Both Cisco Unified MeetingPlace and Cisco WebEx meetings support meeting recordings. You can choose to record audio-only, synchronized audio/web, or synchronized audio/video meetings based on your meeting permissions and system configuration.

Synchronized audio/web/video meeting recordings are not supported.

- Things to Know Before Recording a Meeting, page 1
- How to Record a Meeting, page 2
- Reserving Recording Resources, page 4
- Recording Meetings Automatically, page 5
- How to Listen to a Meeting Recording, page 5
- Deleting a Cisco Unified MeetingPlace Recording, page 7

**Things to Know Before Recording a Meeting**

- In Release 7.0.3 (MR2), an audio participant must have joined the meeting before you can record a web meeting.
- You can record audio, audio and web, or audio and video meetings. Make sure that you archive any shared documents or screen captures of annotations separately.
- To host a video meeting, you must have permissions to host a video meeting in your user profile.
- Whether or not you can record a meeting is dependent on the permissions of the meeting scheduler. If the “Can Record Meetings” parameter is set to Yes in the user profile of the meeting scheduler, any user with Moderator permissions can start a recording. If this parameter is set to No, no one can start a recording.

**Note**

If you are scheduling a meeting on behalf of another user, the recording permissions are inherited from the user profile of the user for whom you are scheduling the meeting.

- You cannot record a breakout session.
• You cannot record a continuous meeting.
• System-generated voice prompts that play into a meeting are automatically recorded.
• The Record Meeting window, which is displayed in the Cisco Unified MeetingPlace web meeting room, gives you the option to change the default recording name and add a summary. The default recording name is the same as the meeting ID.
• When you automatically record a collaborative meeting, the recording begins automatically after the first user attends the meeting.
• In a Cisco Unified MeetingPlace web meeting, when you set a meeting to be automatically recorded, the recording begins when the first user enters the audio component of a Collaborative or Presentation meeting, or when the moderator joins a Webinar meeting.
• Cisco Unified MeetingPlace has a system limit for scheduling maximum concurrent recording sessions. Any recordings that start within the time period of the scheduled meetings is counted against the limit of the maximum concurrent recording sessions during this time period.

**Note**

There are 100 maximum concurrent recording resources available. Any meeting that is scheduled where the user profile has “Reserve resources for recording” set to Yes counts against the maximum concurrent recording.

• Meeting recordings can be started, stopped, and restarted several times during a meeting. This results in separate recording icons for each audio/web session on the Playback page. Recorded audio-only or audio/video files appear as a single icon.
• If a meeting is being recorded on an internal server and then the meeting is promoted to an external server, you will lose the web recording that occurred on the internal server. However, all audio recordings under this condition are maintained. After the promotion to the external server, you will need to manually restart the recording to capture the ongoing meeting.
• You must retrieve recordings from external servers within 24 hours. After that, you will have to access an internal server to retrieve the recording.
• You cannot record a Cisco WebEx meeting by using the keypad sequence on your phone. This is true even for audio-only meetings that were scheduled to use Cisco WebEx web conferencing. To start or stop recording from a Cisco WebEx meeting, use the functions available in the web meeting room. For more information about Cisco WebEx recordings, see the Cisco WebEx Recording and Playback FAQs.
• Video-enabled meetings are restricted to a maximum meeting recording length of 6 hours, even if no video participants actually attend. See your system administrator for details.
• Cisco Unified MeetingPlace does not support the editing of meeting recordings.

**How to Record a Meeting**

• Recording a Meeting from the Cisco Unified MeetingPlace Meeting Room, page 3
• Recording a Meeting from the Cisco WebEx Meeting Room, page 3
• Recording a Meeting from Cisco Unified PhoneView, page 4
Recording a Meeting from the Cisco Unified MeetingPlace Meeting Room

When you record a meeting, Cisco Unified MeetingPlace creates an audio, audio/video or audio/web recording, depending on the type of media in the meeting. Video recordings can only be made if your user profile is configured for hosting a video meeting.

After you begin recording, displays at the right side of the menu bar at the top of the screen.

Before You Begin
- You must be a moderator.
- You must be in the Cisco Unified MeetingPlace web meeting room.
- See Things to Know Before Recording a Meeting, page 1.

Procedure

Step 1 Click Meeting > Record Meeting.
The Record Meeting window displays.

Step 2 (Optional) Edit the information in the Name field.

Step 3 (Optional) Enter a meeting summary.

Step 4 Click OK.

Step 5 (Optional) Click > Stop Recording to stop recording.

Troubleshooting Tips
- If the meeting scheduler does not have recording privileges, no one will be able to start recording from the web. If this occurs, try to start recording from the phone by pressing #61. Your profile must have the Able to Record parameter set to Yes in order to start recording from the phone.
- You can start, stop, then restart the recording several times during a meeting.
- If you are escalating this meeting from an internal server to an external server, make sure that you manually restart the recording when everyone joins on the external server. Any recording made on the internal server will be lost during this process, but users will have access to the recording you make on the external server.
- If you start a recording from the web meeting room but hear an audio prompt stating that the recording could not be started, your meeting will result in a web-only recording with no audio.

Related Topic
- Listening to a Cisco Unified MeetingPlace Recording, page 6

Recording a Meeting from the Cisco WebEx Meeting Room

Before You Begin
- Read Things to Know Before Recording a Meeting, page 1.
- Log in as a host to a meeting that uses Cisco WebEx as the web conference provider.
**Procedure**

Step 1  Click **Record this Meeting**.

Step 2  (Optional) Click **Meeting > Start Recording**.

The Cisco WebEx recorder setup window displays.

Step 3  Click **Next**.

Step 4  Click **Next**.

Step 5  Click **Start Recording**.

Step 6  To stop the recording, press the black square button on the Recorder Panel.

**Related Topic**

- Listening to a Cisco WebEx Recording, page 7

**Recording a Meeting from Cisco Unified PhoneView**

**Before You Begin**

- You must be the meeting owner.
- Install Cisco Unified MeetingPlace PhoneView on your Cisco Unified IP Phone.
- See **Things to Know Before Recording a Meeting**, page 1.
- See **Viewing Meeting Details On Your Cisco Unified IP Phone** in the Using PhoneView With Cisco Unified MeetingPlace module for the meeting that you want to record.

**Procedure**

Step 1  Dial in to the Cisco Unified MeetingPlace meeting.

Step 2  Press the **Record** softkey.

If you do not see the Record softkey, press **more**.

Step 3  Read the screen that displays, then press **Record**.

Step 4  Press **Stop** to stop recording the meeting.

**Reserving Recording Resources**

Complete this procedure to automatically reserve recording resources for your meeting. This does not automatically record your meeting.

**Restriction**

This procedure does not support meetings that use Cisco WebEx as the web conference provider.
Procedure

Step 1  Sign in to Cisco Unified MeetingPlace.
Step 2  Click Account > Meeting Preferences.
Step 3  Choose Yes for Reserve resources for recording.
Step 4  Click Submit.

What to Do Next
(Optional) Proceed to Recording Meetings Automatically, page 5.

Recording Meetings Automatically

Depending on your user profile, you can configure Cisco Unified MeetingPlace to automatically record your meetings.

If you are recording an audio/web meeting, the Flash recording begins when the web portion of the meeting starts; any audio recorded before this point is available only in the audio-only recording. After the recorded meeting has ended, the original MP4 file from the Application Server is used to extract audio into MP3 audio files and put them in sync with the web recording. If the MP4 contains multiple start/stop recordings, these are separated into separate MP3 audio files that are put in sync with the proper web recordings.

Before You Begin

Restriction
This procedure does not support meetings that use Cisco WebEx as the web conference provider.

Procedure

Step 1  Sign in to Cisco Unified MeetingPlace.
Step 2  Click Schedule Meeting.
Step 3  Click More Options.
Step 4  Choose Yes for Automatically start recording.
The next time you start a meeting, the recording will begin after the first person enters the meeting by phone.
Step 5  Click Submit.

How to Listen to a Meeting Recording

- Listening to a Cisco Unified MeetingPlace Recording, page 6
Listening to a Cisco Unified MeetingPlace Recording

Meeting recordings are available after the meeting has ended. It may take some time for recordings to appear, depending on the processing load on the Cisco Unified MeetingPlace web server, but you can choose to listen to a meeting recording as soon as it becomes available. The format of the recording depends on settings that are configured by the system administrator.

For audio/web meetings, two recordings are created: an audio-only recording and Flash recording (which plays back in Adobe Flash Player on your desktop). The Flash recording gives a synchronized playback of the audio and the meeting console during the meeting. The Flash recording begins when the web-conferencing portion of the meeting starts; any audio recorded before this point is available only in the audio-only recording.

Your ability to listen to recordings is dependent on settings in your user profile.

Before You Begin

- This procedure supports recordings made from a Cisco Unified MeetingPlace web meeting.
- If the meeting associated with the recording was restricted to profiled users or required a password, you will require this additional information to listen to the recording.
- If the meeting associated with the recording was from a meeting that was escalated from an internal server to an external server, check the external server for the meeting recording.
- You can only download audio and audio/video meeting recordings. You cannot download integrated audio/web recordings.
- Make sure that you have installed a media player that can play MP3 files. Quicktime is the supported media player for playing video recordings.

Procedure

Step 1 Sign in to Cisco Unified MeetingPlace.
Step 2 Enter the meeting ID of the meeting that you want to access.
Step 3 Click Find Meeting.
Step 4 On the Find Meeting page, click Past and enter the time frame to search.
Step 5 Click Search.
Step 6 In the search results, click the meeting ID for your meeting to access the Past Meeting page.
Step 7 Click the Attachments/Recordings icon on the Past Meeting page.
Step 8 Click the recording file you want to access on the Attachments/Recordings page.
Step 9 Choose to open or save the file.
Step 10 Click OK to return to the Meeting Information page.

Troubleshooting Tips

- If the meeting status column does not show OK, one of the following situations might be true:
  - The meeting has not yet ended.

Listening to a Cisco WebEx Recording, page 7
Recording Meetings in Cisco Unified MeetingPlace

Deleting a Cisco Unified MeetingPlace Recording

7

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– The meeting has recently ended and the recording is not yet available.
– The meeting was not recorded.
– The recording has been purged from the system and is no longer available.

• In some cases, the ‘processing now’ system message might take a little while to display after a recorded meeting has ended.
• If you playback a web recording that does not display the list of participants in the Participant List, try to restart the playback.

Related Topic
• Finding a Meeting in the Finding a Meeting in Cisco Unified MeetingPlace module
• Recording a Meeting from the Cisco Unified MeetingPlace Meeting Room, page 3

Listening to a Cisco WebEx Recording

Procedure

Step 1 Sign in to Cisco Unified MeetingPlace as a profiled user.
Step 2 Click My WebEx.
The Cisco WebEx Meeting Center displays.
Step 3 Click My Files.
Step 4 Click My Recordings.
The page displays links and controls that you can use to take actions on recorded meetings. For example, you can view properties of a selected recording, download a recording, and so forth. For more information, see the Cisco WebEx online help or access the Cisco WebEx user documentation.

Related Topic
• Accessing Cisco WebEx User Documentation in Scheduling Meetings module

Deleting a Cisco Unified MeetingPlace Recording

Before You Begin
• This procedure supports recordings made from a Cisco Unified MeetingPlace web meeting.
• You must be an administrator, system manager or the meeting owner to delete a recording.

Procedure

Step 1 Sign in to Cisco Unified MeetingPlace as a profiled user.
Step 2 Click Find Meeting.
Step 3 Find the meeting that has the recording that you want to delete.
Step 4 Click Attachments/Recordings.
Step 5  Navigate to the recording that you want to delete.
Step 6  Click Delete.
Step 7  Click OK.

Related Topic
- Finding a Meeting in the Finding a Meeting in Cisco Unified MeetingPlace module