



CHAPTER 5

Managing CTRS Recordings

Revised: November 2009

The following sections describe the Recordings Management features for the Cisco TelePresence Recording Server (CTRS). 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 being created currently (see [Figure 5-1](#)).

Figure 5-1 *Recordings Management > Active Recordings*

	Recording ID	Room	Type	User	Duration
☐	2009093023320733578625	11661	Adhoc Replay	tommy@cisco.com	3 hours 33 mins

The Active Recordings screen 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
Select All	Check this box to select all active recording sessions.
Recording ID	Identification number for this recording session.
Room	Cisco TelePresence Room in which the recording is taking place.
Type	Type of recording.

Table 5-1 Active Recording Table Field Descriptions

Field	Description
User	User who logged in and started the recording.
Duration	Length of time for this recording.

- To display a defined number of table rows, select the down arrow next to **Rows per page**. Click to highlight and select predetermined amounts.
- If the number of active recording sessions exceeds the Rows per Page value, click **First** to view the sessions listed on the first page, **Next** to view the next page in sequence, **Previous** to view the preceding page, and **Last** to view the last page.
- 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 Recordings Management > Completed Recordings

Recordings Management > Completed Recordings

Completed Recordings

Start on: End on: Status: All

Owner: Title:

Showing 1 - 8 of 8 records

	Recording ID	Title	Owner	Room	Date	Duration	Status
☐	2009092204091477043080	09/21/09 21:14:24 #10 - 13104	osu@cisco.com	13104	09/21/2009 09:09 PM	4 mins 52 secs	Delete Pending
☐	200909220403443667970	09/21/09 21:08:53 #9 - 13104	osu@cisco.com	13104	09/21/2009 09:03 PM	4 mins 51 secs	Delete Pending
☐	2009092203581357550764	09/21/09 21:03:22 #8 - 13104	osu@cisco.com	13104	09/21/2009 08:58 PM	4 mins 52 secs	Delete Pending
☐	2009092203524275715209	09/21/09 20:57:51 #7 - 13104	osu@cisco.com	13104	09/21/2009 08:52 PM	4 mins 52 secs	Delete Pending
☐	2009092203414163541845	09/21/09 20:46:50 #5 - 13104	osu@cisco.com	13104	09/21/2009 08:41 PM	4 mins 52 secs	Delete Pending
☐	2009092203361063628865	09/21/09 20:41:19 #4 - 13104	osu@cisco.com	13104	09/21/2009 08:36 PM	4 mins 52 secs	Delete Pending
☐	2009092203303910787170	09/21/09 20:35:48 #3 - 13104	osu@cisco.com	13104	09/21/2009 08:30 PM	4 mins 52 secs	Delete Pending
☐	200909220319369692311	09/21/09 20:24:46 #1 - 13104	user10@cisco.com	13104	09/21/2009 08:19 PM	4 mins 53 secs	Available

First Previous Next Last Rows per page: 10 Details... Delete... Export... Refresh

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

To filter entries in the Completed Recordings table:

- 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**.

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	Recording owner.
Room	Cisco TelePresence System room in which recording was produced.
Date	Date on which recording was produced.
Duration	Recording length
Status	Recording status. Statuses are as follows: • All—all videos in the list. • Available—videos that are available for deletion or export. • 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 > Backup Settings—Export Media Files tab).

- To display a defined number of table rows, click the down arrow next to **Rows per page**. Highlight to select predetermined amounts.
- If the number of recordings exceeds the Rows per Page value, click **First** to view the recordings listed on the first page, **Next** to view the next page in sequence, **Previous** to view the preceding page, and **Last** to view the last page.
- 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 select 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	Recording owner.
Recording Date	Date on which recording was produced.
Quality	Image quality of the recording.
Files	Files associated with the recording. To download and save a copy of the recording, click the file name.
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**.
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**Note**

For more information about configuring export destination servers, see the [“Archive Servers” section on page 4-14](#) 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

In addition to exporting a completed recording to an archive server, you can download a recording to your computer. To download, do the following:

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- Step 1** Check the box for the recording that you want to download.
 - Step 2** Click **Details**. The Recording Detail dialog box for that recording appears.
 - Step 3** In the Files section, click the filename of the file that you want to download. The “xxx_lo.mp4” file is the CIF version of the recording. The “xxx_ts.mp4” file is the HD version of the recording.
 - Step 4** In the dialog box that appears, click **Save** and specify where you want to save the file on your computer.
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