



## Recording Meetings

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- [About Recording a Cisco Unified MeetingPlace Meeting, page 1](#)
- [Playing Back a Meeting Recording, page 2](#)
- [Deleting a Cisco Unified MeetingPlace Recording, page 3](#)

### About Recording a Cisco Unified MeetingPlace Meeting

You can choose to record audio-only, video, or synchronized audio/web meetings based on your meeting permissions and system configuration.

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

- You must have Host (or Alternate Host) permissions to start a recording from the web meeting room.
- Any Cisco Unified MeetingPlace user whose profile permission "Can record meeting" is set to Yes, and who signs in as a profiled user on the phone, can start a recording from the phone.



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**Note** Regardless of your permissions in the web meeting room, the system will not allow you to record the meeting from the phone if it has dialed you in to the audio portion of your meeting. In this instance, either ask a user who has signed in to the phone as a profiled user to start the audio recording or initiate a synchronized audio/web recording from the web meeting room.

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- Starting a recording from the web meeting room automatically starts the audio recording as well.
- Starting a recording from the phone does not automatically start a web recording. To record both audio and web portions of your meeting, make sure to start the recording from the web even if you have already started it from the phone.
- If you start a web recording after an audio recording has already started, the system will clip the beginning of the audio recording to synchronize it with the beginning of the web recording.



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**Note** If you press #61 from the phone while a web recording is in session, you will effectively stop the audio recording. Do not press #61 if a recording has already been initiated from the web meeting room.

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- Audio recordings are provided in various formats such as .mp3, .wav, and .wma. Video recordings are in .mp4 format. The synchronized audio/web recording is in a proprietary .arf format.
- Playback of .arf files requires the WebEx Network Recording player, which is accessible from the Cisco Unified MeetingPlace **Recordings** page.
- You cannot record a breakout session.
- You cannot record a continuous meeting.
- System-generated voice prompts that play into a meeting are automatically recorded.
- 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 **Recording** page. Recorded audio-only or video-only files appear as a single icon.
- Video-enabled meetings are restricted to a maximum meeting recording length of 6 hours, even if no video participants actually attend. Audio-only meetings are restricted to a maximum meeting recording length of 24 hours. See your system administrator for details.
- Web recordings are limited to 2GB. If the web recording includes a Flash movie, it will exhaust this limitation in approximately 1.5 hours.

## Playing Back a Meeting Recording

This topic describes how to download a meeting recording for playback from the Cisco Unified MeetingPlace web scheduling interface. 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 web server, but you can choose to listen to a meeting recording as soon as it becomes available.

Your ability to download recordings is subject to your user permissions.

### Before You Begin



**Note**

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The Cisco WebEx Network Recording Player supports only Windows and Mac. To playback a synchronized audio/web recording from another Cisco Unified MeetingPlace-supported operating system, download the .arf recording file then transfer the file to a Windows or Mac machine so that you can use the Network Recording Player. Audio-only and video meetings do not require the Network Recording Player for playback.

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- Download the Network Recording Player from the Cisco Unified MeetingPlace **Recordings** page if you plan to playback a synchronized audio/web meeting recording.
- 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 on an external server, check the external server for the meeting recording.
- The names of audio-only users will not display in the Participant list of the meeting recording.

### Procedure

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**Step 1** Sign in to the Cisco Unified MeetingPlace web scheduling interface.

#### Example:

**Step 2** Enter the meeting ID of the meeting that you want to access.

**Step 3** Select **Find Meeting**.

**Step 4** On the **Find Meeting** page, select **Past** and enter the time frame to search.

**Step 5** Select **Search**.

**Step 6** In the search results, select the meeting ID for your meeting to access the **Past Meeting** page.

**Step 7** Select the **Recordings** icon on the **Past Meeting** page.

**Step 8** Select the recording file link you want to access.  
A pop-up window displays asking you to open or save the recording file.

**Note** Do not right-click on the recording file link and select Save Target As/Save Link As. This will result in an error, or the file will be downloaded in a format that cannot be played.

**Step 9** Select to open or save the file.

**Step 10** Select **OK** to return to the **Meeting Information** page.

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### Troubleshooting Tips

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

## Deleting a Cisco Unified MeetingPlace Recording

### Before You Begin

You must be a system administrator or the meeting owner to delete a recording.

## Procedure

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**Step 1** Sign in to the Cisco Unified MeetingPlace web scheduling interface.

### Example:

**Step 2** Select **Find Meeting**.

**Step 3** Find the meeting that has the recording that you want to delete.

**Step 4** Select **Recordings**.

**Step 5** Navigate to the recording that you want to delete.

**Step 6** Select **Delete**.

**Step 7** Select **OK**.

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