Configuring Audio and Video Recordings

To configure meeting recordings on a WebEx-scheduled deployment, you must use the Cisco WebEx web interface. You can configure meeting recordings on MeetingPlace-scheduled and audio-only deployments with the Cisco Unified MeetingPlace administration features described in this module.

- Configuring Audio and Video Recordings on WebEx-Scheduled Deployments, page 1
- Configuring Audio and Video Recordings on MeetingPlace-Scheduled and Audio-Only Deployments, page 1

Configuring Audio and Video Recordings on WebEx-Scheduled Deployments

On WebEx-scheduled deployments, only your Cisco WebEx Super Admin can change recording privileges.

If your deployment requires limitations on recording privileges, ask your Cisco WebEx Super Admin to configure a secure end-to-end meeting set for no recording and no joining the meeting before the host. Cisco WebEx Network-Based Recording (NBR) is not supported in end-to-end encrypted meetings.

Related Topics
- Configuring End-to-End Encryption for Cisco WebEx Meetings in the About Integrating with Cisco WebEx module

Configuring Audio and Video Recordings on MeetingPlace-Scheduled and Audio-Only Deployments

- Audio and Video Recording Resources and Port Usage, page 2
- Options for Starting Recordings for Audio and Video Meetings, page 3
- Audio and Video Recording Formats, page 3
- Prerequisites for Recording, page 3
- Restrictions for Recording, page 4
- How to Configure Recordings, page 5
Audio and Video Recording Resources and Port Usage

The system uses these resources while recording each meeting:

- One voice port
- One video port

The system uses a video port resource when you configure the user profile of the meeting scheduler for video-enabled meetings. A video-enabled meeting is characterized by these settings:

- The Can host audio/video meetings field is set to Can host audio and video meetings
- The Can record meetings field is set to Yes

You must configure the user profile settings of the meeting scheduler for video-enabled meetings for this user to be able to start recordings by pressing #61 from the TUI interface during a meeting:

- If you configure the user profile with Can host audio/video meetings set to Can attend only and Can record meetings set to Yes, the system records only the voice portion of the meeting.
- If you configure the user profile with Can record meetings set to No, the system does not provide the #61 option to the user in the TUI.

When a meeting recording starts, the system attempts to use a voice port (and a video port if the meeting is video enabled) in this order:

- Any non-floater port
- Floater port
  - If the system fails to obtain a voice port, the meeting cannot be recorded until a voice port is released.
  - If the system fails to obtain a video port, only a voice port is used, and only the voice portion of the meeting is recorded.

Note

We recommend configuring additional floater ports if you expect many meetings to be recorded at the same time. See this information:

- Configuring System-Wide Meeting Parameters

Related Topics

- Configuring Audio and Video Recordings
- Installing and Managing Licenses
- Recording File Sizes on the Web Server
- Configuring the Conversion of Recording Files
- Configuring Recordings for Cisco WebEx Integration

For the most recent version of this content, see the individual guides on cisco.com.
Options for Starting Recordings for Audio and Video Meetings

Note
This feature is only available on audio-only deployments.

Settings in the user profile determine how audio and video recordings can start and who can start them. The system records meetings in these cases:

- If Auto-start recording is set to Yes, the system automatically records all meetings that are scheduled by the user.
- If Auto-start recording is set to No, users with recording privileges can press #61 in the TUI during an audio and video meeting to start the recording.

If the system is recording a meeting, pressing #61 stops the recording.

Related Topics
- Field Reference: Add User Profile Page and Edit User Profile Page
- Audio and Video Recording Resources and Port Usage, page 2
- Enabling Users to Record Meetings, page 5
- Recording Information for Specific Cisco WebEx Integration Deployments

Audio and Video Recording Formats

The Cisco Unified MeetingPlace system provides audio recordings in various formats (mp3, wav, wma) and video recordings in mp4 format. It relies on the Audio Service component to convert audio, video, and web recordings into various formats.

The recordings are available to the user through the Cisco Unified MeetingPlace web user portal. The physical location of the recording files are in a location that you configure.

Related Topics
- Configuring the Conversion of Recording Files
- Recording File Sizes on the Web Server

Prerequisites for Recording

- To record the video portions of meetings, you must install the videorecording license, see the Planning Guide for Cisco Unified MeetingPlace at http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_implementation_design_guides_list.html
- (Hardware Media Server only) To record video, you must configure the advanced video settings to specify H.264 as the most preferred codec in each video-supported service of each blade.
- We recommend that you use an external storage device to prevent the Web Server from running out of disk space. See “Configuring Remote Storage”.

If you do not use an external storage device, make sure that you monitor the Alarm Table. If any Web Server disk space shortage issues appear, take immediate action to transfer the recordings to an external storage device.

For the most recent version of this content, see the individual guides on cisco.com.
The Web Server will become inoperable if all the disk space is consumed. Specifically, the Cisco Unified MeetingPlace web user portal will become inaccessible. Also, because recordings on the Application Server will not be replicated to the Web Server, those recordings might be deleted from the system before they can be converted for playback.

Related Topics
- Audio and Video Recording Resources and Port Usage, page 2
- Recording File Sizes on the Web Server
- Configuring Audio and Video Recordings
- Configuring Recordings for Cisco WebEx Integration

Restrictions for Recording

- Video-enabled meetings are restricted to a maximum meeting recording length of 6 hours, even if no video participants actually attend. Specifically:
  - In the user profile of the meeting scheduler, if the Can host audio/video meetings field is set to Can host audio and video meetings, the meeting recording cannot exceed 6 hours. If this limit is reached during a meeting, the system automatically stops the recording.
  - A user cannot schedule a meeting longer than 6 hours if the Can host audio/video meetings field is set to Can host audio and video meetings.
  - There is no meeting recording length restriction for meetings scheduled by users whose Can host audio/video meetings user profile field is set to Can attend only. Because these users cannot host video meetings, the meetings they schedule are not video-enabled.
  - The system allows a maximum of 100 simultaneous audio and video meeting recordings. However, the supported number of concurrent recordings depends on the Application Server model, the configured and utilized capacity of your system, and the type of media (voice, video, web) being recorded.


- The Application Server can store up to:
  - 500 hours of audio recordings or 80 hours of video recordings on a Cisco MCS 7835.
  - 1000 hours of audio recording or 160 hours of video recordings on a Cisco MCS 7845.

Cisco Unified MeetingPlace audio and video meeting recordings are initially stored only on the Application Server. Shortly after each recorded meeting ends, the Replication Service copies the meeting recording from the Application Server to the Web Server, where the recording is converted and stored for user playback.

Every day at 2 a.m. (local server time), the system deletes all recordings on the Application Server that are older than 24 hours. To display the available disk space for recordings (/mpx-record directory) on the Application Server, sign in to the CLI and enter df -k.
Configuring Audio and Video Recordings

Configuring Audio and Video Recordings on MeetingPlace-Scheduled and Audio-Only Deployments

For the most recent version of this content, see the individual guides on cisco.com.

Note
If the /mpx-record disk space on the Application Server ever becomes 90% utilized, the system generates a minor alarm and does not allow any more recordings to begin until sufficient disk space is freed by the daily 2 a.m. deletion. If recordings in progress cause the disk space to become 97% utilized, the system stops all recordings. In the unlikely event that the disk space becomes 100% utilized, the system generates a major alarm, and you need to contact Cisco TAC.

- If you are using the Hardware Media Server, the system supports audio and video recording.
- If you are using the Express Media Server, the system supports the audio recording only.

Related Topics
- Audio and Video Recording Resources and Port Usage, page 2
- Configuring Audio and Video Recordings
- Restrictions for Recording Web Meetings
- About Integrating with Cisco WebEx
- Replication Service
- Configuring the Web Server for Optimal Data Storage
- Using the Command-Line Interface (CLI) on the Application Server

How to Configure Recordings

The recording features are available only on MeetingPlace-scheduled and audio-only systems.

- Enabling Users to Record Meetings, page 5
- Enabling Guest Users to Record Meetings, page 6
- Configuring System-Wide Recording Parameters, page 7
- Disabling Recording for Specified Users and Groups, page 7

Enabling Users to Record Meetings

Before You Begin
See the “Prerequisites for Recording” section on page 3.

Procedure

| Step 1 | Sign in to the Administration Center. |
| Step 2 | Select User Configuration. |
| Step 3 | Select User Groups or User Profiles, depending on whether you want to configure a user group or an individual user profile. |
| Step 4 | Select Edit or Add New, depending on whether you want to configure an existing or a new user group or user profile. |
| Step 5 | Set the Can host audio/video meetings field to Can host audio and video meetings. |
Configuring Audio and Video Recordings

Step 6  Set the Can record meetings field to Yes.

Step 7  (Optional) Configure these fields:
       - Who can access
       - Auto-start recording

Step 8  Select Save.

Related Topics
- Field Reference: Add User Profile Page and Edit User Profile Page
- Options for Starting Recordings for Audio and Video Meetings, page 3
- Restricting Access to Recordings
- Configuring System-Wide Recording Parameters, page 7
- Configuring Recordings for Cisco WebEx Integration

What To Do Next
To give recording privileges to guests, proceed to the “Enabling Guest Users to Record Meetings” section on page 6.

Enabling Guest Users to Record Meetings

Before You Begin
See the “Prerequisites for Recording” section on page 3.

Procedure

Step 1  Sign in to the Administration Center.
Step 2  Select System Configuration > Usage Configuration.
Step 3  Set the Guests can lock and record meetings field to Yes.
Step 4  Select Save.
Step 5  Select User Configuration > User Profiles.
Step 6  Enter guest in the search field.
Step 7  Select Edit for the guest profile.
Step 8  Set the Can record meetings field to Yes.
Step 9  Select Save.

Related Topics
- Field Reference: Usage Configuration Page
- Field Reference: Add User Profile Page and Edit User Profile Page
- Configuring System-Wide Recording Parameters, page 7
Configuring System-Wide Recording Parameters

Procedure

Step 1  Sign in to the Administration Center.
Step 2  Select System Configuration > Meeting Configuration.
Step 3  Configure these fields:
  • Maximum meeting message length (seconds)
  • Maximum meeting name length (seconds)
  • Maximum participant name length (seconds)
Step 4  Select Save.

Related Topics
  • Field Reference: Meeting Configuration Page
  • Restricting Access to Recordings
  • Recording File Sizes on the Web Server
  • Configuring the Conversion of Recording Files

Disabling Recording for Specified Users and Groups

Procedure

Step 1  Sign in to the Administration Center.
Step 2  Select User Configuration.
Step 3  Select User Groups or User Profiles, depending on whether you want to configure a user group or an individual user profile.
Step 4  Select Edit or Add New, depending on whether you want to configure an existing or a new user group or user profile.
Step 5  Set the Can record meetings field to No.
Step 6  Select Save.
Step 7  Select System Configuration > Usage Configuration.
Step 8  Set the Guests can lock and record meetings field to No.
Step 9  Select Save.

Related Topics
  • Field Reference: Add User Profile Page and Edit User Profile Page
  • Field Reference: Usage Configuration Page
  • Configuring Recordings for Cisco WebEx Integration
What To Do Next

To give recording privileges to guests, proceed to the “Enabling Guest Users to Record Meetings” section on page 6.