

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

Up one level: [Configuration](#)

Even if no documents are shared during a recorded meeting, Web Conferencing periodically records the meeting console and converts the recording into a synchronized voice and web Flash format.

- At least one audio participant must have joined the meeting in order for anyone to start recording from the meeting room.
- If a meeting is scheduled with video enabled, but no video participants attend, Cisco Unified MeetingPlace will still attempt to record audio and video in case a video endpoint eventually joins or an audio endpoint escalates to video.
- If a video participant attends, all audio and video recordings are recorded on the Application Server in a preliminary MP4 format, which is then replicated to the Web Server for proper file conversions. The replicated MP4 file is used to create the WAV file, which is then used to create the MP3 and WMA files. The original MP4 file is converted to H.264(avc1)/AAC/mp4a) MP4 for playback.

The following table lists the approximate disk space required for various recording types. You can select which types of recording will be available from the Audio Conversion page of the Cisco Unified MeetingPlace Web Administration.

| Audio or Video Format | Approximate Disk Space Required Per Hour of Recording |
|--|--|
| WMA format | 9 MB |
| WAV format (8-bit, 8Khz sampling rate) | 27-30 MB |
| WAV format (16-bit, 8Khz sampling rate) | 54-60 MB |
| MP3 format (32 kbits/s, 11Khz sampling rate) | 14-15 MB |
| MP4 audio only AAC (mp4a) | 512 KB |
| MP4 video H.264 (avc1)/AAC (mp4a) | 150-175 MB |

The following table lists the additional disk space required for each web collaboration mode. A web conference can consist of application sharing, a presentation, whiteboard, and annotations. With screen sharing, the actual size of the recording depends on the screen sharing resolution, how often the screen changes, and how well the data compresses.

| Synchronized Voice and Web Flash Format | Additional Disk Space Required Per Hour of Recording |
|--|---|
| | |

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| | |
|---|----------|
| Sharing an 11-slide, 6.6 MB PowerPoint file with several photo-quality image slides | 2 MB |
| Sharing a desktop or application | 40 MB |
| Additional MP3 audio file (32 kbits/s, 11Khz sampling rate) Note: This is the additional audio file that is produced for use with the web recording playback. | 14-15 MB |

Caution! The Web Server will become inoperable if recordings consume all the disk space. Specifically, the end-user web interface will become inaccessible.

Note: Every day at 2 a.m. (local server time), the system purges all recordings on the Cisco Unified MeetingPlace Application Server that are older than 24 hours.

Related Topics

- [Converting Cisco Unified MeetingPlace Voice Files to WAV Format](#)
- [Converting Cisco Unified MeetingPlace Voice Files to MP3 Format](#)
- [Converting Cisco Unified MeetingPlace Voice Files to MP4 Format](#)
- [How to Convert Cisco Unified MeetingPlace Voice Files to Windows Media Format](#)