



# CHAPTER 1

## The View Recordings Tab

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This chapter explains what users can see and do in the **View Recordings** tab of the Content Server web UI.

From the **View Recordings** tab, you can watch a recording in the Content Server web interface, download an output of the recording for viewing on a device, or email a link to the recording to someone else.

- [Watching a Recording in the Content Server Web Interface](#)
- [Watching a Downloaded Output on Your Computer](#)
- [Watching a Downloaded Recording on a Portable Device](#)
- [Sending a Link to the Recording to Others](#)

## Watching a Recording in the Content Server Web Interface

To play the recording in a player in Content Server web interface, do the following:

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| <b>Step 1</b> | In a web browser, enter the URL of the Content Server.  |
| <b>Step 2</b> | If guest access is enabled, you see a list of recordings that guest users have permission to see. Guest users do not have to log in to play some or all of these recordings. If guest access is not enabled, you must log in (enter a username and password) to see a list of recordings. |
| <b>Step 3</b> | Locate the recording that you want to view.   |
| <b>Step 4</b> | Click the thumbnail or the name of the recording.   |
| <b>Step 5</b> | Click the play button in the center of the recording.   |
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By default, the Content Server displays the recording at the best quality for your connection, but you can also choose an internet speed. Under the recording, click the **Set bandwidth preferences** tab. Uncheck the **Automatically determine internet speed** box. Then choose a speed from the **Internet speed** drop-down menu. If you choose a recording playback size that is too big for your internet speed, you might still be able to watch the recording, but it might occasionally stop playing and buffer.

### Availability of a Player in the Content Server Web Interface

The availability of a player depends on the following:

- Streaming outputs—Whether or not the recording has outputs that are suitable for playing in a player. If no streaming outputs are available, you cannot play it in a player. The recording creator or those with editing permissions can change the outputs settings from the recording's [Manage Outputs](#) page.
- Format and player type—The format of the recording outputs (Windows Media, MPEG-4 for QuickTime, or MPEG-4 for Flash) and whether or not the correct player is installed on your computer.
  - Depending on the template that the creator used for the recording, you might have two sizes per format to choose from. For example, the creator might have given you the option to play back MPEG-4 for Flash at 800 kbps 796 x 448 or 250 kbps 426 x 240. If a different size recording is available, you see an icon in the time line of the Silverlight or Flash player. Clicking the icon plays the movie in another size.
  - To check the status of players, click the **Other formats** tab. Click **Show player information**. Then click the **Check** button for a player to run a status check for that player.

**Note**

PC users can view outputs in the following formats: Windows Media, MPEG-4 for QuickTime, and MPEG-4 for Flash. Silverlight player plays Windows Media movies. Mac users can view outputs in the following formats: Windows Media with the Silverlight plug-in, MPEG-4 for QuickTime, and MPEG-4 for Flash.

## Watching a Downloaded Output on Your Computer

If a recording has downloadable outputs, you can download the outputs to your computer. If you have limited access to the internet, downloading might be a better option than streaming in a player. After you save a recording on your computer, you can watch it as often as you want.

Recording creators can use a recording alias that uses a template that specifies the creation of downloadable outputs. Or after the recording is created, site managers, creators, or those with editing permissions can add outputs by clicking [Manage Outputs](#) for the recording. If you required an output that is currently not available for the recording, contact the recording creator or the Content Server site manager.

**To download an output of the recording, do the following:**

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- Step 1** Locate the recording that you want to download. Click the thumbnail or the name of the recording.
  - Step 2** Under the recording, click the **Download** tab. If a recording does not have downloadable outputs, you will not see the **Download** tab.
  - Step 3** Click the link for recording output that you want to download. A window for file download appears.
  - Step 4** Click **Save File**, and put the recording where you want it on your computer.
  - Step 5** You can double click the downloaded file for playback.
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The recording is played back in the appropriate viewer for its format (in the program that is the default to play that type of media file on your computer). For example, if you have set up QuickTime to play .mp4 files and you download an MPEG-4 for Flash file, QuickTime plays the downloaded file.

## Watching a Downloaded Recording on a Portable Device

If a recording has downloadable outputs that are suitable for portable devices, you can download the recording and watch it on your iPod or Microsoft Zune device. You need to use a computer as an intermediary device and then load the recording on the portable device as you would any other file. After the recording has been loaded on the device, you can watch it as often as you like.

Recording creators can use a recording alias that uses a template that specifies the creation of downloadable outputs. Or after the recording is created, site managers, creators, or those with editing permissions can add outputs by clicking [Manage Outputs](#) for the recording. If you required an output that is currently not available for the recording, contact the recording creator or the Content Server site manager.

**To download an output of the recording, do the following:**

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- Step 1** Locate the recording that you want to download. Click the thumbnail or the name of the recording.
  - Step 2** Under the recording, click the **Download** tab. If a recording does not have downloadable outputs, you will not see the **Download** tab.
  - Step 3** Click the link for recording output that you want to download. A window for file download appears.
  - Step 4** Click **Save File**, and put the recording where you want it on your computer.
  - Step 5** From your computer, load the recording on to your portable device for playback.
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## Sending a Link to the Recording to Others

You can send a link to the recording to another viewer in email.

**To share an email link, do the following:**

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- Step 1** Locate the recording that you want to download. Click the thumbnail or the name of the recording.
  - Step 2** Under the recording, click the **Share** tab.
  - Step 3** Click **Email link**. The link appears in your default email application.



**Note**

Although you can watch the recording, the person to whom you send the email might not have the correct permissions to watch it. Contact the recording creator or the Content Server site manager for help with viewer permissions.

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