



## Call Recording and AI Transcription

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# Call Recording and AI Transcription

Record both inbound and/or outbound audio, with post-recording AI transcription.

1. Select Switchboard > select Number.
2. Select Advanced > Call Recording > Set Preferences
3. SAVE

### Call Recording Options

**Record:** Select which calls to record. You can select all or selected calls only.

- **All calls:** This option captures all incoming and outgoing calls made through your extension or a specific phone number. Every conversation will be automatically recorded, providing a complete record of your communication.
- **Selected calls:** This option allows you to choose which calls get recorded. You can manually initiate recording during a call or set up rules to record calls based on specific criteria. If you choose select calls you must insert the specific number to record.

**Manual options:** Allow this option if you wish to be able to use \*3 during the call to NOT record it.

**Directions:** Select which direction to record calls: Record in both directions / Record only Outbound Calls / Record only Inbound Calls.

**Email recording:** This sends a copy to the email set on Personal Details.

**Alternative email:** Nominate an email address to send calls to - if different from the email in Personal Details.



### AI Transcription

This feature enhances call management and analysis by providing accurate and accessible transcriptions of recorded calls.



To access call transcriptions:

1. Log in to your account
2. Select **Billing > Billing Records**.
3. Look for the call you wish to view the transcription for. Use the filters to help you find calls, then click on **Search**.
4. Click on the **Transcription** icon associated with the specific call.
5. The transcription will be readily accessible, allowing you to review the call's content efficiently.

*Note: After you end a call, the transcriptions take around 10 minutes.*

### **Important!**

Call Recording must be used in a way that complies with local laws. Please advise the B-party caller that Call Recording has been enabled on this account.