On-Demand Call Recording – on-demand integrated call recording capabilities available on Poly VVX models with a USB port. The client can choose to:

- Use an existing USB 2.0 or 3.0 compatible jump drive
- Purchase a 16GB USB jump drive from POPP (stores up to 500 hours of audio as .wav files.)

Enable Call Recording feature in Poly telephone

- Plug a USB 2.0 or 3.0 compatible jump drive into one of the USB ports located on the top (remove cover) or back of the telephone. "Storage media attached" will display when a compatible jump drive is properly connected.
- Make sure there is sufficient storage available on the USB jump drive to store calls. A five minute call equals approximately 2.5M of storage. Storage hours remaining (e.g., "USB storage: 99+ hrs. left") will display on the screen.

Record a Phone Call in Progress

Call Recording is available on a per call basis. You must start and stop the recording of each call.

- During a call:
  - To start recording, touch **[Record] softkey + [Start] softkey**
  - To pause recording, touch **[Pause]** softkey
  - To resume recording, touch **[Resume]** softkey
  - To stop recording, touch **[Stop]** softkey

    Note: Call recording stops automatically when you hang up or when a call is transferred to another phone

Listen to or Delete Recorded Calls:

Make sure that the USB jump drive is plugged into the USB port on the telephone

- Press **[Home]** button
- Touch **[Settings]** + **[Features…]** + **[Removable Storage Media…]** + **[Browse Recordings…]**
- Recorded calls are listed in chronological order with the most recent recording listed at the bottom
- Touch the display, drag up or down to scroll through the list of recorded calls, and touch the desired call to select it
- Touch **[Open]** softkey + **[Play]** softkey to play
- While listening to a call:
  - To adjust playback volume, press **[- or +]** volume button
  - To pause/stop playback, touch **[Pause]** softkey
  - To resume playback, touch **[Resume]**
- Touch **[Exit]** softkey to return to the list of recorded calls
- To delete a call:
  - Touch the desired call to select it
  - Touch **[Delete]** softkey to delete the call
  - Touch **[Yes]** softkey to confirm deletion or touch **[Back]** softkey to cancel
- Press the **[Home]** button to exit when finished

  Note: You can also listen to and delete recorded calls by connecting the USB jump drive to your computer.

For Additional Training and Support
- Visit www.popp.com or call POPP Communications at 763-797-7900