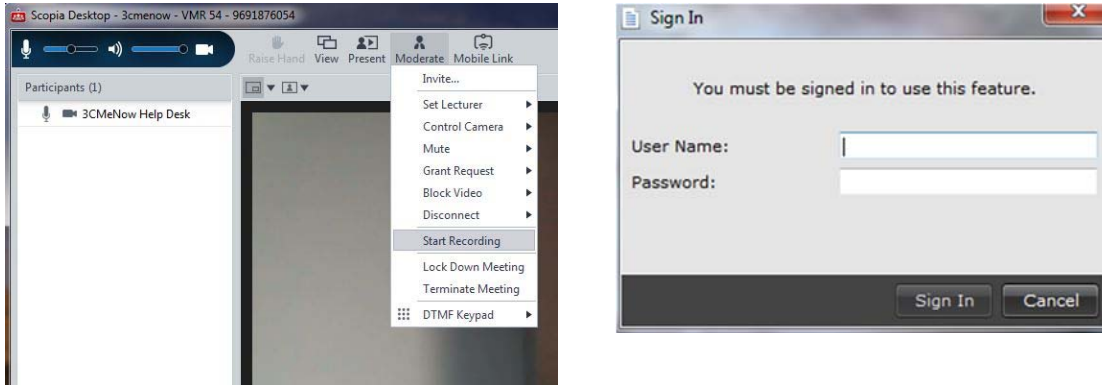
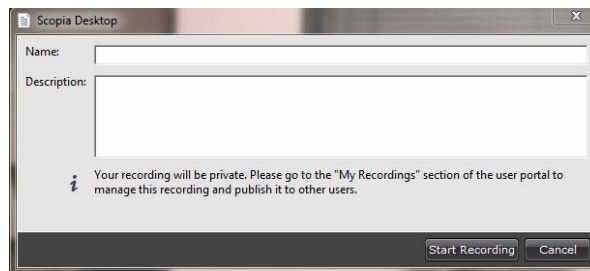


## Recording Procedures for Desktop Interface

- 1) While in your Scheduled Meeting Room go to the **Moderator** Menu, then click **Start Recording**. You may be prompted to sign in with your 3CMeNow User Name and Password, if you have not already done so.



- 2) Enter the Name and a short Description of your meeting. Click the **Start Recording** button when you are ready to begin recording. An audio message will confirm the meeting is being recorded.



You will see a red record icon at the bottom of your screen indicating a recording is in progress.



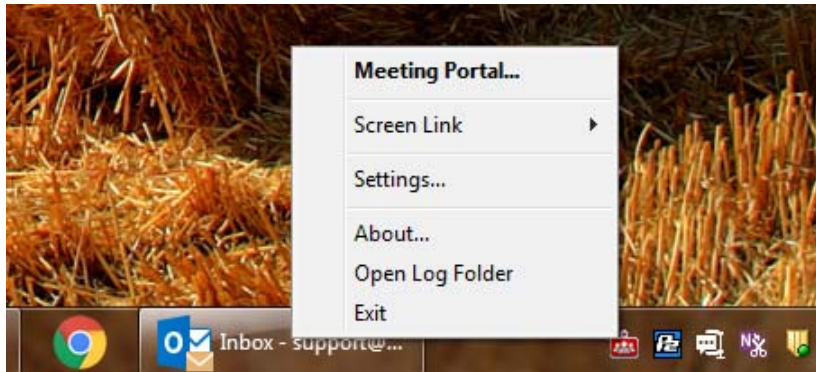
**Note:** Recordings can only *START/STOP* from the desktop interface Moderator menu. Recordings are not permitted from H.323/SIP endpoints. Anyone who Logs In using their 3CMeNow credentials may accidentally start/stop the recordings. You may want to inform your participants not to use the Moderator menu to prevent accidental use of the controls.

- 3) To stop recording go to the **Moderator** Menu and select **Stop Recording**. A dialogue box appears with the message asking *Do you want to stop recording?* Select **YES** to end the recording. An audio message informs you *the meeting is no longer being recorded*. The red record icon at the bottom of your screen will disappear.

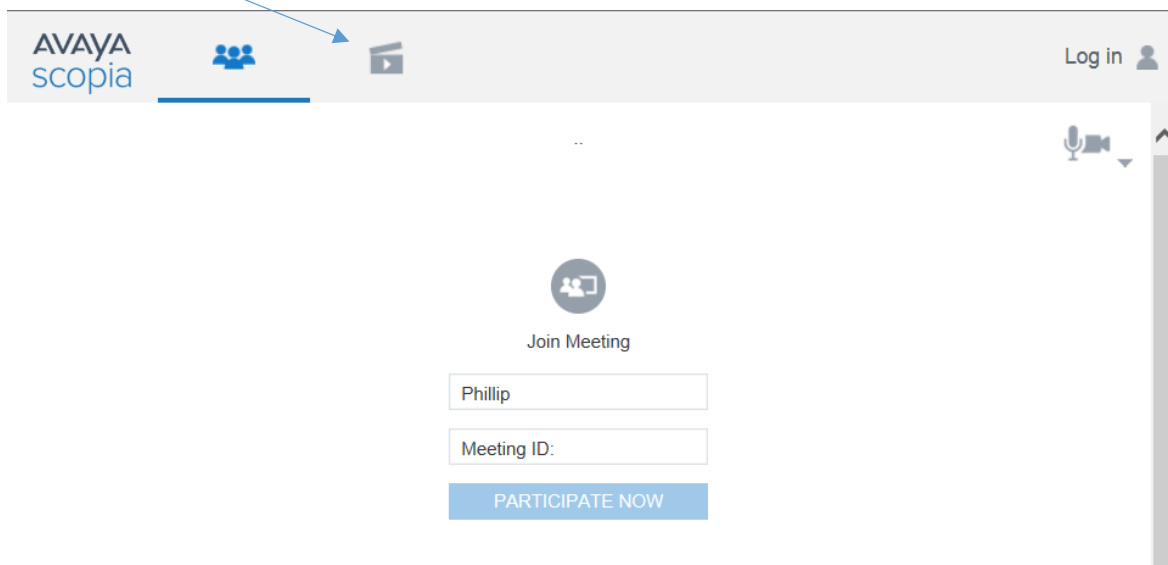
## How to VIEW/DOWNLOAD Recordings

You can view the recording file(s) shortly after your meeting concluded. The material is archived and accessed from the meeting portal

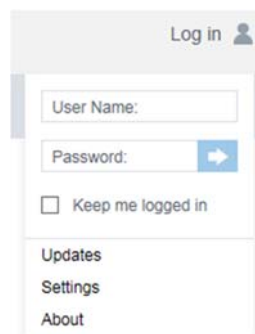
- 1) Right click the Conference Client icon and go to Meeting Portal, or visit <http://join.ucanytime.com/scopia/mt/cacomunitycollege/entry/index.jsp>



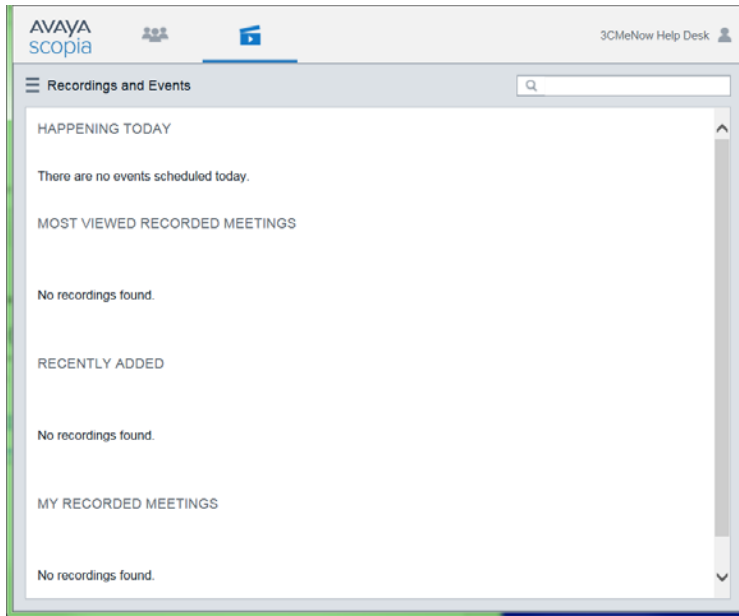
- 2) Select the Clapper Board menu located toward the upper left corner of your browser window.



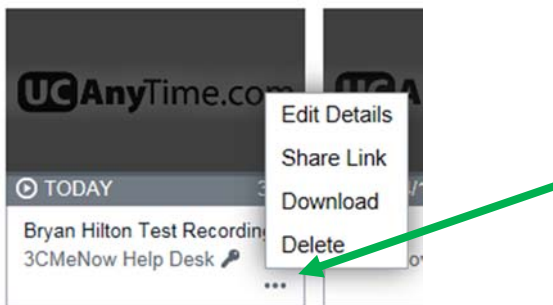
- 3) Select **Log in** located on upper right corner of the meeting portal. Sign in using your 3CMeNow credentials, if you have not already done so.



4) Once you are logged in you will see your archived recordings.



5) If a video recording exists, you have the options to Edit Details, Share Link, Download video file (MP4 format) or Delete the file. Click the ellipsis (three dots) within the video archive thumbnail image.



6) **Edit Details** (change the Name, Description, thumbnail, Category or provide an Access PIN). Be sure to save the Access PIN.

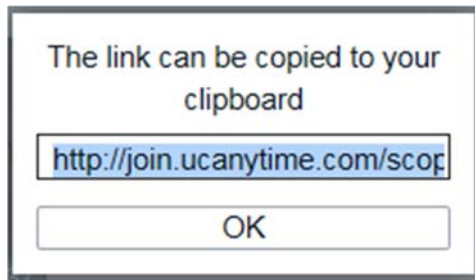
Name	patricia boatner
Description	Recording test
Meeting ID	969104521
Owner	3CMeNow Help Desk
Time	07/07/16 12:30 PM
Profile	1280x720, 768 Kb/s
Direct URL	http://join.ucanytime.com/scopia/mt/cacommunitycollege/recording?ID=128bbf0
Category	None
Access PIN	

Make this recording available to everyone in your enterprise

Allow users to download the file

Save Cancel

7) **Share Link** Click OK to copy the link to your clipboard, then right click and select Paste in the body of your message



- 8) **Download** The download function will save an MP4 video to your local desktop computer or other destination. Just click the select **Save As**, navigate to the desired folder and click Save).



- 9) **Delete** Click OK to delete or Cancel to save the recording.