

**Main page:** [Cisco Unified MeetingPlace, Release 8.0](#)

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

- [About Audio and Video Recordings](#)
- [Prerequisites for Recording](#)
- [Restrictions for Recording](#)
- [How to Configure Recordings](#)

**Note:** This module describes how to enable audio and video recordings for meetings that are scheduled from Cisco Unified MeetingPlace.

## Contents

- [1 About Audio and Video Recordings](#)
  - ◆ [1.1 Audio and Video Recording Resources and Port Usage](#)
    - ◇ [1.1.1 Related Topics](#)
  - ◆ [1.2 Options for Starting Recordings for Audio and Video Meetings](#)
    - ◇ [1.2.1 Related Topics](#)
  - ◆ [1.3 Audio and Video Recording Formats](#)
    - ◇ [1.3.1 Related Topics](#)
- [2 Prerequisites for Recording](#)
  - ◆ [2.1 Related Topics](#)
- [3 Restrictions for Recording](#)
  - ◆ [3.1 Related Topics](#)
- [4 How to Configure Recordings](#)
  - ◆ [4.1 Enabling Users to Record Meetings](#)
    - ◇ [4.1.1 Before You Begin](#)
    - ◇ [4.1.2 Procedure](#)
    - ◇ [4.1.3 Related Topics](#)
    - ◇ [4.1.4 What To Do Next](#)
  - ◆ [4.2 Enabling Guest Users to Record Meetings](#)
    - ◇ [4.2.1 Before You Begin](#)
    - ◇ [4.2.2 Procedure](#)
    - ◇ [4.2.3 Related Topics](#)
  - ◆ [4.3 Configuring System-Wide Recording Parameters](#)
    - ◇ [4.3.1 Procedure](#)
    - ◇ [4.3.2 Related Topics](#)

## About Audio and Video Recordings

- [Audio and Video Recording Resources and Port Usage](#)
- [Options for Starting Recordings for Audio and Video Meetings](#)
- [Audio and Video Recording Formats](#)

## Audio and Video Recording Resources and Port Usage

The system uses these resources while recording each meeting:

- One voice port
- One video port

The system uses a video port resource when you configure the user profile of the meeting scheduler for video-enabled meetings. A video-enabled meeting is characterized by these settings:

- The Video usage field is set to Can attend + host video meetings
- The Can record meetings field is set to Yes

You must configure the user profile settings of the meeting scheduler for video-enabled meetings for this user to be able to start recordings by pressing #61 from the TUI interface during a meeting:

- If you configure the user profile with Video usage set to Can attend video meetings and Can record meetings set to Yes, the system records only the voice portion of the meeting.
- If you configure the user profile with Can record meetings set to No, the system does not provide the #61 option to the user in the TUI.

When a meeting recording starts, the system attempts to use a voice port (and a video port if the meeting is video enabled) in this order:

- Any non-floater port
- Floater port

If the system fails to obtain a voice port, the meeting cannot be recorded until a voice port is released.

If the system fails to obtain a video port, only a voice port is used, and only the voice portion of the meeting is recorded.

**Note:** We recommend configuring additional floater ports if you expect many meetings to be recorded at the same time. See this information:

- See the system capacity information in the *Planning Guide for Cisco Unified MeetingPlace* at [http://docwiki.cisco.com/wiki/Cisco\\_Unified\\_MeetingPlace%2C\\_Release\\_8.0\\_--\\_Planning\\_Your\\_Deployment](http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_--_Planning_Your_Deployment).
- [Configuring System-Wide Meeting Parameters](#) in the [Configuring Meetings for Cisco Unified MeetingPlace](#) module

### Related Topics

- [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(A - C pages\)](#)
- [Installing and Managing Licenses for Cisco Unified MeetingPlace](#) module
- [Recording File Sizes on the Web Server](#) in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module

- [Configuring the Conversion of Recording Files](#) module
- [Configuring Recordings for Cisco Unified MeetingPlace-Cisco WebEx Integration](#) module

## Options for Starting Recordings for Audio and Video Meetings

**Note:** This topic does not apply to Cisco WebEx integration deployments.

Settings in the user profile determine how audio and video recordings can start and who can start them. The system records meetings in these cases:

- If Auto-start recording is set to Yes, the system automatically records all meetings that are scheduled by the user.
- If Auto-start recording is set to No, users with recording privileges can press **#61** in the TUI during an audio and video meeting to start the recording.

If the system is recording a meeting, pressing #61 stops the recording.

### Related Topics

- [Table: Field Reference: Add User Profile Page and Edit User Profile Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(A - C pages\)](#)
- [Audio and Video Recording Resources and Port Usage](#)
- [Enabling Users to Record Meetings](#)
- [Recording Information for Specific Cisco WebEx Integration Deployments](#) in the [Configuring Recordings for Cisco Unified MeetingPlace-Cisco WebEx Integration](#) module

## Audio and Video Recording Formats

The Cisco Unified MeetingPlace system provides audio recordings in various formats (mp3, wav, wma) and video recordings in mp4 format. It relies on the Audio Service component to convert audio, video, and web recordings into various formats.

The recordings are available to the user through the Cisco Unified MeetingPlace web user portal. The physical location of the recording files are in a location that you configure.

### Related Topics

- [Configuring the Conversion of Recording Files](#) module
- [Recording File Sizes on the Web Server](#) in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module

## Prerequisites for Recording

- To record the video portions of meetings, you must install the videorecording license, see the

*Planning Guide for Cisco Unified MeetingPlace* at

[http://docwiki.cisco.com/wiki/Cisco\\_Unified\\_MeetingPlace%2C\\_Release\\_8.0\\_-\\_Planning\\_Your\\_Deployment](http://docwiki.cisco.com/wiki/Cisco_Unified_MeetingPlace%2C_Release_8.0_-_Planning_Your_Deployment)

- (Hardware Media Server only) To record video, you must configure the advanced video settings to specify H.264 as the most preferred codec in each video-supported service of each blade. See [Configuring Advanced Video Settings](#) in the [Configuring the Hardware Media Server Using the MSA Interface](#) module.
- We recommend that you use an external storage device to prevent the Web Server from running out of disk space. See [Configuring Remote Storage](#) in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module.

If you do not use an external storage device, make sure that you monitor the [Alarm Table](#). If any Web Server disk space shortage issues appear, take immediate action to transfer the recordings to an external storage device.

**Caution!** The Web Server will become *inoperable* if all the disk space is consumed. Specifically, the Cisco Unified MeetingPlace web user portal will become inaccessible. Also, because recordings on the Application Server will not be replicated to the Web Server, those recordings might be deleted from the system before they can be converted for playback.

#### Related Topics

- [Audio and Video Recording Resources and Port Usage](#)
- [Recording File Sizes on the Web Server in the Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module
- [Configuring Recordings for Cisco Unified MeetingPlace-Cisco WebEx Integration](#) module

## Restrictions for Recording

- Video-enabled meetings are restricted to a maximum meeting recording length of 6 hours, even if no video participants actually attend. Specifically:
  - ◆ In the user profile of the meeting scheduler, if the Video usage field is set to Can attend + host video meetings, the meeting recording cannot exceed 6 hours. If this limit is reached during a meeting, the system automatically stops the recording.
  - ◆ A user cannot *schedule* a meeting longer than 6 hours if the Video usage field is set to Can attend + host video meetings.
  - ◆ There is no meeting recording length restriction for meetings scheduled by users whose Video usage user profile field is set to Can attend video meetings. Because these users cannot *host* video meetings, the meetings they schedule are not video-enabled.
  - ◆ The system allows a maximum of 100 simultaneous audio and video meeting recordings. However, the supported number of concurrent recordings depends on the Application Server model, the configured and utilized capacity of your system, and the type of media (voice, video, web) being recorded

For detailed recording limitations, see the Cisco Unified MeetingPlace data sheet at [http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_data\\_sheets\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_data_sheets_list.html).

- The Application Server can store up to:
  - ◆ 500 hours of audio recordings or 80 hours of video recordings on a Cisco MCS 7835.
  - ◆ 1000 hours of audio recording or 160 hours of video recordings on a Cisco MCS 7845.

Cisco Unified MeetingPlace audio and video meeting recordings are initially stored only on the Application Server. Shortly after each recorded meeting ends, the Replication Service copies the meeting recording from the Application Server to the Web Server, where the recording is converted and stored for user playback.

Every day at 2 a.m. (local server time), the system deletes all recordings on the Application Server that are older than 24 hours. To display the available disk space for recordings (/mpx-record directory) on the Application Server, sign in to the CLI and enter **df -k**.

**Note:** If the /mpx-record disk space on the Application Server ever becomes 90% utilized, the system generates a minor alarm and does not allow any more recordings to begin until sufficient disk space is freed by the daily 2 a.m. deletion. If recordings in progress cause the disk space to become 97% utilized, the system stops all recordings. In the unlikely event that the disk space becomes 100% utilized, the system generates a major alarm, and you need to contact Cisco TAC.

- If you are using the Hardware Media Server, the system supports audio and video recording.
- If you are using the Express Media Server, the system supports the audio recording only.

### Related Topics

- [Audio and Video Recording Resources and Port Usage](#)
- [Restrictions for Recording Cisco WebEx Web Meetings](#) in the [Configuring Recordings for Cisco Unified MeetingPlace-Cisco WebEx Integration](#) module
- [Integrating Cisco Unified MeetingPlace with Cisco WebEx](#) module
- [Replication Service](#) in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module
- [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module
- [Using the Command-Line Interface \(CLI\) on the Cisco Unified MeetingPlace Application Server](#) module

## How to Configure Recordings

- [Enabling Users to Record Meetings](#)
- [Enabling Guest Users to Record Meetings](#)
- [Configuring System-Wide Recording Parameters](#)

### Enabling Users to Record Meetings

#### Before You Begin

See the [Prerequisites for Recording](#).

#### Procedure

1. Sign in to the Administration Center.
2. Select **User Configuration**.
3. Select **User Groups** or **User Profiles**, depending on whether you want to configure a user group or an individual user profile.

4. Select **Edit** or **Add New**, depending on whether you want to configure an existing or a new user group or user profile.
5. Set the Video usage field to Can attend + host video meetings.
6. Set the Can record meetings field to **Yes**.
7. (Optional) Configure these fields:
  - ◆ Who can access
  - ◆ Auto-start recording
8. Select **Save**.

#### Related Topics

- [Table: Field Reference: Add User Profile Page and Edit User Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace \(A - C pages\)](#)
- [Options for Starting Recordings for Audio and Video Meetings](#)
- [Restricting Access to Recordings in the Securing the Cisco Unified MeetingPlace System module](#)
- [Configuring System-Wide Recording Parameters](#)
- [Configuring Recordings for Cisco Unified MeetingPlace-Cisco WebEx Integration module](#)

#### What To Do Next

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

## Enabling Guest Users to Record Meetings

#### Before You Begin

See the [Prerequisites for Recording](#).

#### Procedure

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

#### Related Topics

- [Table: Field Reference: Usage Configuration Page in the Administration Center Page References for Cisco Unified MeetingPlace \(U - W pages\)](#)
- [Table: Field Reference: Add User Profile Page and Edit User Profile Page in the Administration Center Page References for Cisco Unified MeetingPlace A - C pages\)](#)
- [Configuring System-Wide Recording Parameters](#)

## Configuring System-Wide Recording Parameters

### Procedure

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

### Related Topics

- [Table: Field Reference: Meeting Configuration Page](#) in the [Administration Center Page References for Cisco Unified MeetingPlace \(M - P pages\)](#)
- [Restricting Access to Recordings](#) in the [Securing the Cisco Unified MeetingPlace System](#) module
- [Recording File Sizes on the Web Server](#) in the [Configuring the Cisco Unified MeetingPlace Web Server for Optimal Data Storage](#) module
- [Configuring the Conversion of Recording Files](#) module