



# CHAPTER 5

## Managing CTRS Recordings

October 2011

The Cisco TelePresence Recording Server (CTRS) stores and enables you to manage recordings created by the following sources:

- Cisco TelePresence Studio Mode
- Event Recording

The following sections describe the CTRS Recordings Management features. Recordings Management is divided into the following areas:

- [Active Recording, page 5-1](#)
- [Completed Recordings, page 5-2](#)
  - [Exporting Recordings from the Completed Recordings List, page 5-4](#)
  - [Downloading a Recording to Your Computer, page 5-5](#)

## Active Recording

Click **Active Recordings** in the left menu to display all recordings that are currently being created (see [Figure 5-1](#)).

**Figure 5-1** *Manage > Active Recordings*

Manage > Active Recordings					
<input type="checkbox"/>	Recording ID	Room	Type	User	Duration
<input type="checkbox"/>	2011091223011968592926	88001	Ad Hoc Meeting Recording	Acorn@cisco.com	1 min 13 secs

The Active Recordings page displays a table that lists the following information about recording sessions that are currently in progress:

**Table 5-1 Active Recording Table Field Descriptions**

Field	Description
Recording ID	Identification number for this recording session.
Room	<ul style="list-style-type: none"> <li>For Studio Mode recordings, Cisco TelePresence room in which the recording is taking place.</li> <li>For Event Recordings, the CTMS Directory Number configured on the CTMS that initiated the recording.</li> </ul>
Type	Type of recording.
User	<ul style="list-style-type: none"> <li>For Studio Mode recordings, the user who logged in and started the recording.</li> <li>For Event Recordings, the CTRS User ID with which the CTMS administrator logged into the CTRS to start the recording.</li> </ul>
Duration	Length of time for this recording.

- To stop a recording in progress, click **Stop**.
- To refresh the information displayed, click **Refresh**.

## Completed Recordings

Click **Completed Recordings** in the left menu to display completed recordings (see [Figure 5-2](#)).

**Figure 5-2 Manage > Completed Recordings**

Manage > Completed Recordings

Completed Recordings Showing 1-10 of 76 10 per page Go

Start on: 05/05/2011 End on: 05/26/2011 Status: All

Owner: Title: Filter

<input type="checkbox"/>	Recording ID	Title	Owner	Room	Date	Type	Duration	Status
<input type="checkbox"/>	2011052614361873944501	Barb's ad hoc meeting	bmatsumu@cisco.com	88001	05/26/2011 07:36 AM	Meeting	16 mins 42 secs	Available
<input type="checkbox"/>	2011052523400847082156	switch source 500m	vtuy@cisco.com	88001	05/25/2011 04:40 PM	Meeting	1 min 20 secs	Available
<input type="checkbox"/>	2011052523340767826100	shaan patch	vtuy@cisco.com	88001	05/25/2011 04:34 PM	Meeting	1 min 13 secs	Available
<input type="checkbox"/>	2011052523135657334279	Quarterly meeting	vtuy@cisco.com	88001	05/25/2011 04:14 PM	Meeting	54 secs	Available
<input checked="" type="checkbox"/>	2011052522472734431591	Quarterly meeting	bmatsumu@cisco.com	88001	05/25/2011 03:47 PM	Meeting	18 secs	Available
<input type="checkbox"/>	2011052521495834433205	missing audio with patched	vtuy@cisco.com	88001	05/25/2011 02:50 PM	Meeting	3 mins 12 secs	Available
<input type="checkbox"/>	2011052518154182591211	missing part of audio	vtuy@cisco.com	88001	05/25/2011 11:15 AM	Meeting	3 mins 33 secs	Available
<input type="checkbox"/>	2011052501543295102912	downgrade no audio	vtuy@cisco.com	96810	05/24/2011 06:54 PM	Meeting	6 mins 33 secs	Available
<input type="checkbox"/>	2011052421350189446519	downgrade no audio	vtuy@cisco.com	13113	05/24/2011 02:35 PM	Studio	20 secs	Available
<input type="checkbox"/>	2011052421281749102644	downgrade no audio	vtuy@cisco.com	96810	05/24/2011 02:28 PM	Meeting	4 mins 7 secs	Available

Details... Download... Delete... Export... Refresh

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Use the Completed Recording page to view or edit a list of all completed recordings that are currently stored on CTRS.

**To filter entries in the Completed Recordings table:**

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- Step 1** Click the calendar icon to the right of the **Start on:** text box to display a calendar. Click the beginning date for filtering completed recordings information.
- Step 2** Click the calendar icon to the right of the **End on:** text box to display a calendar. Click the ending date for filtering completed recording information.
- Step 3** Choose the appropriate value from the **Status** drop-down list. Choices are:
- All
  - Available
  - Delete Pending
- Step 4** To filter using the owner of a recording, enter the owner name in the **Owner** text box.
- Step 5** To filter using the title of a recording, enter the recording title in the **Title** text box.
- Step 6** Click **Filter**.
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Completed Recordings displays a table providing the following information about completed recordings, as described in [Table 5-2](#):

**Table 5-2** *Completed Recordings Table Field Descriptions*

Field	Description
Select All	Check this box to select all defined static meetings.
Recording ID	Recording identification number.
Title	Recording title.
Owner	<ul style="list-style-type: none"> <li>• For Studio Mode recordings, the user who created and owns the recording.</li> <li>• For Event Recordings, the CTRS User ID with which the CTMS administrator logged into the CTRS to create the recording.</li> </ul>
Room	<ul style="list-style-type: none"> <li>• For Studio Mode recordings, the Cisco TelePresence System room in which recording was produced.</li> <li>• For Event Recordings, the CTMS Directory Number configured on the CTMS that initiated the recording.</li> </ul>
Date	Date on which recording was produced.
Type	Displays the recording type, which can be one of the following: <ul style="list-style-type: none"> <li>• Meeting—Recording made using the Event Recording feature.</li> <li>• Studio—Recording made while in Studio Mode.</li> </ul>

**Table 5-2** *Completed Recordings Table Field Descriptions*

Field	Description
Duration	Recording length.
Status	Recording status. Statuses are as follows: <ul style="list-style-type: none"> <li>• All—all videos in the list.</li> <li>• Available—videos that are available for deletion or export.</li> <li>• Delete Pending—videos that are scheduled for deletion. Videos show the Delete Pending status based on the number of days that are configured in the Delete field (System Configuration &gt; Backup Settings—Export Media Files tab).</li> </ul>

- To refresh the list of displayed recordings, click **Refresh**.
- To delete a recording, check the box for that recording and then click **Delete**.
- To see details about a recording, check the box for that recording and then click **Details**. CTRS displays the following information about the recording, as described in [Table 5-3](#). After viewing details about the recording, click **Close** to return to the Complete Recordings window.

**Table 5-3** *Recording Detail Table Field Descriptions*

Field	Description
Recording ID	Recording identification number.
Title	Recording title (if defined)
Description	Description of recording (if defined)
Owner	<ul style="list-style-type: none"> <li>• For Studio Mode recordings, the user who created and owns the recording.</li> <li>• For event recordings, the CTRS User ID with which the CTMS administrator logged into the CTRS to create the recording.</li> </ul>
Recording Date	Date on which recording was produced.
Quality	Image quality of the recording.
Recording Type	Whether the recording is a Studio Mode recording, or an Event Recording.
Make recording viewable by everyone	Select this checkbox to make this recording available to all CTRS users.

## Exporting Recordings from the Completed Recordings List

You can export recordings to a specified archive server. To export recordings, do the following:

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- Step 1** Check the box for the recording(s) that you want to export.
- Step 2** Click **Export**. CTRS displays a table listing all of the recordings you selected for export.

**Step 3** Choose the appropriate export destination server from the **Export to:** drop-down list.

**Step 4** Click **Export**.

**Note**

For more information about configuring export destination servers, see the [“Archive Servers” section on page 4-12](#) of this guide.

**Note**

When you export recording files, they remain on the CTRS. To delete recordings, check the boxes next to the recordings. Then click **Delete**.

## Downloading a Recording to Your Computer

You can download the standard definition (SD) or high definition (HD) version of a recording to your computer. For a recording made using Event Recording, you can also download the presentation materials displayed during the meeting.

Because of video resolution changes, recordings made using Event Recording could be stored in multiple files. Before downloading multiple files to your computer, the CTRS transcodes the files into one file, which can be a lengthy process.

To download, do the following:

**Step 1** Check the box for the recording that you want to download.

**Step 2** Click **Download**.

The Download Recording dialog box appears as shown in [Figure 5-3](#).

**Figure 5-3** Download Recording Dialog Box

### Download Recording

Title: 1 131

Standard-Definition Video: Download

High-Definition Video: Download

Presentation Video: Download Presentation

Close

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- Step 3** Decide which version of the recording you want to download, and click the corresponding button.
- If the Process File for Download button appears, the recording was written to multiple files, which must be transcoded into one file then downloaded. The transcoding process can be lengthy; therefore, a percentage complete counter provides an update of the progress.
- Step 4** After the download is complete, click **Save** in the dialog box that appears, and specify where you want to save the file on your computer.
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