

Phone Conversation Recording

Administrative Procedure

WV Northern Community College new phone system (2007) gives users the capability to record phone conversation that saves in the user's voicemail mailbox. To use this feature the College is requiring all users to inform the other party that the phone conversation is being recorded. The consent by the other party to record must be included on the recording.

Directions:

When a phone conversation is in process "Rec" will be displayed on your phones LCD screen. You will press "Rec" and the phone conversation will begin recording for approximately 5 minutes. You can stop the recording and restart it or pause the recording. Once the recording is stopped it will be saved in your voice mailbox for a period of approximately 30 days.

Effective: April 1, 2008