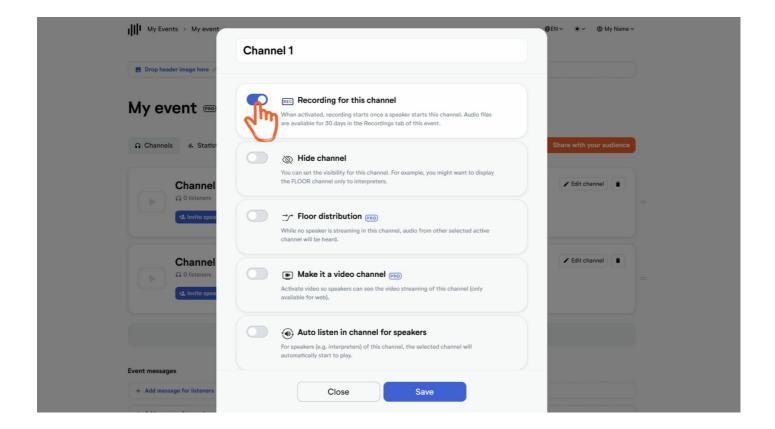
You can enable the recording function for each channel individually and then download the audio files after your event for up to 30 days.

#### 1: Go to "Edit channel"



## 2: Turn on the recording toggle

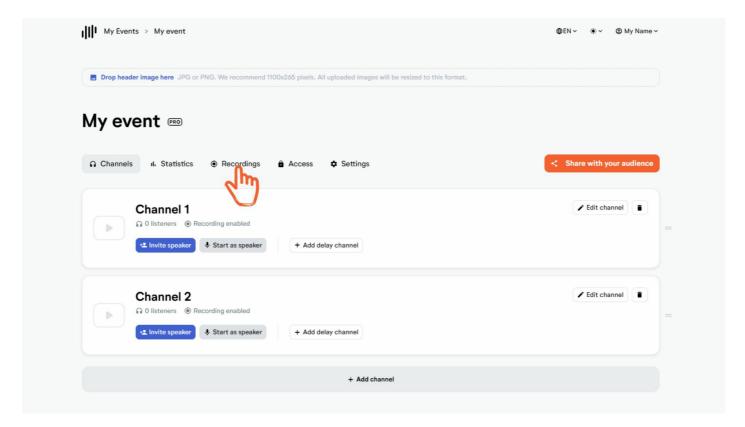
You have now activated recording. The recording will start automatically as soon as a speaker starts streaming and will record as long as this speaker is active.



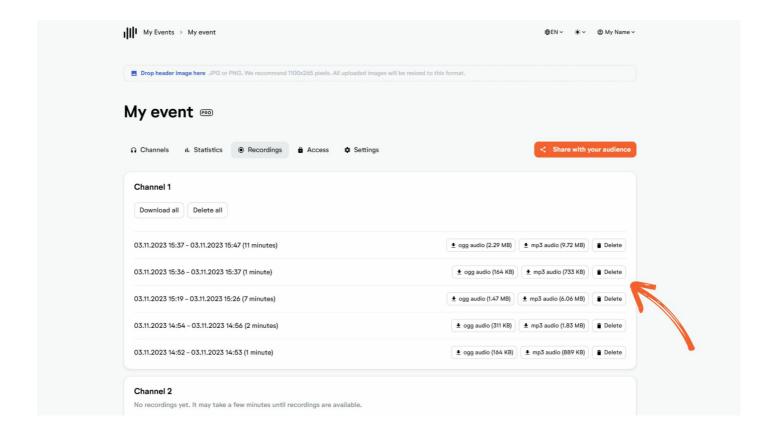
#### 3: Download

After your event is finished you can download the audio files here.

Please be aware that it might take some time until the recordings are processed and will show up.



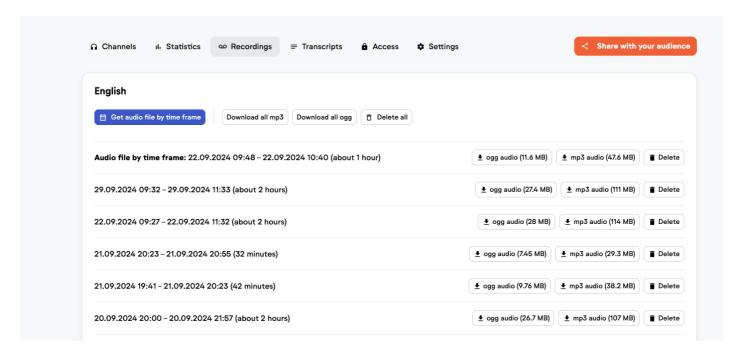
You can download the recordings as very small but high quality OGG files or as MP3 files.



# Get audio files by time frame

Since a new file will be started every time a speaker starts or stops, you might find a number of audio files available at the end of your event.

If you want to download recordings of a certain time frame and stitch them together, you can use the "Get audio files by time frame" function. You can define a certain time frame, so one audio file will be created for that period.



#### Please note:

Recordings are automatically deleted after 30 days. To keep your recordings permanently, you'll have to download them.

## Disclaimer:

- It is your responsibility as an admin to obtain consent by any speaker you are recording
- Recordings are cloud recordings, so LiveVoice does not take responsibility for the quality or reliability of them, as it is dependent on external factors such as internet quality.