

LotusLive: Meetings and Events

Recording Your Meetings and Events



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Recording a Meeting or Event

Host Presenters can record a meeting or event, including both the web and audio conference. The recorded meeting will be saved in an archive for 30 days. You can download the recording to replay and/or to share to with others.

Your meeting must be started for you to start recording. If you want the recording to include audio, establish your audio conference or audio connection first, then link the recording to the audio conference as detailed in the following procedure. You may hear the audio through both your telephone and your computer speakers while you bridge to your audio conference. After you complete the bridge, turn off or mute your speakers to prevent feedback.

To record a conference:

- 1 Select the Record icon on the Presenter Toolbar.

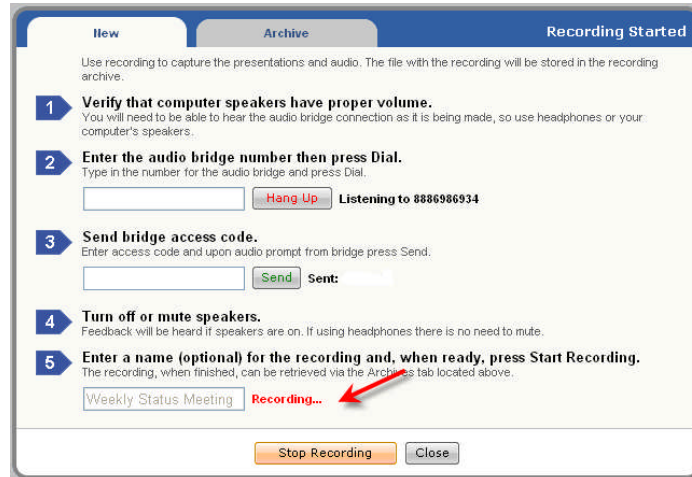


- 2 Verify that your computer speakers have proper volume. You will need to hear the audio conference connection as it is being made, so use headphones or your computer's speakers.

Note: If you do not want the recording to include audio, skip to the Start Recording step.

- 3 Enter the audio conferencing number and select **Dial**.
- 4 Enter the conference code and select **Send**.
- 5 Turn off or mute your speakers.
- 6 Enter a name for your recording (optional but recommended).
- 7 Select **Start Recording**.

The status bar at the bottom of the conference window indicates that the conference is being recorded.



New **Archive** **Recording Started**

Use recording to capture the presentations and audio. The file with the recording will be stored in the recording archive.

- 1 Verify that computer speakers have proper volume.**
You will need to be able to hear the audio bridge connection as it is being made, so use headphones or your computer's speakers.
- 2 Enter the audio bridge number then press Dial.**
Type in the number for the audio bridge and press Dial.
 Listening to 8886986934
- 3 Send bridge access code.**
Enter access code and upon audio prompt from bridge press Send.
 Sent:
- 4 Turn off or mute speakers.**
Feedback will be heard if speakers are on. If using headphones there is no need to mute.
- 5 Enter a name (optional) for the recording and, when ready, press Start Recording.**
The recording, when finished, can be retrieved via the **Archive** tab located above.

To stop recording a conference:

- 1 Select the Record icon in the Presenter Toolbar.
- 2 In Recording dialog box, select **Stop Recording**.
- 3 Select **OK**.

The Recording Archive displays the new recording. You can continue the meeting after you stop recording.

Content automatically recorded during a recorded conference:

- + Audio (Optional)
- + Application Sharing
- + Published content:
 - + Adobe® Acrobat PDF documents (.PDF)
 - + Published Microsoft® PowerPoint™ presentations (.PPT)
 - + IBM® Lotus® Symphony™ Open Document Format (ODF) Presentations (.ODP)
 - + IBM Lotus SmartSuite® Freelance Graphics(R) files (.PRZ)

Content not recorded during a recorded conference:

- + Polls
- + Chat
- + Videocast
- + Published Microsoft Word files (.DOC)
- + Published Microsoft Excel files (.XLS)
- + Published IBM Lotus Symphony Open Document Format (ODF)
- + Open Document Text files (.ODT)
- + Open Document Spreadsheets (.ODS)
- + Published IBM Lotus SmartSuite products
- + Lotus Word Pro® files (.LWP)
- + Lotus 1-2-3® files (.123)

Notes:

*You cannot begin recording until you start your web conference. If the recording dialog box displays an **Archive** tab but not a **New** tab, close the dialog box, start your web conference, and click the Record icon again.*

To provide the best experience for participants, the presenter can enter the conference in advance of participants to connect for recording. However, the recording will include the preliminary business of getting all participants joined.

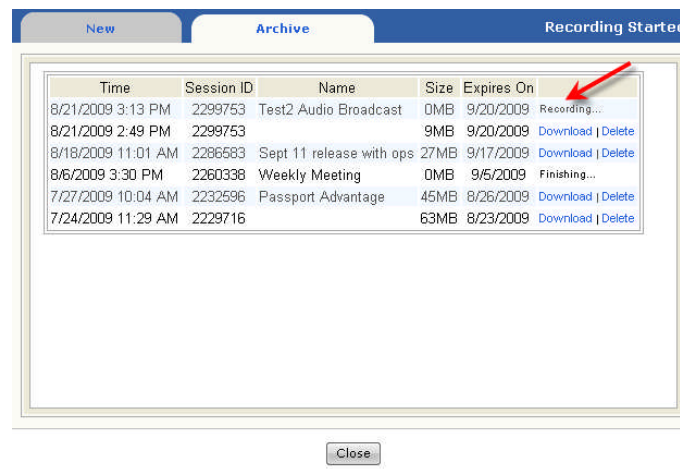
Stopping the recording disconnects the bridge to the audio conference. You will hear a beep over the telephone indicating that the recording has stopped. You can continue the web and audio conference after the recording has stopped.

Downloading and Playing a Recording

A recorded conference appears in your Recording Archive. You can download the recording at any time to replay the conference and/or share the recording with others.

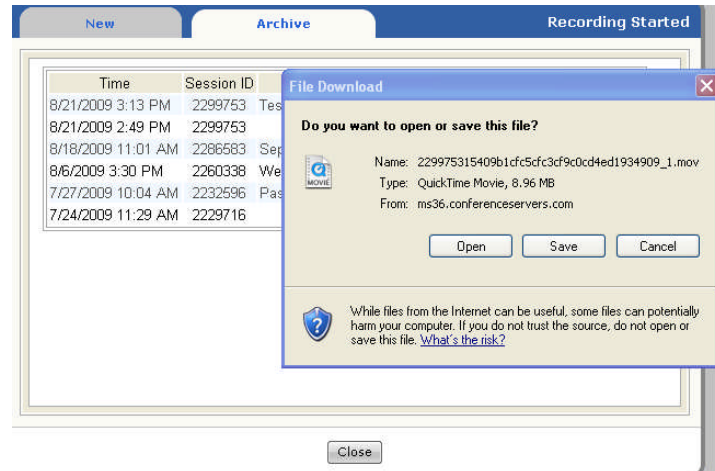
To download a recording:

- 1 Log in to your conference. You do not have to start the conference to access the Recording Archives.
- 2 From the Presenter Toolbar, select the Record icon.
- 3 The Archive displays a list of your recorded conferences.



| Time | Session ID | Name | Size | Expires On | Recording... |
|--------------------|------------|--------------------------|------|------------|---|
| 8/21/2009 3:13 PM | 2299753 | Test2 Audio Broadcast | 0MB | 9/20/2009 | Recording... |
| 8/21/2009 2:49 PM | 2299753 | | 9MB | 9/20/2009 | Download Delete |
| 8/18/2009 11:01 AM | 2286583 | Sept 11 release with ops | 27MB | 9/17/2009 | Download Delete |
| 8/6/2009 3:30 PM | 2260338 | Weekly Meeting | 0MB | 9/5/2009 | Finishing... |
| 7/27/2009 10:04 AM | 2232596 | Passport Advantage | 45MB | 8/26/2009 | Download Delete |
| 7/24/2009 11:29 AM | 2229716 | | 63MB | 8/23/2009 | Download Delete |

- 4 Locate your recording and select one of the following:
- 5 Locate the recording that you want to download, and then select .mov to save it to a folder on your local drive.
- 6 Go to the folder on your local drive that contains the .mov file.
- 7 Double-click the .mov file to play it. - LotusLive offered by InterCall records web conferences in a .mov container in compliance with H.264/AVC video and G.711 audio standards.
- 8 To play a movie, users need a properly licensed media player that supports the H.264/AVC video and G.711 audio formats provided in the .mov file.



To replay a recorded conference:

1. Click open or save
2. Locate the folder on your local drive, double-click the .mov file to play it.

Sharing a Recording

After you download a recording, you can share it with others. In most cases, the file is too large to distribute via email.

Here are some ways to share the recording:

- Post it to a Web site. Use FTP or an equivalent tool to upload the .mov file to a Web server.
- Share it on a intranet or company network.
- Copy or burn the .mov file to a DVD or other media.

Note:

LotusLive offered by InterCall records web conferences in a .mov container in compliance with H.264/AVC video and G.711 audio standards. To play a movie, users need a properly licensed media player that supports the H.264/AVC video and G.711 audio formats provided in the .mov file.