

**Main page:** [Cisco Unified MeetingPlace, Release 7.0](#)

**Up one level:** [Configuration](#)

## Contents

- [1 Enabling Users to Record Meetings](#)
  - ◆ [1.1 Before You Begin](#)
  - ◆ [1.2 Procedure](#)
  - ◆ [1.3 Related Topics](#)
  - ◆ [1.4 What To Do Next](#)
- [2 Enabling Guest Users to Record Meetings](#)
  - ◆ [2.1 Before You Begin](#)
  - ◆ [2.2 Procedure](#)
  - ◆ [2.3 Related Topics](#)
- [3 Configuring System-Wide Recording Parameters](#)
  - ◆ [3.1 Procedure](#)
  - ◆ [3.2 Related Topics](#)

## Enabling Users to Record Meetings

### Before You Begin

See [Prerequisites for Recording](#).

### Procedure

1. Log in to the Administration Center.
2. Click **User Configuration**.
3. Click **User Groups** or **User Profiles**, depending on whether you want to configure a user group or an individual user profile.
4. Click **Edit** or **Add New**, depending on whether you want to configure an existing or a new user group or user profile.
5. Set the [Can record meetings](#) field to Yes.
6. (Optional) Configure the following fields:
  - ◆ [Who can access](#)
  - ◆ [Reserve resource for recording](#)
  - ◆ [Auto-start recording](#)

**Tip:** See [Table: User Profile Field Combinations for Automatically Starting Recordings](#) on [User Profile Field Combinations for Automatically Starting Recordings](#).
7. Click **Save**.

#### Related Topics

- [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#)
- [Options for Starting Meeting Recordings](#)
- [Restricting Access to Recordings and Attachments](#)
- [Configuring System-Wide Recording Parameters](#)

#### What To Do Next

To give recording privileges to guests, proceed to [Enabling Guest Users to Record Meetings](#).

## Enabling Guest Users to Record Meetings

#### Before You Begin

See [Prerequisites for Recording](#).

#### Procedure

1. Log in to the Administration Center.
2. Click **System Configuration > Usage Configuration**.
3. Set the [Guests can lock and record meetings](#) field to Yes.
4. Click **Save**.
5. Click **User Configuration > User Profiles**.
6. Enter **guest** in the search field.
7. Click **Edit** for the guest profile.
8. Set the [Can record meetings](#) field to Yes.
9. Click **Save**.

#### Related Topics

- [Table: Field Reference: Usage Configuration Page](#)
- [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#)
- [Configuring System-Wide Recording Parameters](#)

## Configuring System-Wide Recording Parameters

### Procedure

1. Log in to the Administration Center.
2. Click **System Configuration > Meeting Configuration**.
3. Configure the following fields:
  - ◆ Maximum meeting message length (minutes)
  - ◆ Maximum meeting name length (seconds)
  - ◆ Maximum participant name length (seconds)
4. Click **Save**.

### Related Topics

- [Table: Field Reference: Meeting Configuration Page](#)
- [Restricting Access to Recordings and Attachments](#)
- [Recording Size](#)
- [Configuring Audio Conversion](#)