



## CHAPTER 4

# Understanding Recording Aliases

The Content Server records calls and can produce the resulting recordings in a range of formats and sizes for users to watch or download. Creators of recordings can make recordings available to all or selected users.

To make recordings, creators must use a recording alias. A recording alias defines several properties, including ones related to dialing the Content Server from an endpoint for the recording session; specifying recording outputs; and indicating viewing and editing permissions (see [Recording Alias Properties](#)).

There are two types of recording alias:

- System recording aliases, which can be used by any user in the creator or site manager role.
- Personal recording aliases, which have owners in the creator role. Owners can edit certain parts of their recording aliases: recording settings, default recording information, and default recording permissions.



### Note

We recommend that site managers create one or more personal recording aliases for each group or user in the creator role.

### Recording Alias Properties

To create a new recording alias, you must log in as a site manager. Then in the **Management** tab, go to **Recording setup > Recording aliases: Add recording alias**.

The following are the properties of every recording alias:

- Name—The recording alias name can be selected when scheduling a recording in TMS. Site managers can also use the name to create recordings from **Recordings > Create Recording**.
- Recording alias owner—The owner must have the creator role. In the site manager role, you must add creators in **Configure > Groups and Users** first. Then in the Add recording alias page, you can choose an owner from the **Personal recording alias owner** drop-down menu if you are creating a personal recording alias. Owners can edit certain parts of their recording alias.
- Dialing addresses—Dialing is done with an H.323 ID, E.164 alias, or SIP URI, depending on how the gatekeeper and SIP settings are configured in **Configure > Site Settings**. The dialing address is used to call to Content Server and record with this recording alias.
- Call handling—These properties determine how the Content Server communicates with remote endpoints or systems while recording (for example, call speeds, call length, and encryption). In the role of site manager, you set call handling properties in call configurations (**Recording setup > Call Configurations**). Then in the Add recording alias page, you can choose an available call configuration from the **Call configuration** drop-down menu.

- Recording outputs—These properties determine how a recording is displayed to viewers (for example, format and size). In the site manager role, you set recording outputs in templates (**Recording setup > Templates**). Templates can also contain media server configurations (**Recording setup > Media Server Configurations**). These configurations contain settings for where recording media are stored and how a recording is streamed or distributed. After templates have been created, in the Add recording alias page, you can choose an available template from the **Template** drop-down menu.
- Recording information including a category—These properties include ways for viewers to more easily identify recordings that are made with this alias (for example, a description, the recording speaker, and copyright information). These properties are used for every recording that uses this alias, but users with editing permissions can modify many of these properties on a recording-by-recording basis.

A category is a way to group recordings together in the View Recordings list (for example, under “Announcements” or “News”). In addition to the categories that come pre-configured on the Content Server, site administrators can create new categories (**Recording setup > Categories**). In the Add recording alias page, you can choose a category from the **Category** drop-down-list.

- Recording permissions—These properties specify who can view and edit recordings that are created with this recording alias. The groups and users that are specified must be added to **Configure > Groups and Users** first.

**Note**

For more information about each specific recording alias setting, see the **Recording Aliases** section.

