



CHAPTER 4

Managing Recordings

Revised: February 2013, OL-28617-01

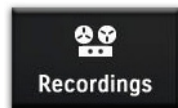
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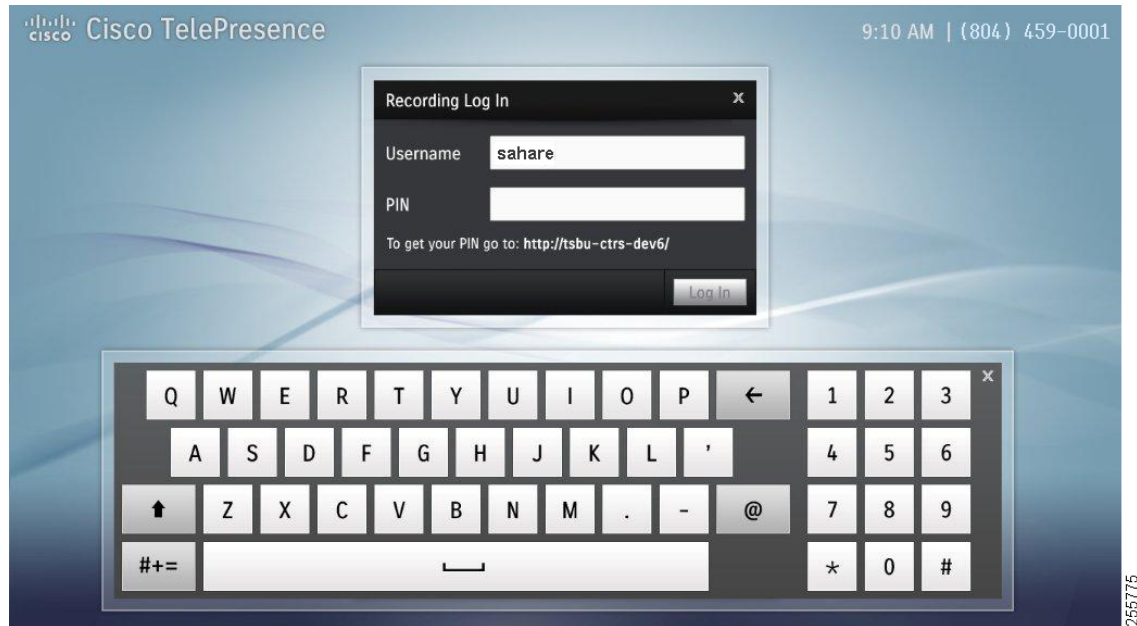
Logging into the Recording Server

To log in to the Cisco TelePresence Recording Server using Cisco TelePresence Touch 12:

-
- Step 1** Tap the **More** button.
- Step 2** Tap the **Recordings** button in the secondary button bar.



The Recording Log In page appears with the keyboard activated, as shown in [Figure 4-1](#).

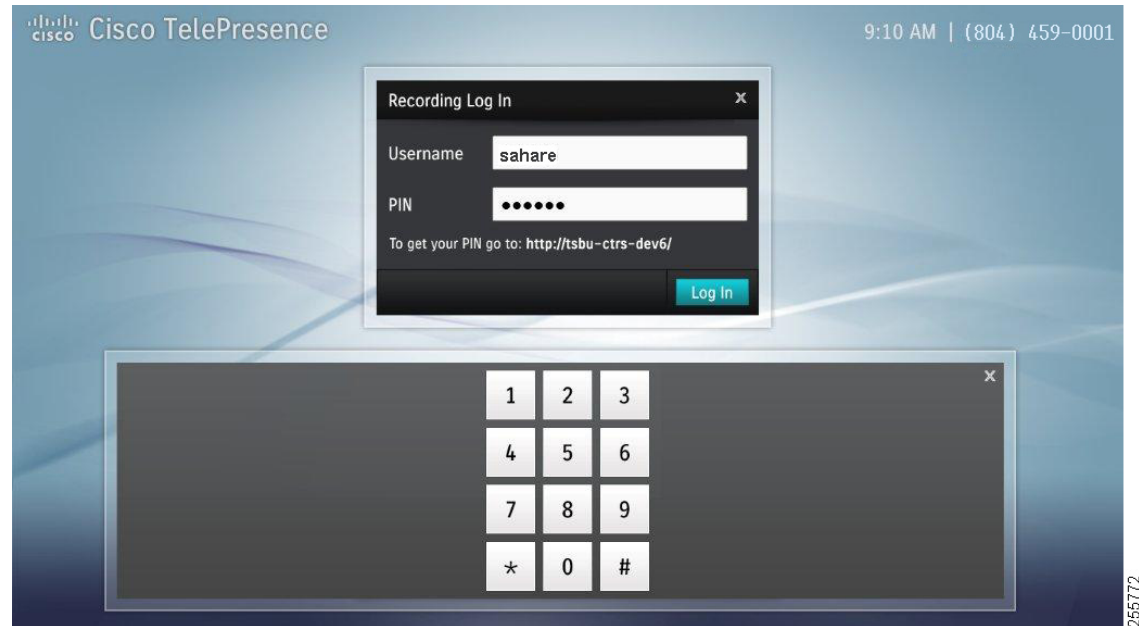
Figure 4-1 Recording Log In

- Step 3** Tap once in the Username field to bring up the keyboard and tap your username. The Username field updates as you type.

**Tip**

You can configure the recording server to remember your user name. See [Setting Your PIN in the Cisco TelePresence Video Portal](#).

- Step 4** Tap once in the PIN field to bring up the keypad and tap your PIN, as shown in [Figure 4-2](#).

Figure 4-2 Recording Log In—PIN Field

If this is your first time logging into the recording server, create a new PIN by going to the provided URL in the Recording Log In window. Follow these steps in the Cisco TelePresence Video Portal:

Setting Your PIN in the Cisco TelePresence Video Portal

- a. Click **Continue to this website**.



Tip The Cisco TelePresence Video Portal requires Adobe Flash player. Click **Yes** to install Adobe Flash player if prompted. Select the check box to accept the Flash Player License Agreement and click **Install**. Click **Done** to complete the installation.

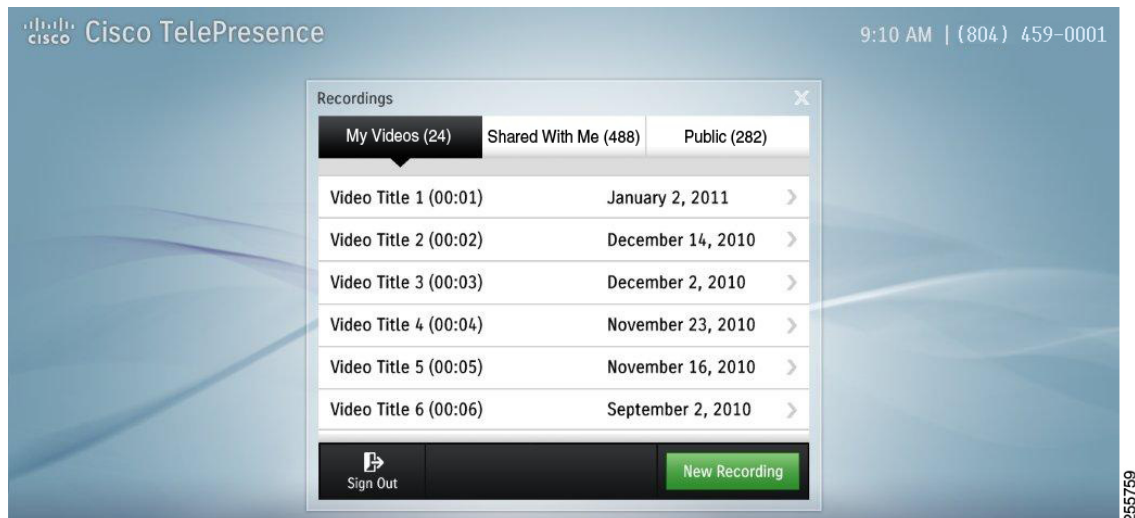
- b. Enter your user name and choose a password that consists of six nonsequential, non-repeating digits.
- c. Select the check box to allow the system to remember your user name.
- d. When you have finished setting your preferences in the Cisco TelePresence Video Portal, return to the Cisco TelePresence Touch 12 to continue the log in process.

Step 5 Tap your PIN using the numbered keypad. The numbered keypad is automatically dismissed when six digits have been entered.

Step 6 Tap **Log In**. The login screen appears, as shown in [Figure 4-3](#).

Figure 4-3 Logging into Recordings

Step 7 When the system has finished logging you in, the Recordings window appears with the My Videos tab selected, as shown in [Figure 4-4](#).

Figure 4-4 Recordings Window

Step 8 Proceed to any of the following tasks from the My Videos tab:

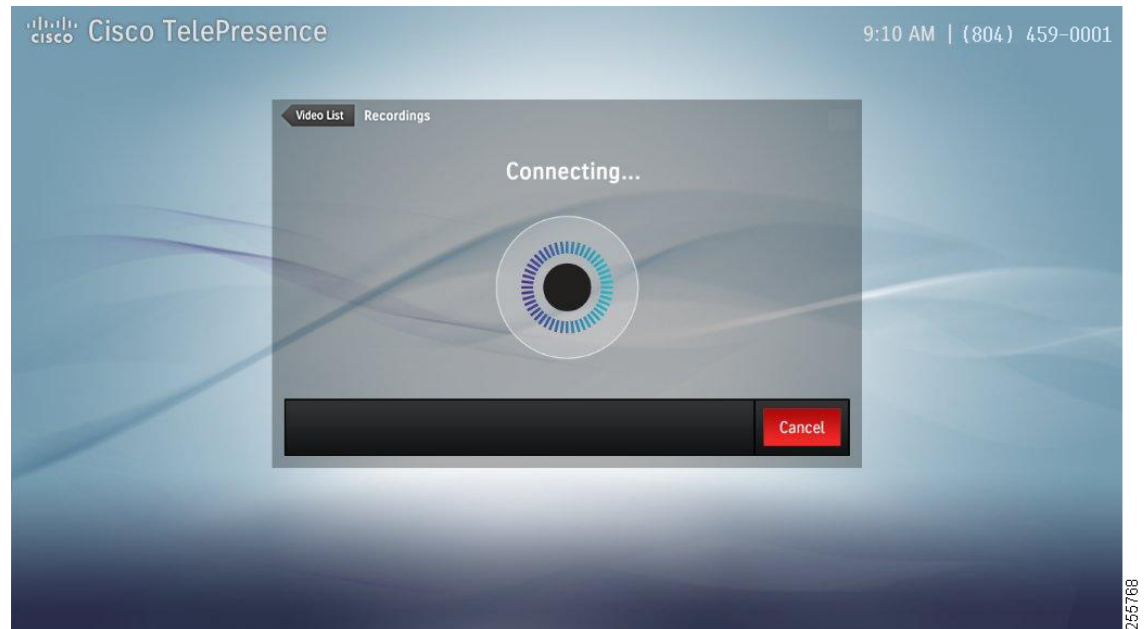
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Recording a Meeting

To record a video of your meeting:

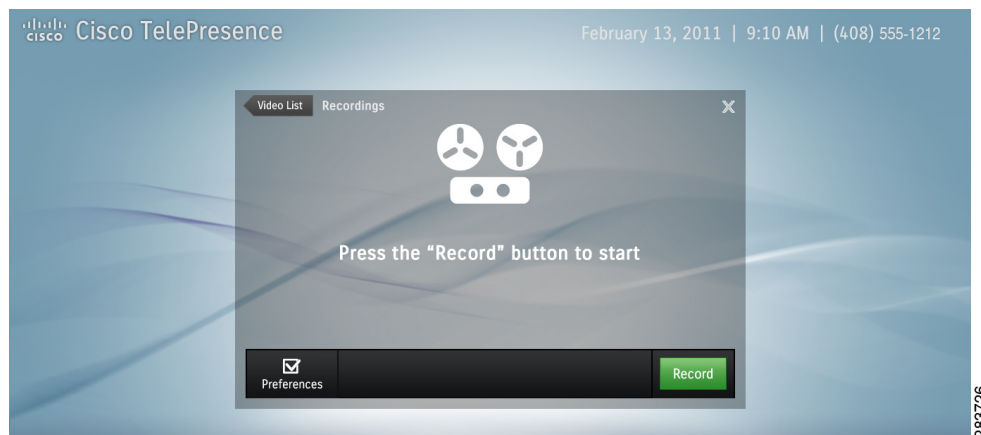
- Step 1** Tap the **New Recording** button. The Connecting screen appears, as shown in [Figure 4-5](#).

Figure 4-5 Recording Server Connecting



The Recording screen appears, as shown in [Figure 4-6](#). By default self view pops up automatically before you begin recording and is automatically dismissed once recording begins.

Figure 4-6 Recordings Screen

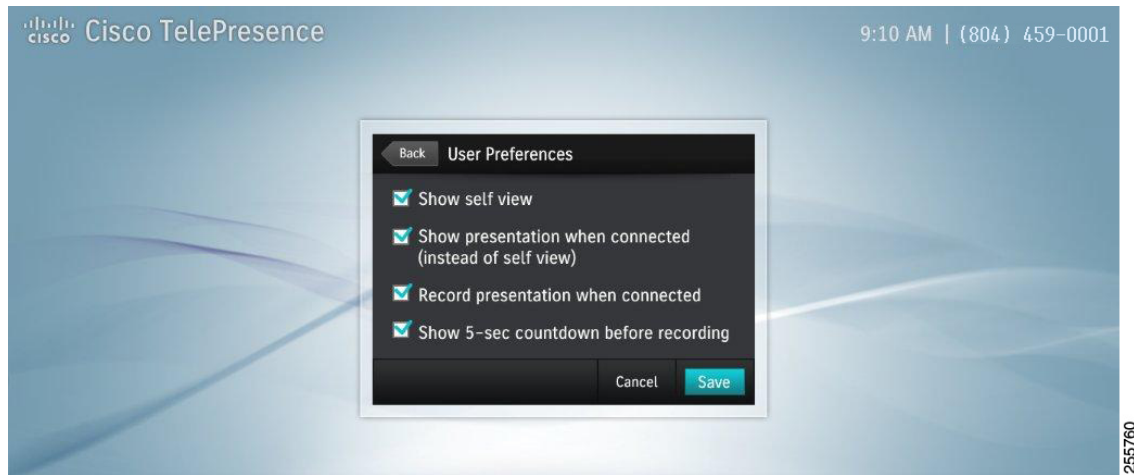


- Step 2** If desired, prepare for presentation (if available on the system), and adjust other preference settings by tapping the **Preferences** button. [Figure 4-7](#) shows possible Preference options, which include:
- Show self view—Allows you to see yourself while you record.

- Show presentation when connected (instead of self view)—The presentation is displayed on-screen as a talking point while recording but is not recorded.
- Record presentation when connected—Records video and presentation together.
- Show 5-second countdown before recording—An on-screen timer counts down the seconds before recording begins.

Step 3 Tap the box to check the desired options and then tap **Save**.

Figure 4-7 *User Preferences*



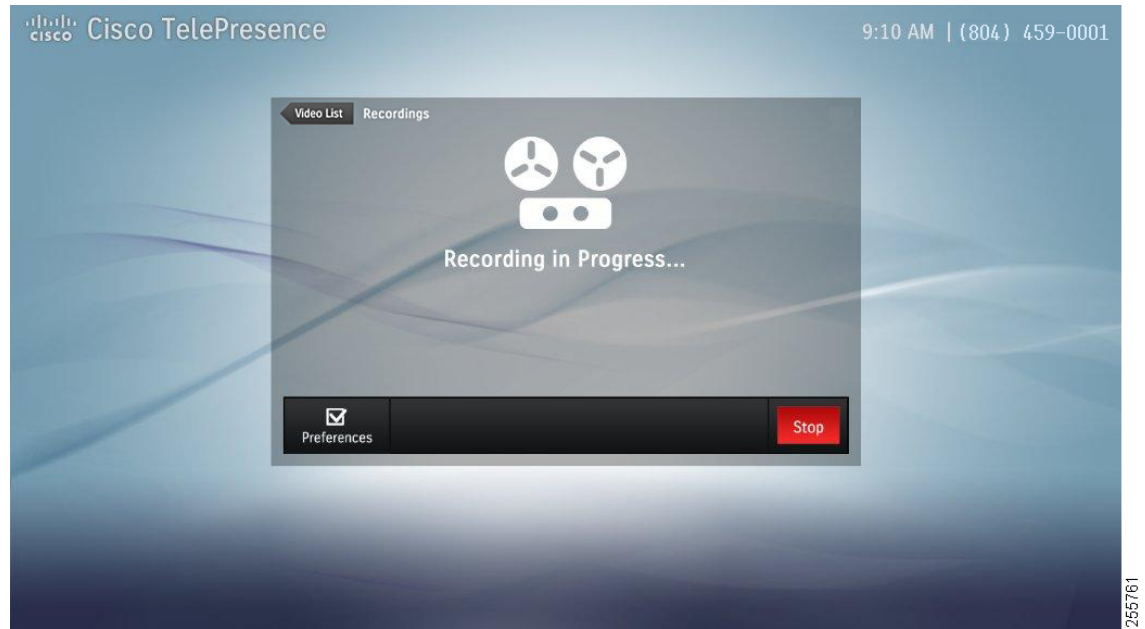
Step 4 When you are ready to begin recording, tap the **New Recording** button (see [Figure 4-6](#)).

The Connecting screen appears while the system connects to the Cisco TelePresence Recording Server. The Recording in Progress screen then appears on the Cisco TelePresence Touch 12, as shown in [Figure 4-8](#).



Tip

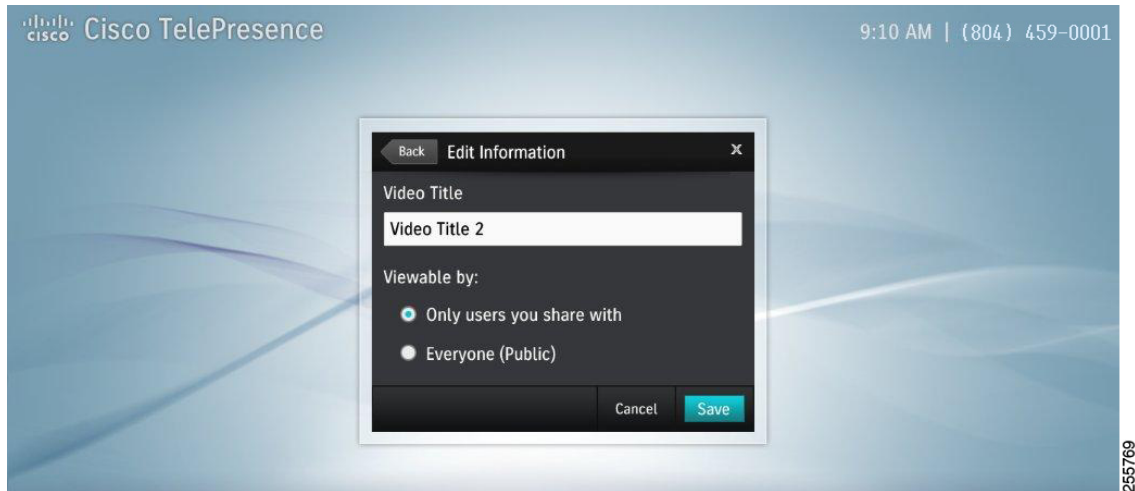
If you are not ready to record, tap the **Video List** arrow to return to the My Videos tab. To dismiss the Recordings window without signing out, tap the X in the upper right corner. To exit the recording feature entirely, tap **Sign Out**.

Figure 4-8 Recording in Progress

Step 5 Tap the **Stop** button at any time to end the recording. The Finishing screen appears, as shown in [Figure 4-9](#). Finishing may take up to one minute to complete.

Figure 4-9 Finishing Recording

Step 6 In the Edit Information window ([Figure 4-10](#)), enter a title for your video by tapping in the Video Title field to bring up the keyboard. If you choose not to title your video, it will be labeled “Untitled Video.”

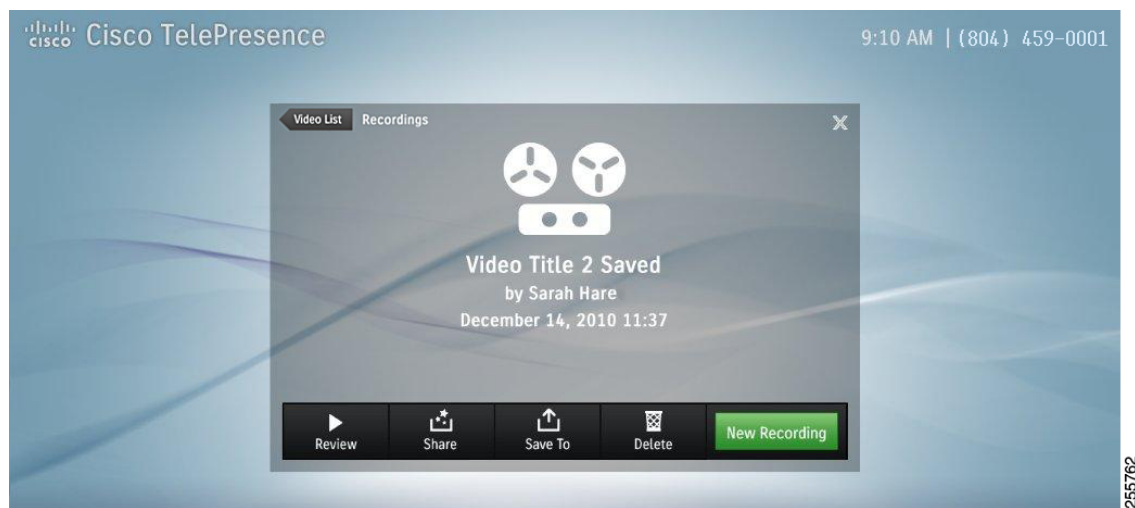
Figure 4-10 Enter Video Title

- Step 7** Choose who will see your video by tapping an option in the **Viewable by:** column, then tap the **Save** button.

**Tip**

The “Only users you share with” option includes a list of users that have already been configured in the Cisco TelePresence Recording Server Portal. Contact your system administrator for more information.

After you have saved your video, a confirmation screen appears, as shown in [Figure 4-11](#).

Figure 4-11 Video Information

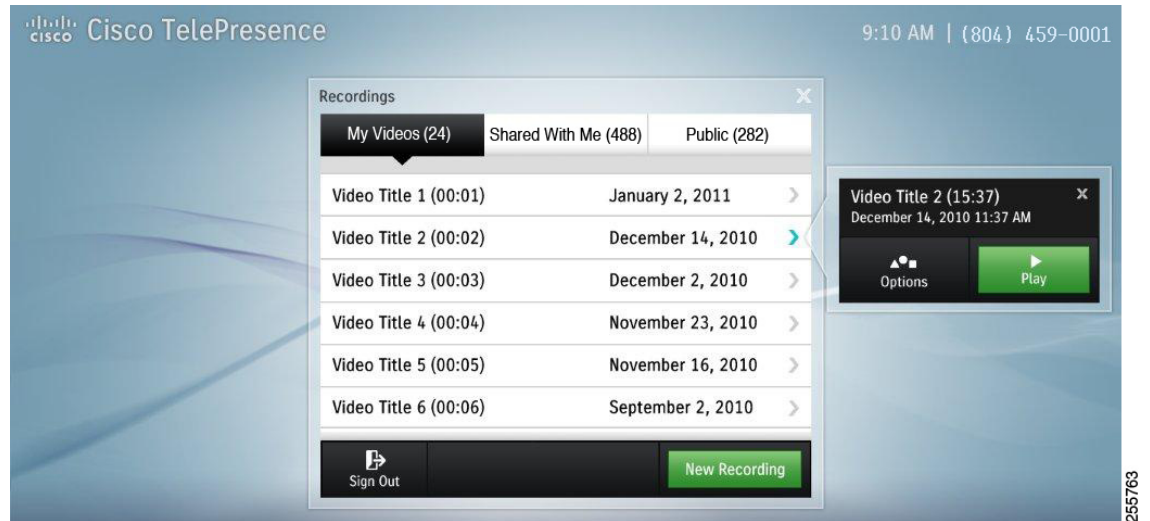
You have several choices for managing your new video, as described in the next sections of this chapter.

Reviewing a Video

To review a video:

- Step 1** From the Recordings > My Videos list, tap to select a video that you would like to review. The Video Card for the selected video appears, as shown in [Figure 4-12](#).

Figure 4-12 Video Card—Play Video



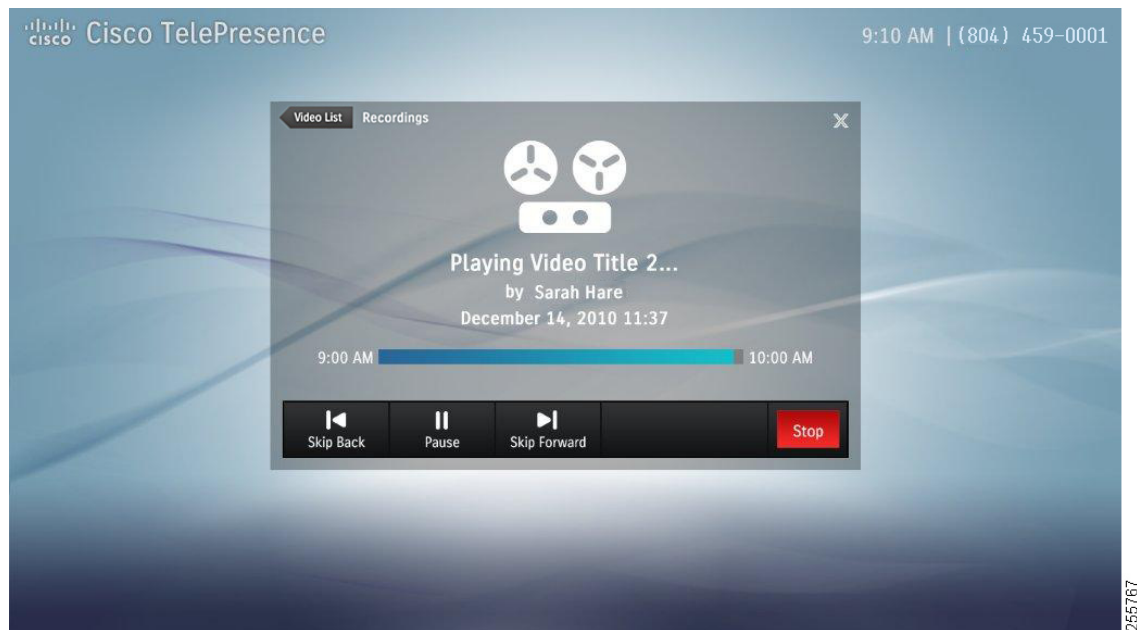
- Step 2** Tap the **Play** button on the Video Card. The video loads, as shown in [Figure 4-13](#).

Figure 4-13 Video Loading



- Step 3** The video begins playing on the CTS main display. As the video plays back, a progress bar is shown on the Cisco TelePresence Touch 12 and you can skip forward, skip backwards, or pause and resume playback, as shown in [Figure 4-14](#).

Figure 4-14 Video Playback

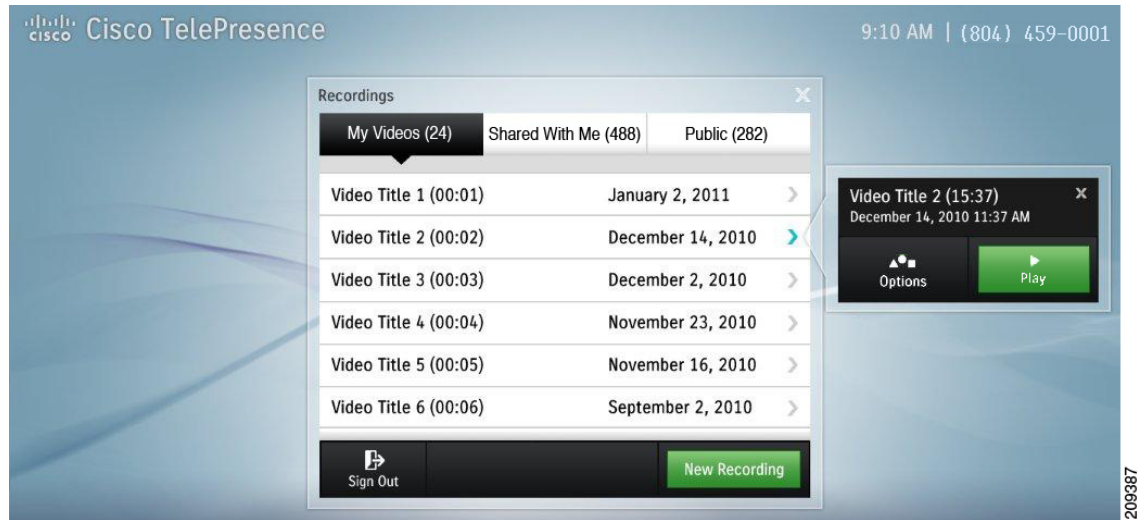


- Step 4** Tap the **Stop** button to stop video playback.

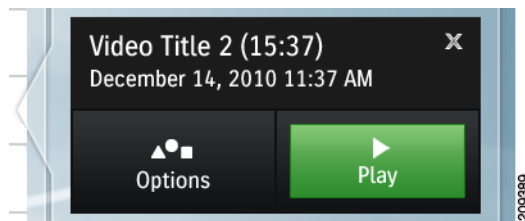
Sharing a Video

To share a video:

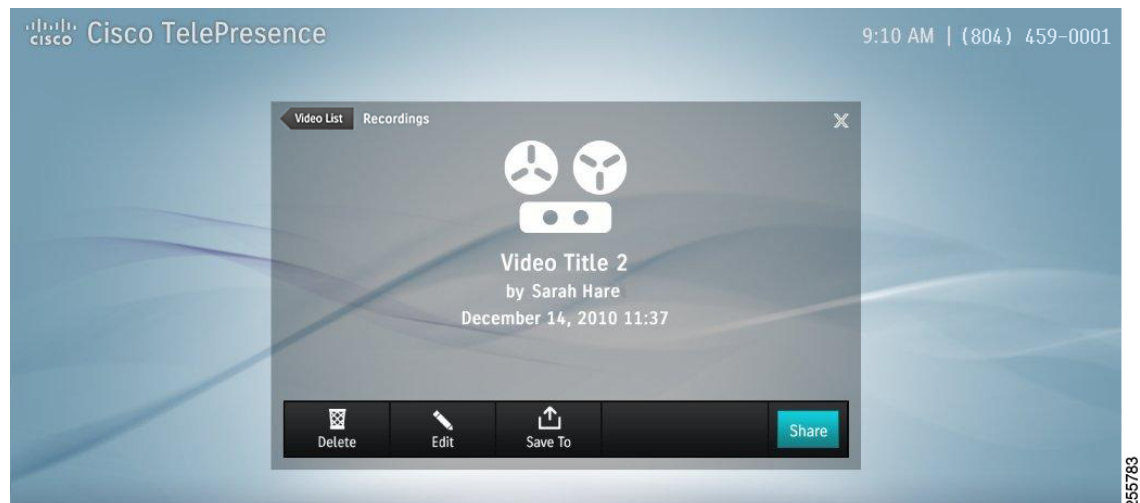
- Step 1** From the Recordings > My Videos list, tap to select a video that you would like to share. The Video Card for the selected video appears, as shown in [Figure 4-15](#).

Figure 4-15 Video Card—Sharing Options

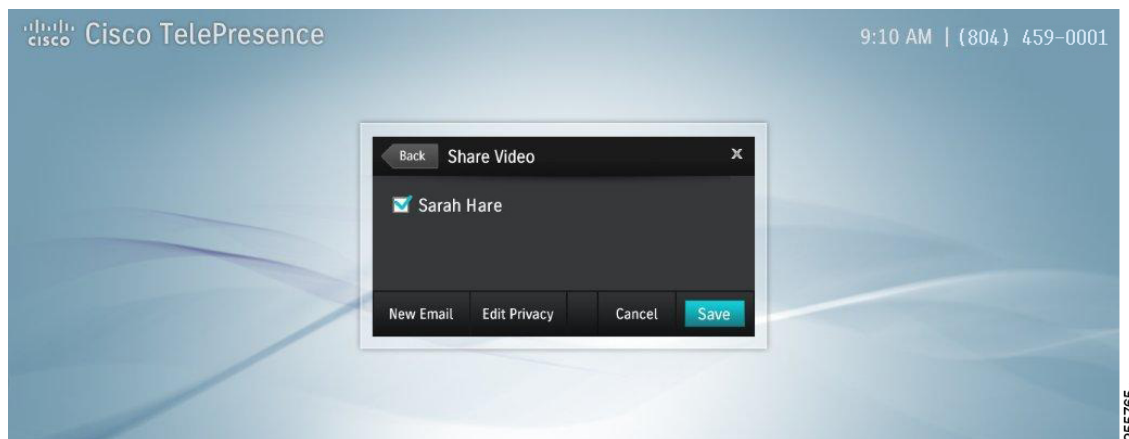
Step 2 Tap the **Options** button to bring up the video details screen.



Step 3 Then tap the **Share** button, as shown in [Figure 4-16](#).

Figure 4-16 Share Video

If you have a list of users that have already been configured in the Cisco TelePresence Recording Server Portal, they will appear in the Share Video window, as shown in [Figure 4-17](#)

Figure 4-17 Share Video—Favorites

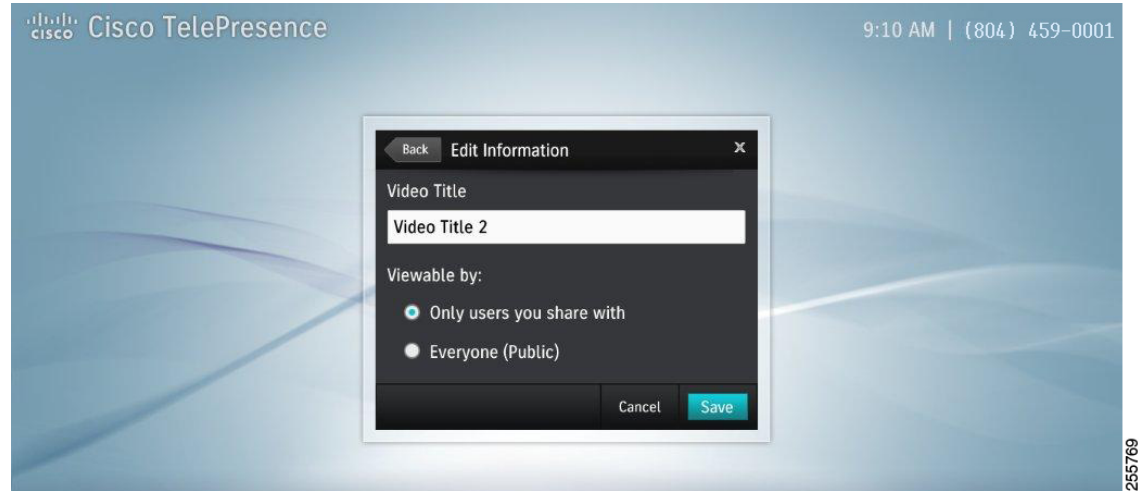
- Step 4** Tap the box next to the contact name to check it, then tap the **Save** button.
- Step 5** If you want to share with someone who is not on your list in the Cisco TelePresence Recording Server Video portal, tap the **New Email** button to bring up the keyboard.
- Step 6** Tap a new contact email. The email field updates as you type, as shown in [Figure 4-18](#).

**Tip**

You must enter a full email address in the format *contactname@yourcompany.com*.

Figure 4-18 Share Video—Enter a New Email

- Step 7** Before you save a new contact entry, you can tap the **Edit Privacy** button, which allows you to choose who will see your video, as shown in [Figure 4-19](#).

Figure 4-19 Edit Information

Step 8 Tap the **Save** button to save privacy settings in the Edit Privacy window then tap **Save** in the Share Video window to save your new contact email.

You may continue to add new contacts by tapping the **New Email** button and entering email addresses.

**Tip**

The keyboard is dismissed automatically when email entries are verified in the system. If an email is not verified, an error message appears and the keyboard remains open for you to retry your entry.

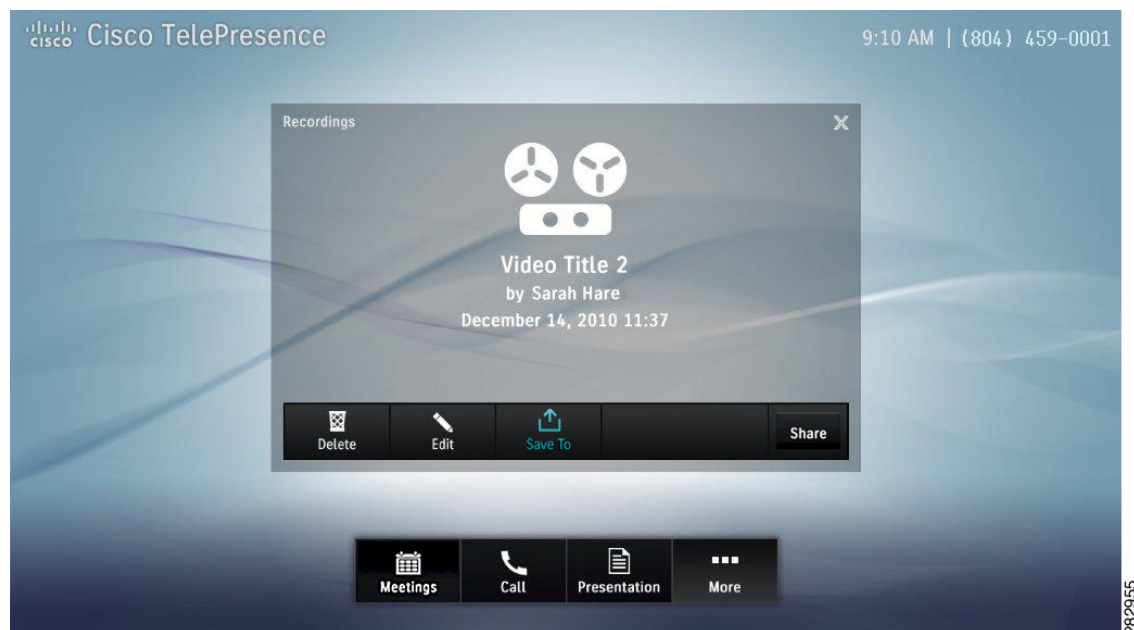
Saving a Video to Show and Share

To save to the Show and Share server:

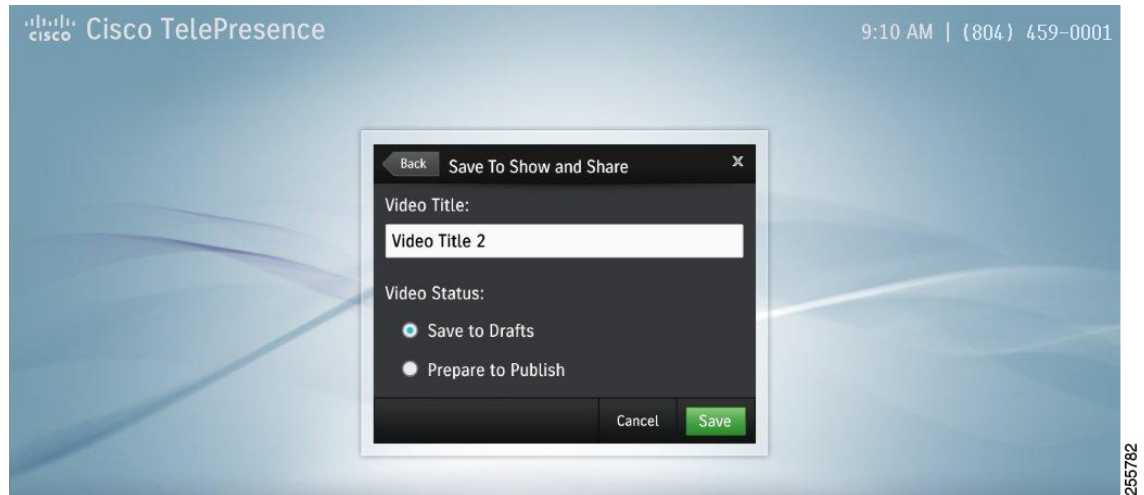
Step 1 From the Recordings > My Videos list, tap to select a video that you would like to save to Show and Share. The Video Card for the selected video appears, as shown in [Figure 4-15](#).

Figure 4-20 Video Card—Options

Step 2 Tap the **Options** button to bring up the video details screen, as shown in [Figure 4-21](#).

Figure 4-21 Share Video

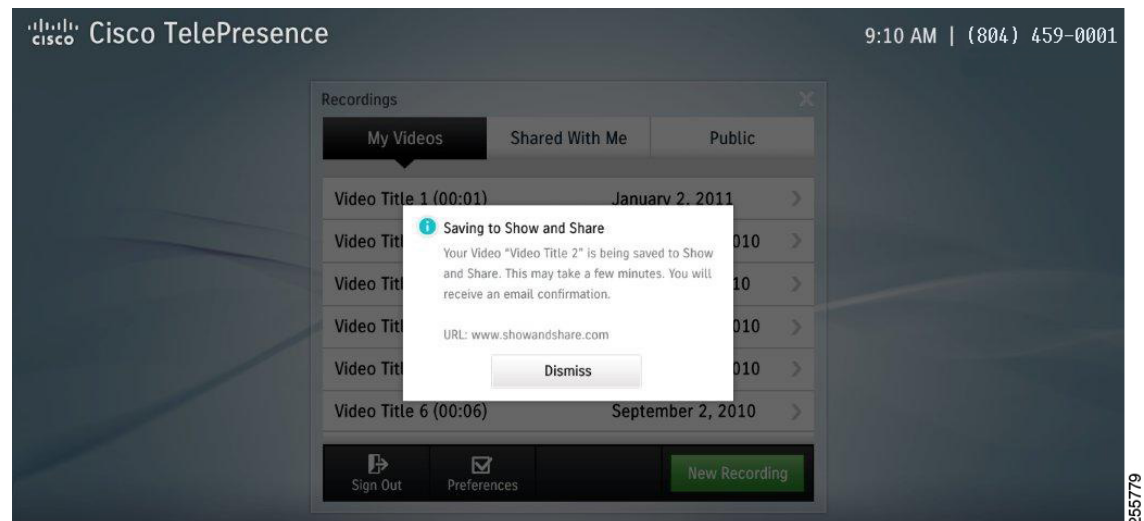
Step 3 Tap the **Save To** button to bring up the Save to Show and Share window, as shown in [Figure 4-22](#).

Figure 4-22 *Save to Show and Share—Edit Information*

- Step 4** Tap in the Video Title field to edit the video title. The keyboard appears and the field is filled as you type. Choose your Video Status settings by tapping one of the available radio buttons, then tap the **Save** button. A confirmation screen appears that tells you where you can find your saved video, as shown in [Figure 4-23](#).

**Tip**

Saving the video may take a few minutes.

Figure 4-23 *Saving to Show and Share*

- Step 5** Tap the **Dismiss** button to close the dialog.

Managing Saved Recordings in My Videos

Manage videos in the following ways:

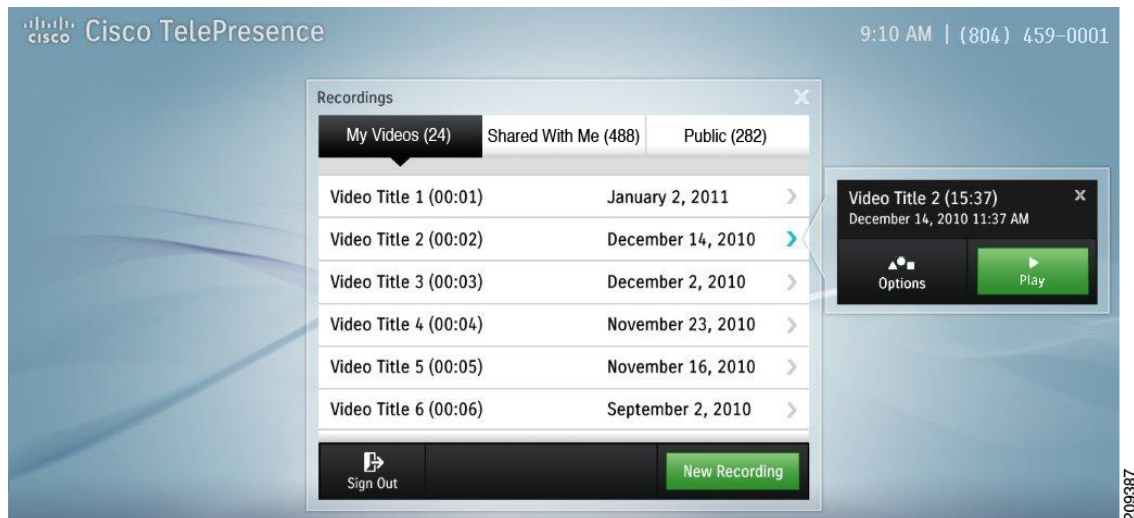
- [Edit a Video From My Videos, page 4-16](#)
- [Delete a Video From My Videos, page 4-18](#)

Edit a Video From My Videos

To edit a video from My Videos:

- Step 1** From the Recordings > My Videos tab, tap to select a video that you would like to edit. The Video Card for the selected video appears, as shown in [Figure 4-24](#).

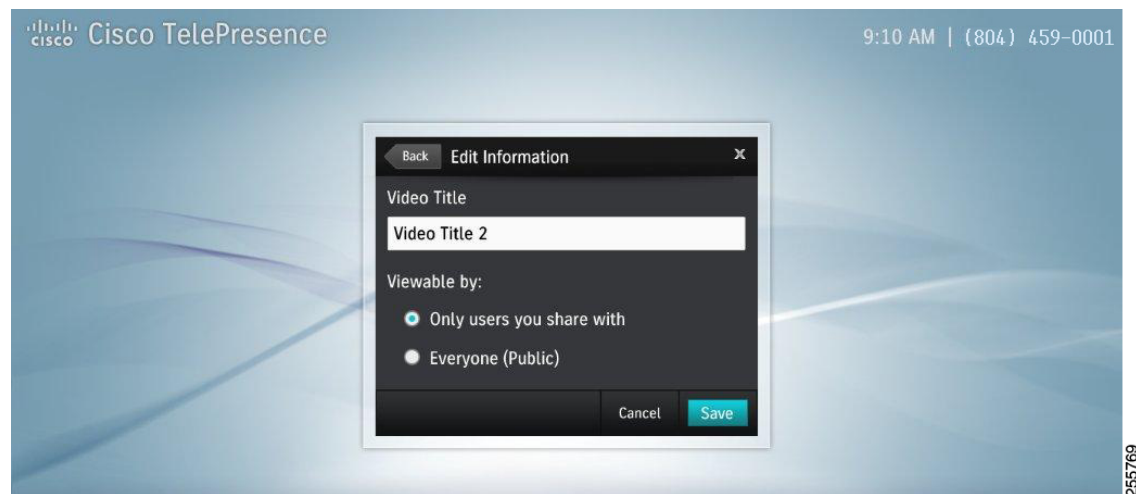
Figure 4-24 Video Card—Options



- Step 2** Tap the **Options** button to bring up the video details screen, as shown in [Figure 4-25](#).

Figure 4-25 *Edit a Video*

Step 3 Tap the **Edit** button to bring up the Edit Information window. Change the video title or to select viewing settings, as shown in [Figure 4-26](#).

Figure 4-26 *Edit Video Information*

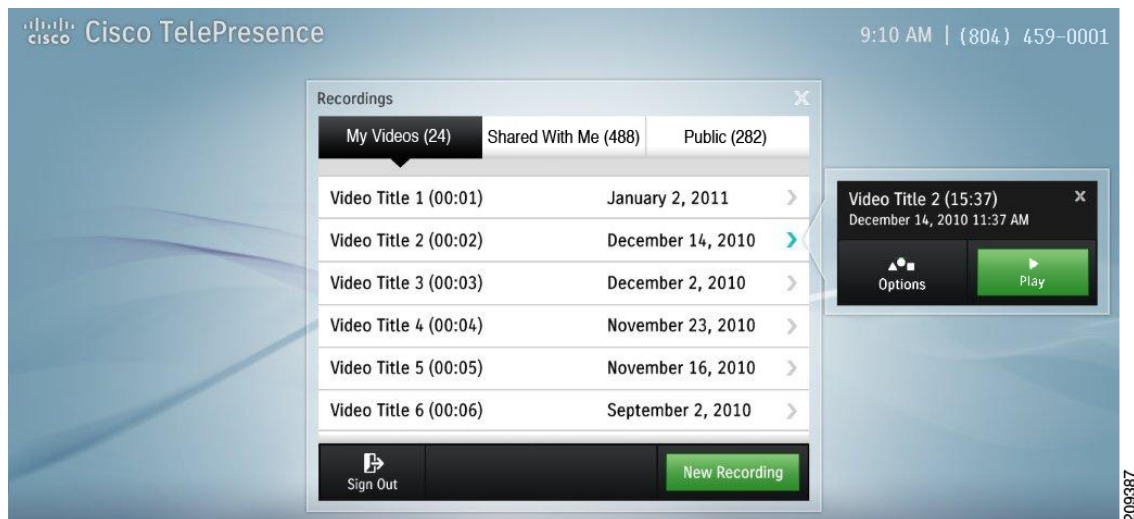
Step 4 Tap **Save** to save your settings.

Delete a Video From My Videos

To delete a video from My Videos:

- Step 1** From the Recordings > My Videos tab, tap to select a video that you would like to delete. The Video Card for the selected video appears, as shown in [Figure 4-27](#).

Figure 4-27 Video Card—Options



- Step 2** Tap the **Options** button to bring up the video details screen, as shown in [Figure 4-27](#).

Figure 4-28 Delete a Video



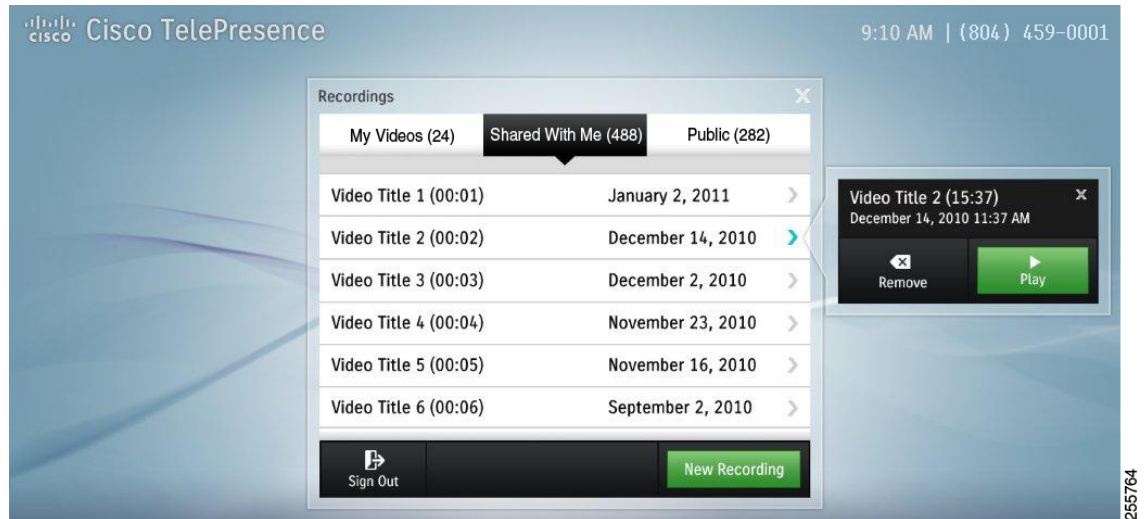
- Step 3** Tap the **Delete** button. A confirmation message appears and you are returned to the video list.

Managing Videos in Shared With Me

To play or remove a video from Shared With Me:

- Step 1** From the Recordings > Shared With Me tab, tap to select a video that you would like to play or remove. The Video Card for the selected video appears, as shown in [Figure 4-29](#).

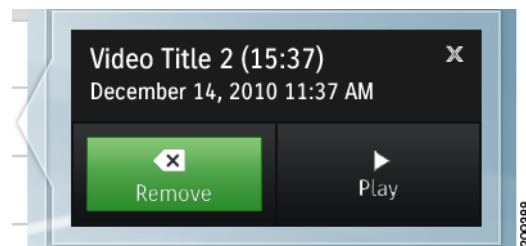
Figure 4-29 Recordings Shared With Me List



- Step 2** Tap the **Play** button in the Video Card, as shown in [Figure 4-29](#).

Or

- Step 3** Tap the **Remove** button in the Video Card.



Managing Public Videos

To play a public video:

- Step 1

From the Recordings > Public tab, tap to select a video that you would like to play. The Video Card for the selected video appears.
- Step 2

Tap **Play** to play the video.



Cisco TelePresence Touch 12 Recording Tips

Table 4-1 describes system tips for using recording features with the Cisco TelePresence Touch 12.

Table 4-1 Recording Tips

Tip	Description and Workaround	✓
Incoming calls go directly to voice mail.	While you are recording a meeting, incoming calls go directly to voice mail.	