

Using the replay service

Listening to the recording

To hear the recording follow these steps:

1. Dial your preferred number. A range of phone numbers are available [here](#).
2. At the prompt, enter the PIN provided on the Event Call Summary email.
3. After the tone record your name and company name, then press the hash or pound sign (#).

Keypad controls

The following replay controls are available from your telephone keypad.

Keypad controls		Skip forward / backward
Pause	Press 2	Skip forward / backward = 10 seconds
Resume	Press 8	Skip forward x2 / backward x2 = 60 seconds
Skip forward	Press 6	
Skip forward x2	Press 3	
Skip backward	Press 4	
Skip backward x2	Press 1	
Increase speed	Press 9	
Decrease speed	Press 7	
Normal speed	Press 5	

For further information, please visit loopup.com or email event@loopup.com