



TrueConf AI Server

Usage Guide



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1. Why AI in video conferencing?

TrueConf AI Server software is an AI-based (machine learning) solution for speech recognition in conferences from TrueConf. It automatically recognizes the audio from your events conducted on TrueConf Server and saves it in text format with speaker separation. It can recognize speech from both group conferences and point-to-point video calls (which are also converted into conferences).

Thanks to seamless integration with TrueConf Server and TrueConf Enterprise solutions, users can access protocols through their video conferencing server without needing to log in to a separate service. This enhances user convenience and reduces the number of different web pages users need to access. We recommend using the video conferencing server's personal area to manage protocols, although it is still possible to log in via the personal area of TrueConf AI Server.

The solution is provided as a software for installation on the customer's premises (on-premise version).

Hereinafter, the terms *decoding*, *transcription*, and *speech recognition* are synonymous and refer to the process of analyzing an audio conference to obtain its transcript (script).

1.1. Main Features

- Automatic speaker detection for accurate attribution of each statement.
- Generating a complete transcript of the conference with phrase separation for each participant (including terminals in meeting rooms).
- The ability to select the primary language for audio track recognition in a conference.
- Display of timestamps (relative time) for individual phrases in the transcript.
- Automatic punctuation insertion.
- Automatic capitalization of the first letter in sentences.
- Correct speech recognition when speakers use different languages.
- Accurate recognition not only of commonly used speech words but also of those that are rarely used.
- Recognition of known abbreviations.
- Correct recognition of numbers and dates and recording them in digital format.
- Successful recognition of audio tracks in challenging acoustic conditions: noise, soft speech, simultaneous speech from multiple participants.
- The ability to recognize audio on both NVIDIA GPU and x86-64 architecture CPU. TrueConf strongly **recommends using the discrete GPU option** for better recognition performance.
- Support for multi-processor systems when processing audio on the CPU.
- Storage of conference audio recordings and speech-to-text transcripts.
- Manually delete any conference recording, including its transcript.
- No limitations on the number of recognized conferences thanks to task queue creation.
- Support for audio processing on systems with both single and multiple NVIDIA GPUs.
- Web interface for managing recognized conferences.

- Authorization on the AI server using a video conferencing server user account, including when the customer's side uses an LDAP directory service, such as Active Directory.
- The ability to integrate the AI server with one or more video conferencing servers.
- Display of ongoing conferences' information: name, Conference ID, start time, and duration.
- Built-in web interface player for playing back the audio file of a conference or call.
- Ability to configure decryption access for both conference participants and any arbitrary user of the video conferencing server.
- Real-time display of conference recognition status.
- Export decryption results in text format (.txt) or in tabular format (.csv).
- Export the conference's mixed audio track.
- Notification to the conference moderator about the successful saving of its recording on the transcription server.
- Conference moderator notification of the successful completion of the transcription process and providing a link to the result.
- Notification to the videoconferencing server users that they have been granted access to view the conference transcription.

1.2. Operating Principle

To use TrueConf AI Server, TrueConf Server version 5.5.0 or higher is required. Additionally, the integration capability with the AI server is governed by a separate license for TrueConf Server:

The ability to integrate the AI server with one or more video conferencing servers.

- Events related to pre-recording on the TrueConf Server side.
- your TrueConf AI Server license, which controls the number of video conferencing servers that can be connected to the AI, as well as depends on the capacity of the purchased hardware and software package.

The following algorithm is used:

1. Install TrueConf Server and TrueConf AI Server on different machines.
2. TrueConf AI Server is installed on a dedicated physical machine (virtual machines are not supported as AI operation requires maximum interaction with the hardware).
3. The video conferencing server is connected to the AI server using an integration key. In this setup, multiple TrueConf Server can be connected to a single instance of the AI server.
4. According to the settings of TrueConf Server (whether all events or specific ones are logged), the audio recording of the conference is sent to TrueConf AI Server.
5. Speech recognition and transcript creation are in progress. This can be done automatically right after the event ends or manually initiated by the conference owner in the personal area of the AI server. Additionally, the owner can share the original audio and the resulting text with any participant and even other users of their TrueConf Server.

2. Start and Registration

General procedure for integration:

- install TrueConf AI Server;
- activate AI server;
- generate an integration key on each TrueConf Server that needs to be connected to the AI server;
- In the TrueConf AI Server control panel, connect all video conferencing servers.



Video conferencing servers and AI servers must have mutual FQDN resolution to communicate.

After that, you can enable the transmission of audio to the AI server for recognition directly on the TrueConf Server or for each conference.

2.1. Where to get the AI server?

TrueConf AI Server is offered as software for installation on a server that meets the system requirements listed below.

To purchase TrueConf AI Server, contact TrueConf managers [using any convenient method](#). The company's specialists will work with you to select the appropriate equipment option based on the desired conference recognition speed.

- A server with one NVIDIA GeForce 3060 level video card will recognize 60 minutes of audio in approximately 5-7 minutes.
- A server with 2 NVIDIA GeForce 3060 level video cards will recognize 60 minutes of audio in approximately 3 minutes;
- A server equipped with 4 NVIDIA GeForce 3060 GPUs will recognize 60 minutes of audio in approximately 1.5 minutes on average.

Since TrueConf AI Server is provided as software, it must first be deployed on the customer's equipment. We recommend using configurations with at least one NVIDIA 3060 or higher level graphics card, as recognition is significantly faster on a GPU than on a CPU. Multiple GPUs can be used, which will proportionally increase the recognition speed. The characteristics listed below will generally allow for the recognition of 60 minutes of a conference in 5 minutes (the speed greatly depends on participant activity and is just an average guideline).

System Requirements

Parameter	Value
Operating System	Debian 12
Processor	Intel Core i5 11th generation or higher

Graphics Card (GPU)	NVIDIA 3060 12 GB or better
RAM	At least 16 GB, 32 GB recommended
Internal Storage	SSD at least 512 GB, generally the volume depends on the desired data retention period

It is recommended to discuss in advance the detailed system requirements for the expected load with representatives of TrueConf.

Installation

1. Contact your TrueConf manager to obtain two .deb packages that contain the two AI server modules.
2. In the OS on the machine where you are installing TrueConf AI Server, execute the following command in the terminal:

```
sudo apt update
```

sh

3. Install both modules using the commands:

```
sudo apt install trueconf-ai.deb
```

sh

```
sudo apt install trueconf-ai-server.deb
```

Start and Diagnostics

For these operations, you need to run a special script in the terminal:

```
sudo tcs
```

sh

Further actions can be performed in the menu of this script.

To start the system, sequentially execute the following commands:

- menu **Run →Start AI**
- menu **Run →Start Database**
- menu **Run →Start API**

Diagnostics:

- Displaying the list of Docker containers — menu **Status →AI Containers list**
- container log output — menu **Status →Get Log AI**
- API log output — menu **Status →Get Log API**
- retrieving system service status data via API — menu **Status →Get Status API**

- retrieving the status data of the Database system service — menu **Status →Get Status Database**

2.2. Accessing the control panel

After installing TrueConf AI Server, ensure that the machines with it and TrueConf Server can recognize each other by domain names.

You can now log in to the TrueConf AI Server control panel using an administrator account at a URL like: `https://[ai-address]/admin/`, where `[ai-address]` is the IP or FQDN (domain name) of your AI server. Alternatively, you can simply go to the server address and click the **Sign in as administrator** link at the bottom.

By default, the login details are:

Login: `root`

Password: `hash`

Remember to change the default password after registering your AI server! To do this, go to the [Accounts section](#) and select your account. There you can also add other accounts for AI server administration as shown below.

2.3. Registration

The license for TrueConf AI Server determines:


- the number of video conferencing servers that can be connected to this AI server in [full access mode](#);
- the number of video cards installed on the machine with the AI server;
- **(optional)** the license may also specify a list of TrueConf Server that can be integrated with full access.

Until you register TrueConf AI Server, its control panel will be locked, and only the registration form will be displayed on your screen. There are two registration methods available: online and offline.


2.3.1. Online Registration

For online registration, the machine with TrueConf AI Server must have access to the registration server `reg.trueconf.com` via TCP port `443`. This method is offered by default:

Server registration


 Enter the license key to connect to the administrator panel of TrueConf AI Server.

License key

 12345-1234-1234-1234



[How do I get the key?](#)

Domain

 ai.example.com

REGISTER

[Go to offline registration](#)

 +1 833 878-32-63  sales@trueconf.com

Enter your key in the registration window (you have most likely received it from your manager via email) and the domain name under which the AI server will be accessible for video conferencing servers. Then just click the **Register** button and wait for the process to complete.

2.3.2. Offline registration

If accessing `reg.trueconf.com` is not possible, use the offline registration option. To do this, also specify the registration key and the domain name under which the AI server will be accessible to video conferencing servers. Then click the **Go to offline registration** button:

Offline registration

×

1

Generate a file to register the server.

GENERATE

UPLOAD FILE

Go to online registration

+1 833 878-32-63

sales@trueconf.com

Click the **Go to offline registration** button to create a special .srg file.

Send this file to TrueConf, for example, via email or through technical support. You will receive another file in response, which you need to upload to the designated field and click the **Register** button.

←

Offline registration

×

2

Send the generated file to this email address

sales@trueconf.com

3

Upload the file received from the sales department and click Register

📎

Upload the file for registration

REGISTER

Go to online registration

+1 833 878-32-63

sales@trueconf.com

2.4. View license information

To view information about the current license at any time after registering TrueConf AI Server, go to the **License information** section:

« TrueConf AI Server

Conference transcription

Monitoring >

Event log >

Storage >

Integration >

Accounts >

License information >

License information

RE-REGISTER

Server name:

SAI02Y

License validity period:

05.03.2025 - 23.05.2025

Video conferencing servers:

1

Number of graphics cards:

1

Offline mode:

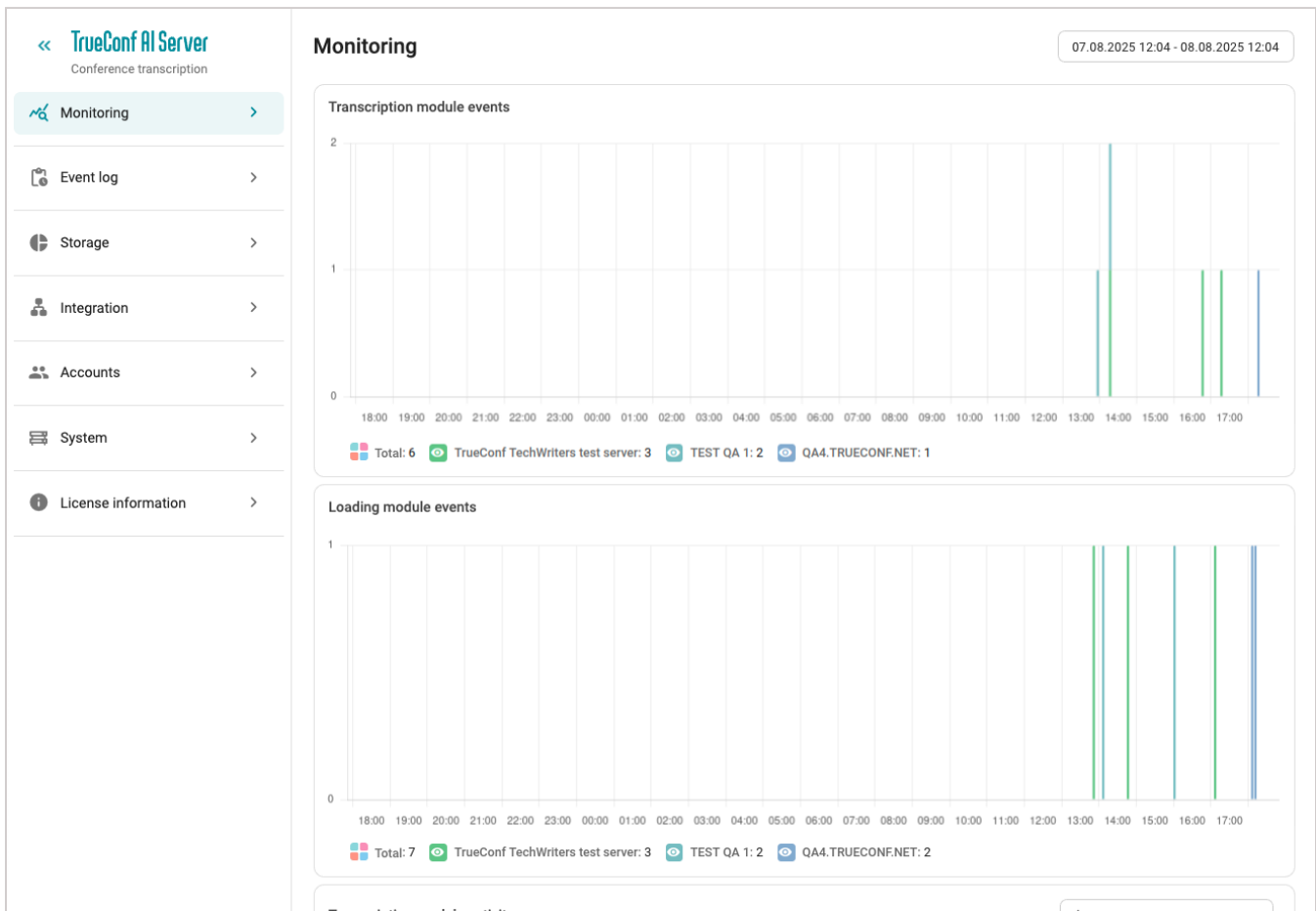
available

There you can re-register the server with a new key using the **Re-register** button. You can also update the license from the registration server `reg.trueconf.com` with the

current key, for example, if the number of licensed video ports has changed. To do this, click the **Renew license** button.

3. AI Server Monitoring

After registering TrueConf AI Server, you will see the **Monitoring** section in its control panel.



There you can monitor the following AI server performance parameters:

- operation of the decryption module;
- activity of the file upload module from the video conferencing server.

In the **Transcription activity** section, the graph displays how many conferences from each video conferencing server were being processed concurrently at the specified time.

3.1. Adjusting the graph view


Each chart displays changes over the selected display period (by default, for the current day). Each TrueConf Server for which audio recordings are processed is shown in a separate color. You can remove or restore a chart for a specific video conferencing server in the legend by simply clicking on its name.

A time filter is available for selective viewing of history.

4. Event Log (Logs)

The **Event log** section displays various events related to the operation of TrueConf AI Server. Each event has a level of importance indicated by an icon: **i** **Notifications** (regular notifications), **⚠** **Warnings**, and **❗** **Errors**.

Detailed information about server events may be required for on-site troubleshooting of server AI issues, as well as for [contacting technical support](#) if you are unable to resolve the issues on your own.

Above the table, you can choose to display only one type of event by simply clicking on the desired importance level. To download the logs in CSV format, click the  button.

<< TrueConf AI Server

Conference transcription

Monitoring

>

Event log

>

Storage

>

Integration

>

Event log

Notifications

Warnings

Errors

Type	Event time	Source	Event
<div><div></div></div>	09.08.2025 16:26	Storage	Successful storage cleanup, token_id=%ld(string=2D2307BE-9A15-4D68-AB8C-472E1F9E499C)
<div><div></div></div>	09.08.2025 16:25	Background	Failed to add transcription. Error: Failed to set transcription status on provider side: base_url: qa4.trueconf.net, transcription_id: 90c78398-86ee-459d-8363-d1d60b402541
<div><div></div></div>	09.08.2025 16:25	Recognition Module	Successfully deleted transcriptions. Count: 1
<div><div></div></div>	09.08.2025 16:25	Recognition Module	Successfully deleted transcriptions. Count: 1

A detailed list of events categorized by modules and importance is provided below.

4.1. Licensing and Launching the AI Server

* The server activation process is described in the [registration section](#).

- i* TrueConf AI Server registered
- i* TrueConf AI Server has been successfully launched
- i* Certificate for authentication has been updated
- i* License certificate updated
- i* TrueConf AI Server has been re-registered
- ⚠* No connection to the global network
- ⚠* Unable to connect to the registration server `reg.trueconf.com`
- ⚠* Failed to apply the certificate for authorization
- ⚠* Failed to apply the license certificate
- ⚠* Unable to find the certificate for authentication
- ⚠* Unable to find the license certificate
- ⚠* Failed to update the authorization certificate
- ⚠* The authorization certificate has expired

- ⚠ Failed to verify the certificate signature
- ⚠ License parameters have been modified
- ⚠ TrueConf Server has been switched to read-only mode
- ❗ The maximum file size of 10 MB has been exceeded.
- ❗ Registration error for TrueConf AI Server: an incorrect file was uploaded
- ❗ Registration error for TrueConf AI Server: the file was generated on different hardware.
- ❗ Registration error for TrueConf AI Server: invalid license key
- ❗ Error registering TrueConf AI Server: invalid domain
- ❗ Registration error for TrueConf AI Server: incorrect hardware binding

4.2. Accounts

* Account management is described in the [relevant section](#).

- i Account successfully added
- i Account successfully edited
- i Account successfully deleted
- ❗ Failed to add account
- ❗ Failed to edit the account
- ❗ Failed to delete the account






4.3. Integration

* The setup of the connection to TrueConf Server is detailed separately in the [integrations section](#).

- i Successful connection test
- i Successful source connection for full access
- i Successful source connection for authentication mode
- i The video conferencing server is disconnected.
- ⚠ Connection check failed: TrueConf AI Server is disconnected on the TrueConf Server side.
- ⚠ Failed to add source: the integration key is already attached
- ⚠ Failed to attach source: integration key is invalid

4.4. Upload module

* You cannot configure the upload settings of conference audio tracks to the TrueConf AI Server side, but [monitoring of these processes](#) is available.





-  The file upload process from TrueConf Server has started.
-  Files from TrueConf Server have been downloaded.
-  Failed to download files: no network connection
-  Failed to download files: Unable to establish a connection with the registration server.
-  Failed to download files: Unable to determine file location

4.5. Generating a Record





Events related to pre-recording on the TrueConf Server side.

-  Record created
-  Failed to create the record: VAD error and others.

4.6. Recognition module

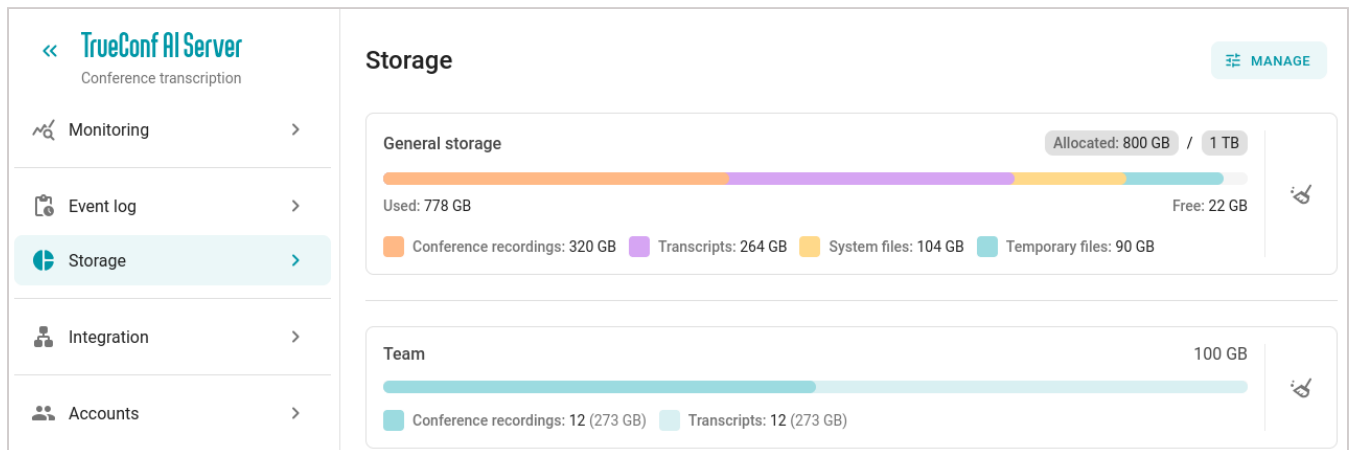
-  The recording has been sent for recognition.
-  Recording is being recognized
-  Recording recognized
-  Recognition Error

4.7. Operation of the internal database

-  Successful connection
-  Successful request
-  Connection attempt failed
-  Request execution error

5. Storage

In the **Storage** section, information about the space occupied by conference files on each video conferencing server is displayed. There is also an option to set a total storage limit.



The total space occupied by recording files and transcript files is displayed, along with a breakdown for each [connected TrueConf Server](#).

5.1. Setting a general limit on occupied space

You can limit the total storage space occupied by all files (recordings and transcriptions). To do this, click the **Manage** button:

The 'Storage management' dialog box is shown. It has a title bar with a close button (X). Inside, there is an information icon and a warning message: 'If the size of all files exceeds the limit, the oldest recordings and transcripts will be deleted.' Below this is a slider for 'General server files limit'. The slider has five positions labeled: 32 GB, 64 GB, 128 GB, 256 GB, and ∞. The current selection is at 256 GB. At the bottom right are 'CANCEL' and 'SAVE' buttons.

In this case, older files will be automatically deleted to free up space when the specified limit is reached.

5.2. Clearing space

! Be careful when clearing space: any unrecognized events before the cleanup will not receive transcripts, as the audio files will be deleted.

You can free up space on TrueConf AI Server. The following can be deleted:

- all files at once regardless of which TrueConf Server they belong to;
- files that pertain only to a specific TrueConf Server.

To delete files, click  the button in the corresponding row.

6. Integration with video conferencing servers

In the **Integration** section, you can configure the connection with all TrueConf Servers that will transmit audio recordings for recognition. You'll see two lists of servers here: one with full access and another with read-only access.

General procedure for integration:

- The AI server and the video conferencing server recognize each other by their domain names (FQDN). If this is not the case, you need to map the IP addresses in the `hosts` file on both machines.
- HTTPS is configured on both TrueConf Server and TrueConf AI Server;
- There are corresponding clauses in the licenses for both products, [the number of allowed integrations in full access mode is licensed](#).

Integration CONNECT

Full access: 1

The users from connected servers will be able to record conferences, transcribe recordings, view transcripts and configure access to them.

Server name	Status
Main video server	Connected

Read-only access: 1

The users from connected servers will be able to view the transcripts which they are allowed to access.

Server name	Status
Subsidiary	Connected

6.1. Access Levels

Connection to video conferencing servers is available with two types of access: full access and read-only access.

If the server is connected with **full access level**, its users will be able to:

- conduct conferences with transcription capability;
- send the recording for transcription in your personal area on the AI server side;
- configure access rights to view the log;
- view transcription results;
- download transcription results (logs).

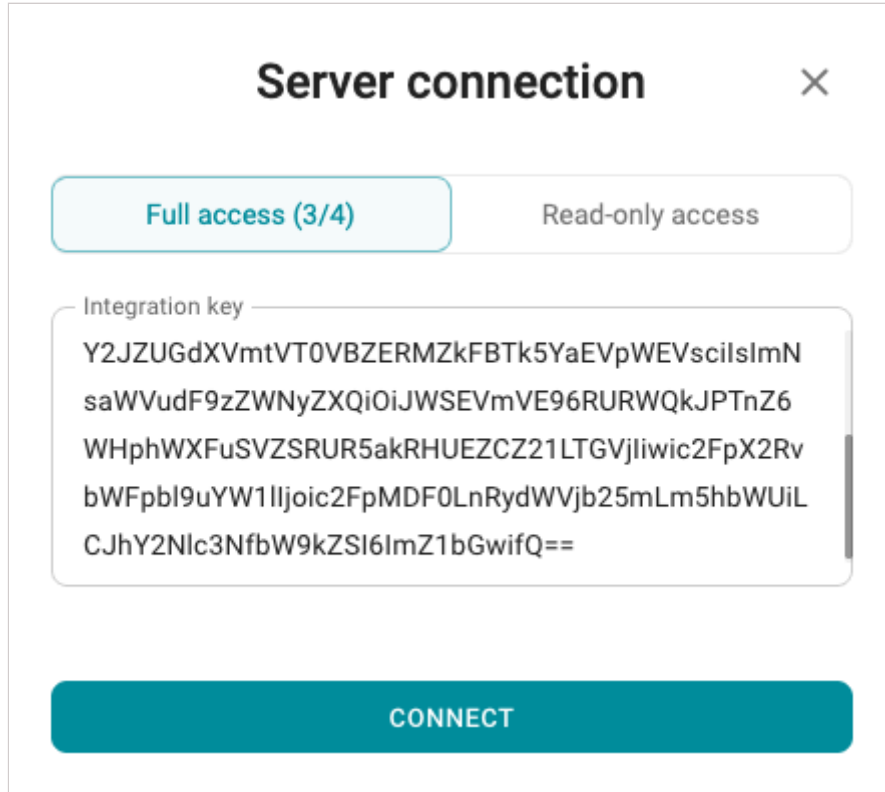
If the server is connected with **read-only access**, its users will be able to:

- log in to the personal area to view transcripts
- view the results of transcriptions they have access to;
- download transcription results (logs).

6.2. Adding a video conferencing server

First, you need to generate an integration key on the TrueConf Server side. To do this, open its control panel and navigate to the **Extensions → TrueConf AI Server** section, then generate the key as shown in the [documentation](#).

To add TrueConf Server, click the **Connect** button. A window for entering the generated integration key will open:



Server connection ✕

Full access (3/4) Read-only access

Integration key


Y2JZUGdXVmtVT0VBZERMZkFBTk5YaEVpWEVscilslmN
saWVudF9zZWNyZXQiOiJWSEVmVE96RURWQkJPTnZ6
WHphWXFuSVZSRUR5akRHUEZCZ21LTGVjliwic2FpX2Rv
bWFpbl9uYW1lIjoic2FpMDF0LnRydWVjb25mLm5hbWUiL
CJhY2Nlc3NfbW9kZSI6ImZ1bGwifQ==

CONNECT

You can select the access level for users of this server. A tooltip will display how many full access slots are already occupied, relative to those available according to the license. If the full access slots are exhausted, only read-only mode will be available.

Enter the key and click **Connect** to complete the setup.

6.3. Editing a previously added server

To edit any previously added server (for example, to change the access level), click the  button next to its name. The same window will open as when [adding a server](#).

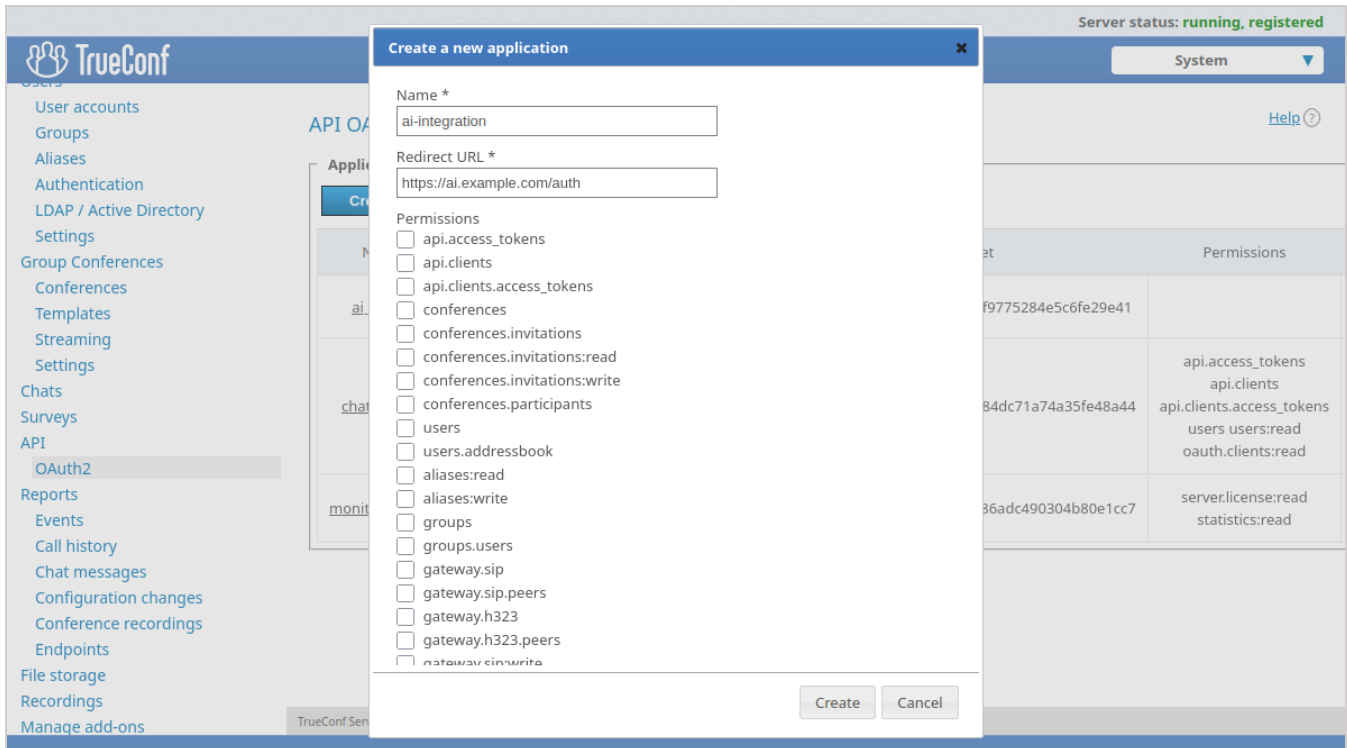
You can delete a previously added server using the  button.

If a disconnection from TrueConf Server occurs and you need to manually attempt to restore it, click the  button.

6.4. Integration without key

Connecting to the video conferencing server using an integration key is supported only for TrueConf Server version 5.5.0 and above, as it was from version 5.5.0 that the capability to generate such a key was introduced. However, it is still possible to connect to older VCS servers (version 5.4.5 and below) but **only in read-only mode**.

Preliminary configuration on the TrueConf Server side is required. Open its control panel and create an OAuth application:

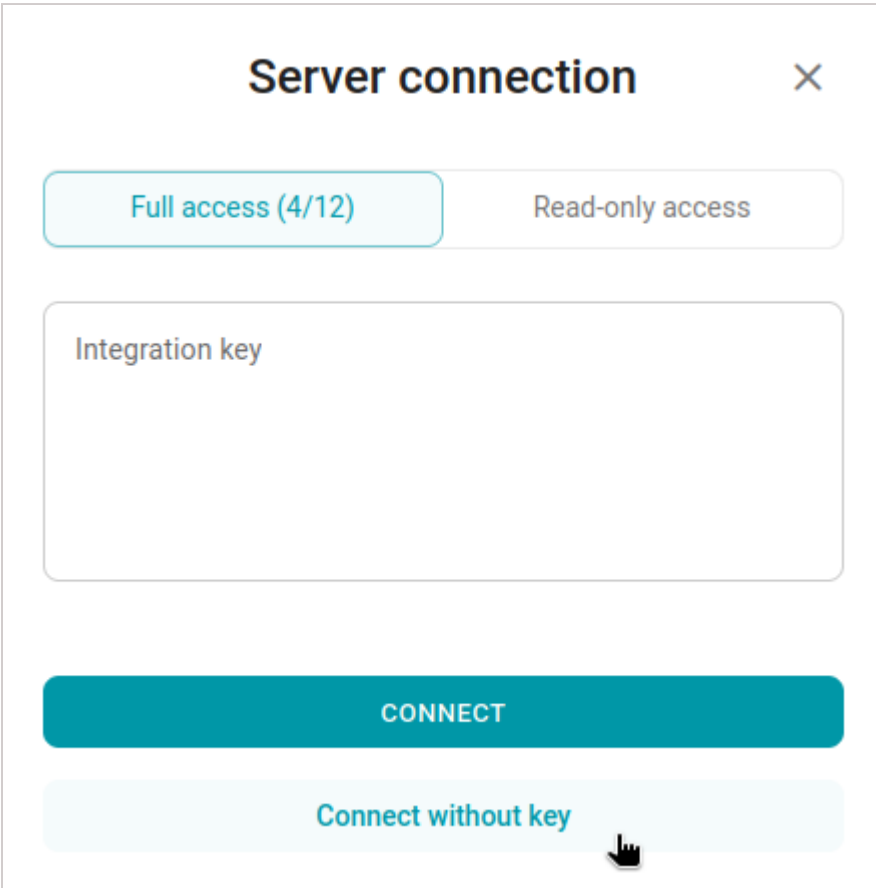


1. Go to the **API → OAuth2** section of your TrueConf Server control panel.
2. Click **Create a new application**.
3. Enter its identifier in the **Name** field. It is used only for display in the list of applications.
4. In the **Redirect URL** field, enter `https://ai_server/auth`, where `ai_server` is the IP address or FQDN (fully qualified domain name) of the server with .
5. Do not check any boxes in the permissions list and click the **Create** button.

For more details on creating OAuth applications, refer to the [TrueConf Server documentation](#).

In the TrueConf AI Server control panel, connect all video conferencing servers.

1. In the **Integration** section, click the **Connect** button.
2. In the window that appears, click **Connect without key**.



Server connection ✕

Full access (4/12) Read-only access

Integration key

CONNECT

Connect without key

3. A window for entering information about the video conferencing server being connected will open. In the **Name** field, you need to specify the name from the **Web → Settings → Name** field, and in the **Domain** field, enter the TrueConf Server address with the `https://` prefix:

Server connection

✕

i A server without a key can be connected in read-only mode

How to get the data?

TCS ID

Name

Version

Only digits (0-9) and a dot (.) are allowed

Domain

Client_ID

Client_secret

CONNECT

Use key

4. Fill in all the fields with the video conferencing server information. After that, click the **Connect** button. If everything is successful, you will see the added server in the **Read-only access** list.

« **TrueConf AI Server**
Conference transcription

🔍 Monitoring >

📅 Event log >

💾 Storage >

👤 Integration >

👥 Accounts >

⚙️ System >

ℹ️ License information >

Integration CONNECT

Full access: 1

i The users from connected servers will be able to record conferences, transcribe recordings, view transcripts and configure access to them.

Server name	Domain	Status
True Company Server	https://10.140.0.33	✔ Connected ↺ ✎ ✕

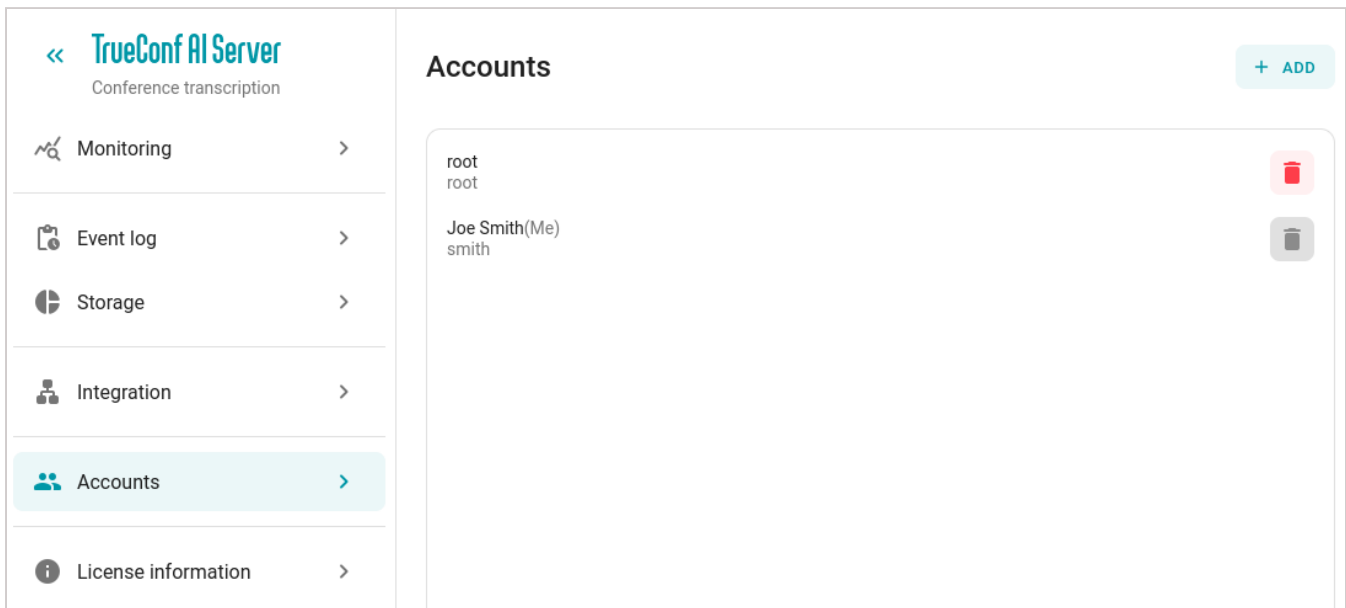
Read-only access: 1

i The users from connected servers will be able to view the transcripts which they are allowed to access.

Server name	Domain	Status
video.example.com#vcs	https://10.110.2.240	✔ Connected ↺ ✎ ✕

7. Configuring Access to the Control Panel

The list of accounts with access to manage TrueConf AI Server is configured in the **Accounts** section:



As demonstrated in the [section on the initial startup of the AI server](#), a default **root** account is provided for accessing the control panel. Please remember to change its password after the first login to the control panel and server registration.

7.1. Adding an account

Click the **Add** button to grant access to the AI server settings for a new account. Specify the display name, username, and password for the new administrator:

Adding an account

Name

Joe Smith

Authorization data

Login

smith

From 3 to 20 characters. Letters: A-Z, a-z, digits: 0-9, characters: _-


Password

Confirm the password

CANCEL

ADD

7.2. Editing your account and deleting another user's account

No administrator can edit data for another account, such as changing the password. The only option is to delete another account using the  button.

For your account, you can change your name and set a new password. To do this, simply click on your name in the list of accounts and enter the necessary details in the window that appears.

8. Transcript Page

For TrueConf Server users, working with the TrueConf AI Server solution involves recognizing conference audio tracks and using the resulting transcripts (scripts). The video conferencing server administrator can configure automatic audio recognition upon the event's conclusion, eliminating the need for manual initiation.

The following instructions are intended for users of TrueConf Server who will be creating conferences and managing their recognition.

You can manage the list of transcripts in your TrueConf Server personal area and in the TrueConf AI Server personal area. The interface is similar and offers the same features. For information on how to manage conferences in the video conferencing server's personal area, refer to its documentation [here](#).

Below is how to work with the list of transcripts in the TrueConf AI Server web interface.

A user may be assigned one of two access levels to the transcript, which will determine the list of available features:

- if you have full access, you will be able to download, configure access for other users, and delete;
- If the server is connected with **read-only access**, its users will be able to:

Access is granted by either a full-access user or an administrator of TrueConf Server. Additionally, default access to transcripts can be configured on the TrueConf Server side. If you are administering the video conferencing server, please refer to [its documentation](#) for more detailed configuration settings.

8.1. Export the conference's mixed audio track.

To enable our bot to transcribe audio to text, it must be added as a participant to the desired conference (using the desktop client application of TrueConf as an example):

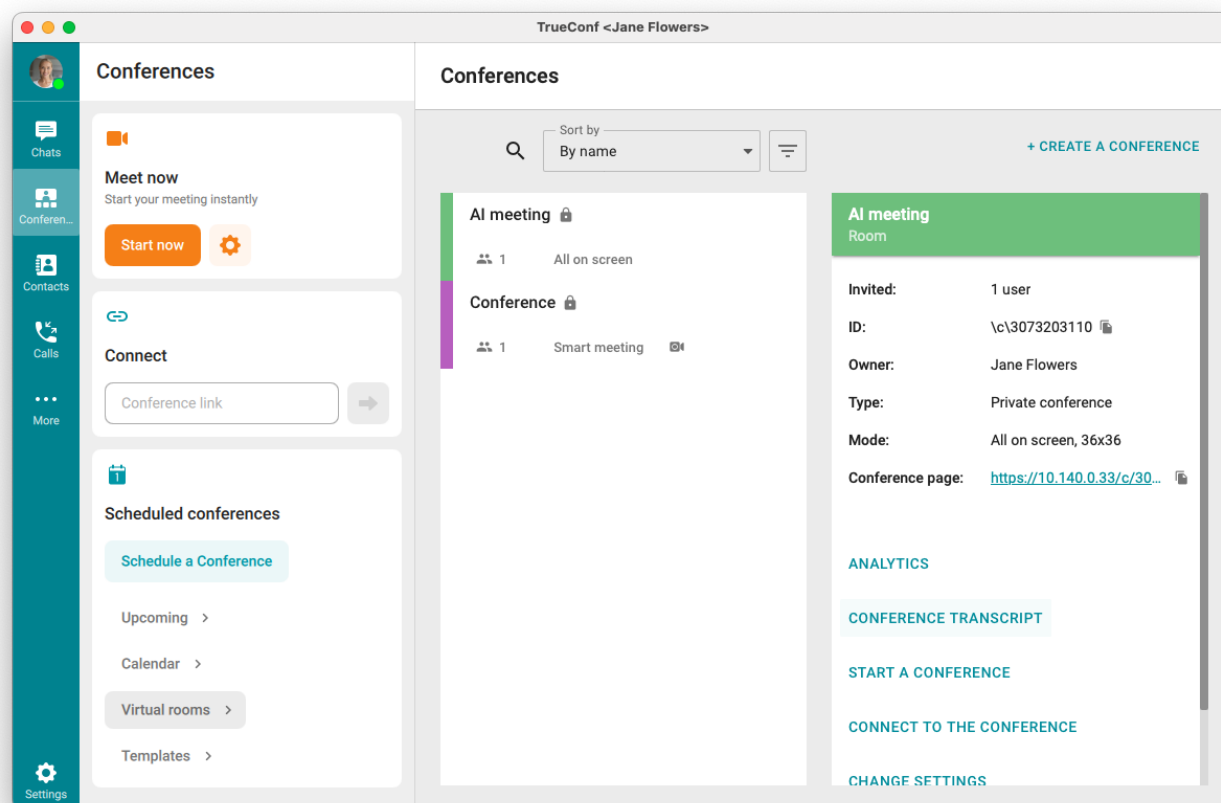
The screenshot shows the TrueConf AI Server interface. On the left is a sidebar with navigation icons: Chats, Conferen..., Contacts, Calls, More, and Settings. The main area is titled 'TrueConf <Jane Flowers>' and contains a 'Conferences' section on the left and a 'Creating a conference' dialog on the right. The dialog has four tabs: GENERAL, PARTICIPANTS(1), LAYOUT, and REGISTRATION. The 'GENERAL' tab is selected. It contains a 'Virtual room' section with a description 'A conference available to participants at any time'. Below this are several checkboxes: 'Guest participants' (unchecked), 'Waiting room' (unchecked), 'PIN when joining' (unchecked), 'Conference video recording' (unchecked), and 'Conference transcript' (checked). The 'Conference transcript' section has a sub-label 'Transcription is activated when the conference starts.' and a dropdown menu to 'Select a language for transcribing the recording:' with 'English' selected. At the bottom of the dialog are buttons for 'Save as a template', 'CANCEL', and 'CREATE'.

1. When creating a conference, go to the **General** tab.
2. Check the **Create a conference transcript** box (it may be enabled by default if your administrator has activated automatic recognition for all conferences).
3. Select the primary language that the AI will prioritize for audio recognition. If there are phrases in another language, they will still be recognized correctly, but setting a default language will assist the AI in cases where similar languages are used.

8.2. Transcript Page

The administrator of TrueConf Server could configure chat notifications to inform you when the conference is ready for recognition and when the transcript is available. In this case, you will receive a [link to the transcript](#) in the message.

Otherwise, you can find the conference transcript directly in its card within your personal area or the client application's scheduler:




You can also simply go to your TrueConf AI Server URL and complete the authorization process:

1. Go to the AI server page using its address (ask your administrator for this information).
2. On the opened page, select your video conferencing server from the dropdown list and click **Sign in**:

TrueConf AI Server
Conference transcription

🌐A ▼

Authorization

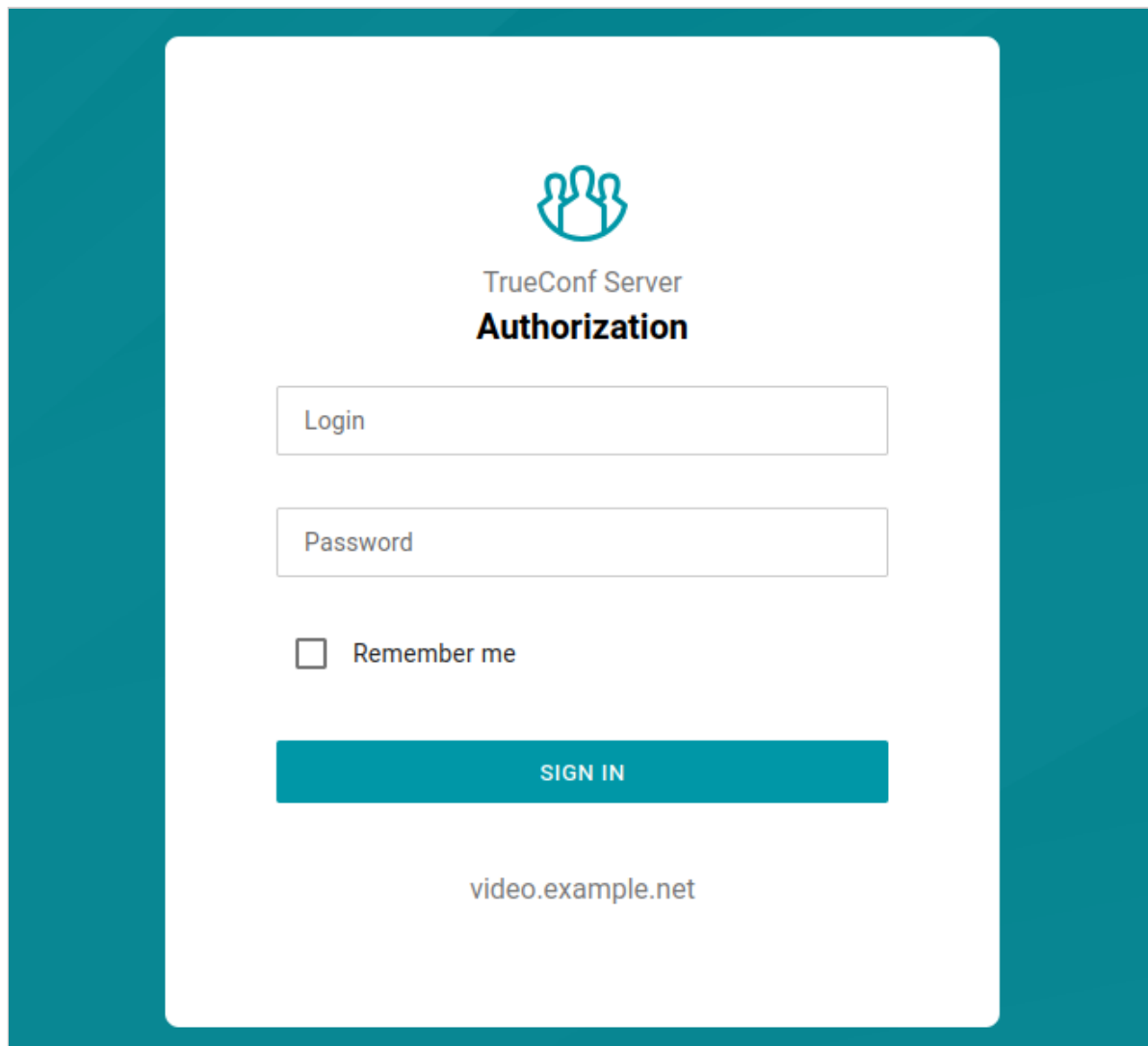
 Select the address of TrueConf Server / TrueConf Enterprise where you are registered

Server address
10.140.0.33 ▼

SIGN IN

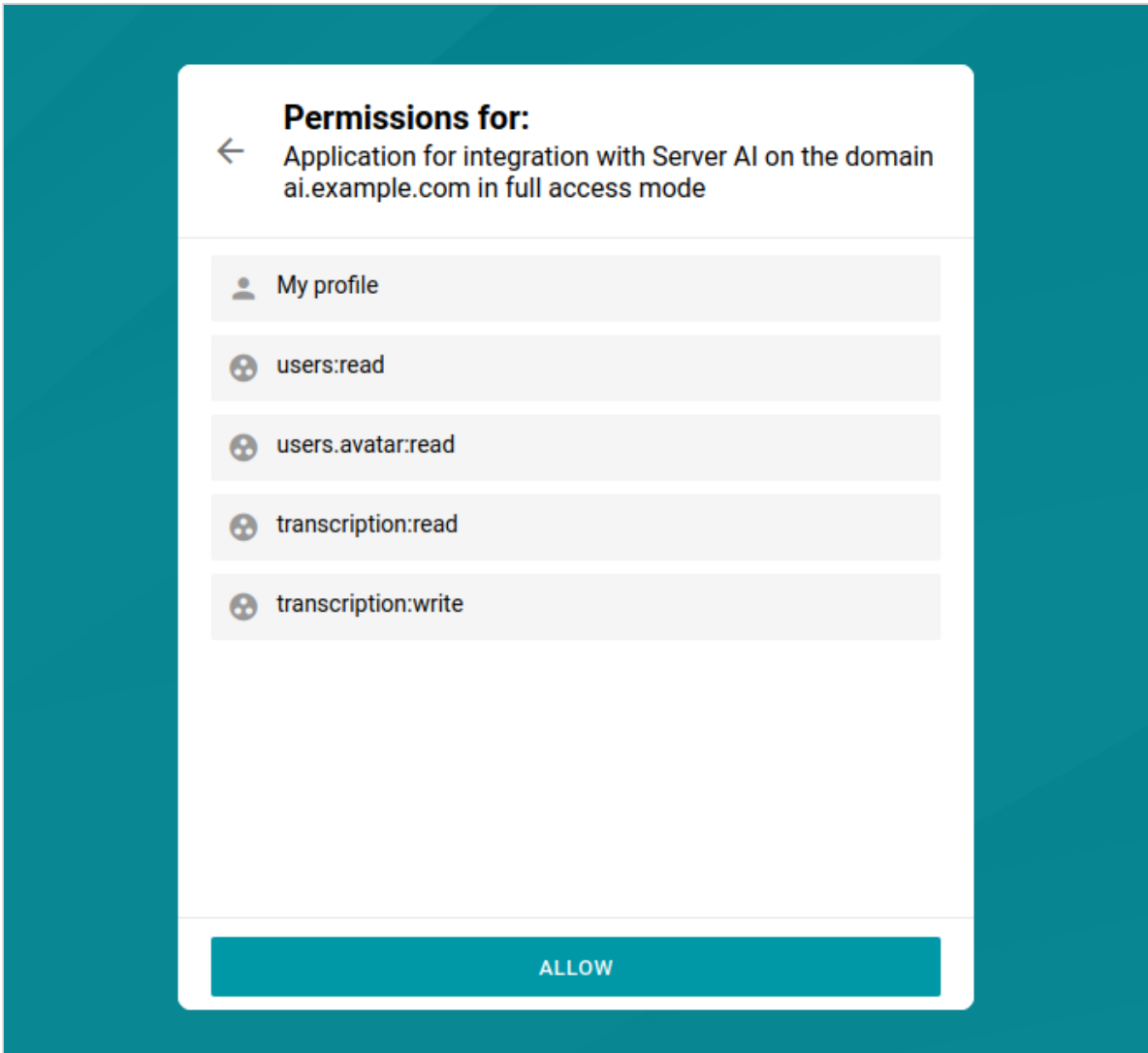
[Sign in as administrator](#)

3. Enter your TrueConf ID (login) and password for your account on your TrueConf Server:



The image shows a login form for the TrueConf Server. It is centered on a white background with a teal border. At the top is a teal icon of three people. Below it, the text 'TrueConf Server' is in a light teal font, and 'Authorization' is in a bold black font. There are two input fields: 'Login' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me'. A teal button with the text 'SIGN IN' in white is positioned below the checkbox. At the bottom, the text 'video.example.net' is displayed in a light teal font.

4. If you are logging in for the first time, you will need to grant permissions to your account for the AI server. Simply click **Allow**.



5. Real-time display of conference recognition status.

TrueConf AI Server
Conference transcription

Jane Flowers
bots_en@video.example.net

Records

AllFull access

Conference name or ID

Start time

Duration


Status


Conference	Start time	Duration	Status	
Brainstorm with AI 7258286865	08.08.2025 13:55	00:00:37	Added to queue	
Brainstorm 1180010556	08.08.2025 13:54	00:00:28	Transcribed	
AI meeting 3073203110	07.08.2025 20:37	00:00:18	Transcribed	

Each conference record in the list is marked with one of the following statuses: recognized, in the process of recognition, or not yet recognized. By clicking on the row of a recognized conference, you will be redirected to the [transcript page](#).

Full access will be set by default


You can delete a previously added server using the button.

To download the text of an already completed transcript, press the  button. You will be able to choose the export format of the transcript: as a **csv** table, a **txt** text file, or a **pdf** document. Additionally, the transcript can be downloaded as an archive with the original audio recording of the conference included.


You can delete the transcript by clicking the  button. This will delete both the transcript and the corresponding original audio track of the conference.

To quickly find the necessary transcripts, you can filter by conference name or ID, duration, event time, and the status of the transcript itself.



8.3. Configuring Access to the Control Panel







If you have full access to the transcript, you can configure access for other users, including those from another video conferencing server if integration with your AI server is set up. To do this, click the  button and set up access permissions:

Access management





Conference participants

 Allow to everyone  Deny to everyone

	Amanda White white@video.example.net	Full access ▾	
	Bruce Robertson robertson@video.example.net	Read-only ▾	
	Jane Flowers (me) bots_en@video.example.net	Full access	

CANCEL

SAVE

Access level for each user is selected from the dropdown list (read or full access). To revoke access for a conference participant, click the  button. To add a user from your own or a third-party server, find them or enter the complete TrueConf ID and click the  button.

8.4. Transcript Page

On the specific record page, you can:

- review the text of the recognized conference;
- start drafting a summary or view it if it has already been received;
- listen to the original audio in the built-in player.

The screenshot shows the TrueConf AI Server interface for a conference transcription. At the top, the header includes the TrueConf AI Server logo and the text 'Conference transcription'. On the right, the user 'Jane Flowers' is logged in with the email 'bots_en@video.example.net'. Below the header, there is a navigation bar with a back arrow, the title 'Brainstorm', and two tabs: 'Chat' (selected) and 'Script'. To the right of the tabs are three icons: a download icon, a share icon, and a trash icon. The main area displays a chat transcript with messages from Jane Flowers and Daniel Reed. Each message includes a profile picture, a name, the text, and a timestamp. At the bottom, there is a video player with a play button, a progress bar showing 20:49 out of 40:30, and a volume icon.

TrueConf AI Server
Conference transcription

Jane Flowers
bots_en@video.example.net

← Brainstorm Chat Script

Jane Flowers
Hi Daniel, can you hear me okay?
00:00:25

Daniel Reed
Yeah, loud and clear. Good morning, Jane.
00:00:28

Jane Flowers
Good morning, let's get started. How is this progress on the marketing campaign?
00:00:31

Daniel Reed
It's going quite well. The social media posts are ready and the email newsletter draft is complete. I'm waiting for a final approval from the design team.
00:00:38

Jane Flowers
Great, any blockers on issues we need to address?
00:00:49

Daniel Reed
The only thing is that the new images for the campaign are delayed by two days. That might push our launch date slightly.
00:00:54

20:49 40:30

Clicking on any remark will jump to the corresponding point in the player, allowing you to listen to the original immediately.

To view the transcript as plain text with timing (similar to the structure of subtitle files in movies), go to the **Script** tab.