



CHAPTER 2

The My Recordings Tab

This chapter explains what users can do in the **My Recordings** tab of the Content Server web UI. To see this tab when you log in, a Content Server site manager must first give you the role of creator.

The **My Recordings** tab is a list of recordings that you have created or recordings that others have given you permission to edit. This tab has two sub-menus:

- **Edit Recordings**—From the list in this sub-menu, locate the recording that you want to modify. You can edit the recording settings (**Edit recordings > Edit Recording**), use the Content Editor (**Edit recordings > Open Content Editor**), or manage recording outputs (**Edit recordings > Manage outputs**).

From this sub-menu, you can play the recording by clicking the **Play** link.

If the recording is currently in draft state, you can click the **Publish recording** button. Publishing the recording permits groups and users under 'Who can view this recording' to access the recording. If the recording has been published, this button does not appear.

If recording is currently in progress, you can click the **End call** button to stop recording.

- **Create Recording**—From the list in this sub-menu, you can locate H.323 ID, E.164 alias, or SIP address that is available to you for recording. Use one of them to call the Content Server from an endpoint or system. From this sub-menu, you can also edit your personal recording alias if you have one (see **Edit Recording Alias**).

Edit Recordings

You can display a list of editable recordings from the **My Recordings** tab by clicking **Edit recordings**. This list includes recordings that you created and recordings that others have given you permission to edit. From this list, you can do the following:

- **Play**—click to play a specific recording.
- **Edit Recording**—click to edit settings for the recording, including the recording name and who can view it.
- **Open Content Editor**—click to access the Content Editor for various formats. Use the Content Editor to index or crop the recording. You can also concatenate another recording to one that is open in the Content Editor.
- **Manage outputs**—click to modify output settings, including how the recording is viewable in a web interface or in what formats the recording is downloadable.

- Delete one or more recordings—check one or more recording boxes (to the left of each recording thumbnail). Then click the **Delete selected** button on the bottom left of the page. You can also click the **X** to the far right to delete one recording at a time.

Edit Recording

To edit settings for one of the recordings in the My Recordings list, do the following:

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- Step 1** Click the **My Recordings** tab.
- Step 2** Click **Edit recordings**. A list of recordings that you created appears. This list also include recordings that others have given you permission to edit.
- Step 3** Locate the recording whose settings you want to edit.
- Step 4** Click **Edit recording**. A page that includes the settings for the recording appears.
- Step 5** Update recording settings as needed (see [Table 2-1](#)).
- Step 6** After updating the settings, click **Save**.
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Table 2-1 *My Recordings > Edit Recordings: Edit Recording*

Field	Field Description	Usage Guidelines
Recording information		
Name	The name of the recording to be displayed in the View Recordings pages.	<p>If you created the recording, the default name is the name of your personal recording alias and a date/time stamp. You can edit this name to help users find the recording when they search.</p> <p>If you edit a recording that you did not create, the name could be the name of the creator's recording alias and a date/time stamp. The name could also be the type of recording (<i>OnDemand only</i> or <i>Live and OnDemand</i>) and a date/time stamp.</p>
Description	Details about the recording.	Optional. This optional setting can help users find the recording when they search.
Speaker	Name(s) of the speaker(s) in the recording.	Optional. This optional setting can help users find the recording when they search.
Location	Where the recording took place.	Optional. This optional setting can help users find the recording when they search.
Copyright	Copyright information for the recording.	Optional. This optional setting can help users find the recording when they search.
Keywords	Keywords that can be used to search for the recording.	Optional. This optional setting can help users find the recording when they search.

Table 2-1 *My Recordings > Edit Recordings: Edit Recording (continued)*

Field	Field Description	Usage Guidelines
Category	Choose a category under which to list the recording in the View Recordings pages. To create a category, go to Recording setup > Categories .	Optional.
Date	The date and the time at which the recording process began.	Read only. You cannot edit these fields.
Duration	The length of the recording rounded to the nearest minute. In parentheses, length of the recording in HH:MM:SS format.	Read only. You cannot edit these fields.
Share link	The link to the recording.	Read only. You cannot edit these fields.
Recording thumbnails		
Thumbnail images	A thumbnail is an image from the recording that helps users to identify the recording. Thumbnails images are taken at 5 seconds, 1 minute, 5 minutes, 30 minutes, and 1 hour into the recording. The image at 30 minutes into the recording is the default. If the recording is less than 30 minutes, the default is last image taken.	Choose a thumbnail to represent the recording. You might need to refresh the page or restart the browser to see the thumbnail that you chose. Click the thumbnail to choose it. An orange frame surrounds the thumbnail that represents the recording.

Table 2-1 My Recordings > Edit Recordings: Edit Recording (continued)

Field	Field Description	Usage Guidelines
Recording permissions		
Who can view this recording	Groups and users who can view the recording. Click the Check access list button to validate your entries. Entries are also validated when you click the Save button.	<p>You can give viewing access to one of the following:</p> <ul style="list-style-type: none"> • Allow access to all users, including guests: If Allow guest access is selected in Site Settings, this field is displayed. If selected, all users, including guests, can view the recording. • Allow access to all authenticated users: If the Allow guest access box is not checked in Site Settings, this field is displayed. If selected, all authenticated (logged in) users can view the recording. • Allow access to only these authenticated groups and users: If selected, then only groups or users entered in the field below can view the recording. Enter all or part of the name or display name of the group or user (either one per line or separated by a semicolon). If only part of a group or username has been entered, clicking Check access list or Place call adds all matching groups and users to the list. <p>Note After you click Check access lists or Place call, the users entered have the following formats:</p> <ul style="list-style-type: none"> – Local authentication mode: MACHINENAME\user.name – Domain authentication mode: DOMAINNAME (optional)\user.name – LDAP authentication mode: user.name <p>All groups will be in the format group.name where the group name is expanded to the full LDAP name (for example, "CN=group.name, OU=staff, DC=company, DC=com").</p> <p>Note Only enter groups and users that have been added to the Groups and Users list on the Content Server in this field; otherwise, the entry will be removed when you click Check access list or Place call.</p>
Publish recording	If checked, the selected groups and users under <i>Who can view this recording</i> can view this recording. The groups and users in the editors list can always view and edit the recording.	<p>This box is checked by default.</p> <p>When this box is unchecked, the recording does not appear in the View Recording pages. The recording still appears in the Edit recordings list. Next to the recording, the Publish recording button appears. When you click that button, all specified groups and users can view the recording.</p>

Table 2-1 My Recordings > Edit Recordings: Edit Recording (continued)

Field	Field Description	Usage Guidelines
Password (optional)	You can enter a password to restrict streaming access to this recording and the ability to download content. The password will be visible in clear text to editors of this recording and to site managers.	If a password is not entered, users who can view the recording in the View Recordings list can play the recording and download any available content. If a password is entered, users must know the password to stream or download the recording.
Who can edit this recording	Groups and users can edit recording information and permissions, use the Content Editor (see Open Content Editor) to change the recording, add additional outputs (see Manage outputs), and delete the recording. Use Check access list to validate your entries. They are also checked when you click Place call .	<p>Enter all or part of the name or display name of the group or user (either one per line or separated by a semicolon). If only part of a group or username has been entered, clicking Check access list or Place call adds all matching groups and users to the list.</p> <p>Note After you click Check access lists or Place call, the users entered have the following formats:</p> <ul style="list-style-type: none"> – Local authentication mode: MACHINENAME\user.name – Domain authentication mode: DOMAINNAME (optional)\user.name – LDAP authentication mode: user.name <p>All groups will be in the format group.name where the group name is expanded to the full LDAP name (for example, “CN=group.name, OU=staff, DC=company, DC=com”).</p> <p>Note Only enter groups and users that have been added to the Groups and Users list on the Content Server in this field; otherwise, the entry will be removed when you click Check access list or Place call.</p>
Play recording on endpoints		
Make recording available for playing on endpoints	Check to make the recording available for playback on an endpoint.	<p>When you check this box, either a playback E.164 alias or a playback H.323 ID will appear. Depending on the Content Server configuration, both might appear. Give users the playback E.164 alias or the playback H.323 ID. Instruct them to dial the alias or ID from an endpoint. Doing so will play back the recording.</p> <p>If this check box is not on the Edit recording page, a Content Server site manager has not configured the prefixes necessary for an E.164 playback alias or H.323 playback ID. Or the Content Server does not support the playback feature. Contact a site manager for more information.</p> <p>The recording cannot be played back on an endpoint if it has not been published. See the Publish recording setting above for more information.</p> <p>A recording with restricted viewing access and no viewable interface outputs can be played back from an endpoint.</p> <p>Password protection is not applied when a recording is played back from an endpoint.</p>

Open Content Editor

Users with the appropriate permissions and all site managers can use the Content Editor to edit recordings. To use the Content Editor, see the following sections:

- [Indexing a Recording](#)
- [Cropping a Recording](#)
- [Removing a Middle Section from a Recording](#)
- [Joining Recordings](#)

All changes that you make to a recording are non-destructive. For example, you can change the position of the slider at the beginning or at the end of the recording many times.

Viewing the recording in a player reflects the changes immediately. Downloads need to be transcoded again. Click **Save and close** to start the transcoding process. Transcoding again removes existing downloadable outputs and replaces them with the newly transcoded output.

**Note**

To open a recording in the Content Editor, the recording must have outputs that can be viewed in a player. You can use the Content Editor on an Apple Mac using MPEG-4 for QuickTime or MPEG-4 for Flash. The Content Editor is not available on the Mac for Windows Media recordings using Silverlight.

To open the Content Editor, do the following:

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- Step 1** Go to **Recordings > Edit Recordings**. A list of editable recordings appears.
 - Step 2** Find the recording that you want to edit with the Content Editor.
 - Step 3** Click **Open Content Editor**. A window that lists the formats of available outputs appears.
 - Step 4** Click an output format link to open the Content Editor window.
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Parts of the Content Editor window

- The top section displays the recording video on the left. The Indexes section is on the right.
- The bottom section displays controls for playing and editing the recording: the seek bar, the volume control, a pause/play button, and a **Join Recording** button.

Indexing a Recording

You can add indexes to make it easier for viewers to find important points in the recording. Index titles appear in a player when users watch the recording. When users click an index, the recording plays from that index point.

To add an index, do the following:

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- Step 1** Pause the recording where you want an index.
 - Step 2** Click **Add index**. A new index appears in the Indexes section. Each index includes the time of the index point and a default title (Index<number>).
 - Step 3** If you want, click the default title and change it to something more meaningful to viewers.

Step 4 Click **Save and Close** to save your index.



Note You can add, delete, or rename indexes in the Content Editor only.

Cropping a Recording

To remove time from the beginning or the ending of a recording, do the following:

Step 1 Locate the seek bar.

Step 2 Move the sliders at either end of the seek bar to where you want them. The slider for the beginning of the recording is on the left; the slider for the end of the recording is on the right. In the player, the recording will start from and end wherever you move the sliders.

Step 3 Click **Save and Close** to save your slider settings.

Removing a Middle Section from a Recording

To remove a middle section, do the following:

Step 1 Click the **Join recording** button. A list of recordings that can be joined to the one that you have open in the Content Editor appears.

Step 2 Click the **Join recording** link for the same exact recording. Two thumbnail images appear in the Content Editor window. The first thumbnail with the highlighted box is the original recording. The second thumbnail is the recording that you joined to the first.

Step 3 Ensure that you have chosen the first thumbnail by clicking it.

Step 4 Move the slider for the end of this recording (the right side) to the beginning of the section that you want to remove.

Step 5 Click the second thumbnail.

Step 6 Move the slider for the beginning of this recording (the left side) to end of the section that you want to remove.

Step 7 Click **Save and close**. Then check the results of the removal by playing it back in a player. Redo this procedure until you have adjusted the recording properly.

Joining Recordings

You can join recordings (also known as concatenating) so that they play consecutively. You can join recordings under these conditions:

- You have editing permissions for the recordings, or you are in the site manager role.
- The recordings have streaming outputs in the same format and size (for example, Windows Media in the medium size).
- The recordings have the same dual video status. You cannot join two if only one has a dual video stream.

To join two recordings, do the following:

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- Step 1** Click the **Join recording** button. A list of recordings that can be joined to the one that you have open in the Content Editor appears.
- Step 2** Click the **Join recording** link for the recording that you want to join to first recording.
- Step 3** Click **Save and close**. Then check the results of joining the recordings in a player. If you want, crop the recordings for a better playback experience (see [Cropping a Recording](#) for more information).
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Manage outputs

Recording creators, users with the appropriate permissions, and all site managers can manage recording outputs at any time.

To manage outputs, do the following:

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- Step 1** Go to **My Recordings > Edit recordings**. A list of recordings appears.
- Step 2** Locate the recording whose settings you want to edit.
- Step 3** Click **Manage outputs**. A page that includes the output settings for the recording appears.
- Step 4** Update settings as needed (see [Table 2-2](#)).
- Step 5** After updating the settings, click **Save**.
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Table 2-2 *Recordings > Edit Recordings: Manage Outputs*

Field	Field Description	Usage Guidelines
Manage outputs		
Recording call speed (kbps)	The bit rate in kbps (kilobits per second) at which the recording was created.	This number might affect the bit rate of medium and large outputs.
Recorded with dual stream	Whether or not this recording was recorded with a dual video stream.	This recording characteristic affects the layouts available for outputs. Only the single video layout is available if this recording was created without a dual video stream.
Viewable in the Content Server web interface	If you check this box, go to the Outputs to view in the Content Server web interface to select output settings for a player.	
Downloadable for portable devices (iPod and Zune)	If you check this box, go to the Outputs to download for portable devices to select output settings for a player.	

Table 2-2 Recordings > Edit Recordings: Manage Outputs (continued)

Field	Field Description	Usage Guidelines
Downloadable for general purpose	If you check this box, go to the Outputs to download for general purpose to select output settings for a player.	
Distributed to Podcast Producer, Show and Share, or iTunes U	If you check this box, go to the Outputs to download Podcast Producer, Show and Share, or iTunes U to select output settings for a player.	
Outputs to view in the Content Server web interface		
Output layout	Click the layout to use.	<p>If the recording was created without a dual video stream, the single video layout with one stream that shows the main video source is created.</p> <p>If the recording was created with a dual video stream, the main video and presentation streams are composited into a single video stream. These different layouts determine where the main video and the presentation are placed in the composited video:</p> <ul style="list-style-type: none"> • Switching: the main video is replaced by the presentation when the presentation is activated. • Joined: the main video and presentation are displayed side by side. The main video is centered in the frame when the presentation is not activated. • Stacked: the main video is reduced in size and displayed above the presentation. The main video is centered in the frame when the presentation is not activated. • Picture in picture: the main video is reduced in size and displayed in the selected corner of the frame over the presentation. The main video fills the whole frame when the presentation is not activated.
On demand formats	Choose up to three formats: <ul style="list-style-type: none"> • Windows Media for playback using the Silverlight player or Windows Media player on a PC or the Silverlight player on a Mac. • MPEG-4 for playback using QuickTime. • MPEG-4 for playback using Flash player. 	<p>These formats can be viewed on a PC as long as the correct plugins have been downloaded and installed.</p> <p>MPEG-4 for QuickTime, MPEG-4 for Flash, and Windows Media (played using Silverlight) are available for Apple Mac when the correct plugins have been downloaded and installed.</p>

Table 2-2 Recordings > Edit Recordings: Manage Outputs (continued)

Field	Field Description	Usage Guidelines
On demand sizes	Choose up to two recording sizes based on your user streaming environment and internet connection.	<ul style="list-style-type: none"> • Audio only: For use when users have very poor quality internet access. • Small: The target bit rate for small outputs is 250 kbps. The target rate is displayed in the Bit rates field. • Medium: For use with broadband access. The target bit rate for medium outputs is 800 kbps. The target rate is displayed in the Bit rates field. • Large: For use with a high-speed LAN. This format takes the longest to transcode. The maximum rate is displayed in the Bit rates field.
Bit rates (kbps)	Displays the target bit rate for the small, medium and large output sizes. The number that is displayed depends on the target bit rates set in Site Settings and the call speed at which the recording was created.	
On demand media server configuration settings	Choose the Media Server Configurations for on-demand viewing of the recordings that are created with this template. Formats not selected above are dimmed.	The media servers configurations that are shown in the drop-down lists by default are those selected in the system defaults section of Site Settings .
Outputs to download for portable devices		
Output layout	Click the layout to use.	<p>If the recording was created without a dual video stream, a file that shows the single video layout is created. The file shows the main video source.</p> <p>If the recording was created with a dual video stream, the main video and presentation streams are composited into a single video file. These different layouts determine where the main video and the presentation are placed in the composited video:</p> <ul style="list-style-type: none"> • Switching: the main video is replaced by the presentation when the presentation is activated. • Picture in picture: the main video is reduced in size and displayed in the selected corner of the frame over the presentation. The main video fills the whole frame when the presentation is not activated.

Table 2-2 Recordings > Edit Recordings: Manage Outputs (continued)

Field	Field Description	Usage Guidelines
Portable devices	<p>Select portable device(s) and whether you want audio and video or audio only:</p> <ul style="list-style-type: none"> • iPod Video • iPod Audio • Zune Video (Microsoft compatible) • Zune Audio (Microsoft compatible) 	<p>After the Content Server transcodes the recording, these outputs are available for download from the View Recordings page. Click the Download tab for the recording. Then click the output file that you want to download for synchronization with your portable device.</p> <p>iPod formats are optimized for fifth-generation Apple iPod (and compatible) devices. Zune formats are optimized for first-generation Microsoft Zune (and compatible) devices.</p>
Outputs to download for general purpose		
Output layout	Click the layout to use.	<p>If the recording was created without a dual video stream, a file that shows the single video layout is created. The file shows the main video source.</p> <p>If the recording was created with a dual video stream, the main video and presentation streams are composited into a single video file. These different layouts determine where the main video and the presentation are placed in the composited video:</p> <ul style="list-style-type: none"> • Switching: the main video is replaced by the presentation when the presentation is activated. • Joined: the main video and presentation are displayed side by side. The main video is centered in the frame when the presentation is not activated. • Stacked: the main video is reduced in size and displayed above the presentation. The main video is centered in the frame when the presentation is not activated. • Picture in picture: the main video is reduced in size and displayed in the selected corner of the frame over the presentation. The main video fills the whole frame when the presentation is not activated.
Formats	Select up to three formats.	
Sizes	Select up to two sizes.	<p>Because these outputs are downloaded and viewed on a computer, the quality of the internet connection is not an issue, except as the connection affects the time it takes to download. After downloading, users can watch the recordings without being connected to the internet.</p>

Table 2-2 Recordings > Edit Recordings: Manage Outputs (continued)

Field	Field Description	Usage Guidelines
Bit rates (kbps)	Displays the target bit rate for the small, medium and large output sizes.	
Outputs to download Podcast Producer, Show and Share, or iTunes U		
Output layout	Click the layout to use.	<p>If the recording was created without a dual video stream, a file that shows the single video layout is created. The file shows the main video source.</p> <p>If the recording was created with a dual video stream, the main video and presentation streams are composited into a single video file. These different layouts determine where the main video and the presentation are placed in the composited video:</p> <ul style="list-style-type: none"> • Switching: the main video is replaced by the presentation when the presentation is activated. • Joined: the main video and presentation are displayed side by side. The main video is centered in the frame when the presentation is not activated. • Stacked: the main video is reduced in size and displayed above the presentation. The main video is centered in the frame when the presentation is not activated. • Picture in picture: the main video is reduced in size and displayed in the selected corner of the frame over the presentation. The main video fills the whole frame when the presentation is not activated.
Podcast Producer	Select this option and a media server configuration (see Media Server Configurations) for Podcast Producer to automate the process of uploading recorded content to your Podcast Producer server.	The size of the output for Podcast Producer is always large.
Show and Share	Select this option and a media server configuration (see Media Server Configurations) for Show and Share to automate the process of uploading recorded content to your Show and Share server.	Choose the size (Small , Medium or Large) of the output to upload to Show and Share.

Table 2-2 *Recordings > Edit Recordings: Manage Outputs (continued)*

Field	Field Description	Usage Guidelines
iTunes U	Select this option and a media server configuration (see Media Server Configurations) for iTunes U to automate the process of uploading recorded content to an iTunes U account.	Choose the size (Small , Medium or Large) of the output to upload to iTunes U. You can also specify an additional audio-only output.
Summary		
Outputs to view in the Content Server web interface	Displays information about the outputs created for viewing in the Content Server web interface.	<p>The following information is shown for each output:</p> <ul style="list-style-type: none"> • A description: the format, layout, and size. • The status of processing the output. • The physical path and filename if the media server configuration of the output adds recordings to the default media location. • How the output was transcoded (live or offline). If the output was transcoded live and there is no offline transcoded output, there is an option to Re-transcode. • The system name of the Content Server that did the transcoding (this may be a different Content Server if the Content Server is in a cluster). • The on-demand URL. • The bandwidth in kbps (kilobits per second) and dimensions.
Outputs to download for portable devices	Displays information about the outputs created for Portable Devices.	<p>The following information is shown for each output:</p> <ul style="list-style-type: none"> • A description: the format and layout. • The status of processing the output. • The physical path to the output and the output filename. • How the output was transcoded (offline). • The system name of the Content Server that did the transcoding (this may be a different Content Server if the Content Server is in a cluster). • The bandwidth in kbps (kilobits per second) and dimensions.

Table 2-2 **Recordings > Edit Recordings: Manage Outputs (continued)**

Field	Field Description	Usage Guidelines
Outputs to download for general purpose	Displays information about the outputs created for download to users' computers.	<p>The following information is shown for each output:</p> <ul style="list-style-type: none"> • A description: the format and layout. • The status of processing the output. • The physical path to the output and the output filename. • How the output was transcoded (offline). • The system name of the Content Server that did the transcoding (this may be a different Content Server if the Content Server is in a cluster). • The bandwidth in kbps (kilobits per second) and dimensions.
Outputs for distribution to Podcast Producer, Show and Share or iTunesU	Displays information about the outputs created for use with Podcast Producer, Show and Share, or iTunesU.	<p>The following information is shown for each output:</p> <ul style="list-style-type: none"> • A description: the format and layout. • The status of processing the output. • How the output was transcoded (offline). • The system name of the Content Server that did the transcoding (this may be a different Content Server if the Content Server is in a cluster). • The bandwidth in kbps (kilobits per second) and dimensions.

Create Recording

To create a recording, you must call the Content Server from an endpoint or system. Call the Content Server with an H.323 ID, an E.164 alias, or a SIP address (URI).

To find the H.323 ID, E.164 alias, or SIP address, do the following:

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- Step 1** In the web interface, log in to the Content Server as a creator.
 - Step 2** From the **My Recordings** tab, click **Create recording**.
 - Step 3** Identify the H.323 ID, E.164 alias, or SIP address that you must use to record.
 - Step 4** On the endpoint or system from which you are making the recording, call the Content Server by using the H.323 ID, E.164 alias, or SIP address to dial. When your endpoint or system is connected to the Content Server, you might see a five-second countdown timer before recording starts. Seeing this timer depends on how the recording alias that you are using was configured. Recording starts when a red dot and 'Recording' is displayed on the endpoint or system.
 - Step 5** End the call when you are finished recording.

- Step 6** Return to the web interface. Look for your recording in the **View Recordings** or **My Recordings** tab. From the My Recordings tab, you can [Edit Recordings](#).
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Edit Recording Alias

From the **My Recordings** tab, the **Create recording** page includes your personal recording alias if a site manager has made one for you. You can edit your recording alias by clicking **Edit** next to the alias name. From there, you can edit recording alias settings that are available for you to modify. For information about the recording alias parameters, see the [Recording Aliases](#) section.

