About meeting recordings

A host can record a meeting room session in case some participants missed it or want to replay it. When played back, the recording shows exactly what the attendees saw and heard during the meeting. A host or presenter can create a reference archive of meetings and make the recordings available to attendees.

The meeting recording is assigned a URL and added to the Recordings page associated with the meeting room in Acrobat Connect Enterprise Manager. To play a recording, you need an Internet connection, the recording URL, and permission to view it.

Record a meeting

If you are a host, you can select a recording option. Everything that happens in the meeting room is recorded, with the exception of the Presenter Only area. At the beginning of the recording, you enter a recording name and description. You also select the microphone input for the audio recording. You can start and stop recording at any time during the meeting, so you can decide what meeting content to record.

If you use the Camera And Voice pod to broadcast audio to meeting attendees, all audio is recorded automatically. The audio broadcast from the Camera And Voice pod is voice over IP (VoIP).
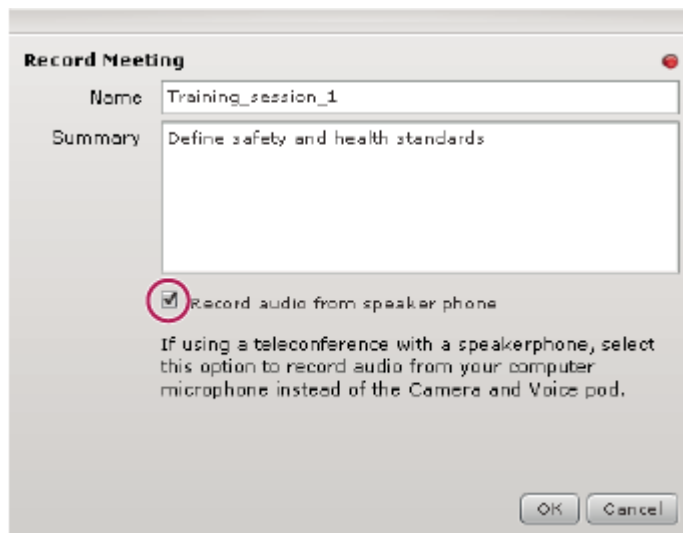
To record an audio conference call, you can use your speaker phone and your computer microphone as the recording devices. If you select the Record Audio From Speaker Phone option when your first start recording, audio broadcasts from the Camera And Voice pod are disabled. All audio input to your computer is captured and recorded but is not broadcast to participants.

If you have integrated your audio conference using an audio conference bridge, the recording includes audio from both the Camera And Voice pod and the audio conference. The Record Audio From Speaker Phone option is not available.

If you are using the Premiere audio conferencing bridge, be sure to begin your recording from within Acrobat Connect Professional (do not begin your recording by using a Premiere telephone key command).

Note: If you are using Premiere audio conferencing service, and Premiere is unable to create the audio recording when you begin recording a meeting, you will receive an error message.

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Start recording a meeting

1. From the menu bar, select Meeting > Record Meeting.
2. In the Record Meeting dialog box, enter a name and summary for the meeting recording.
3. (Optional) Select Record Audio From Speaker Phone.
4. Click OK.

   A recording icon (red circle) appears in the menu bar to indicate that the meeting is being recorded.

Stop recording a meeting

To stop recording a meeting, do one of the following:

Place the pointer over the red circle in the menu bar, and select Stop Recording from the pop‑up menu.

Select Meeting > Record Meeting to remove the check mark from the menu bar.

The meeting recording is saved and is available for playback at any time.
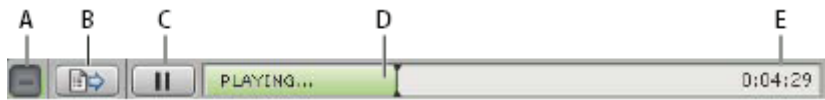
Play back a recorded meeting

A host or presenter can make a URL available so that attendees can play the recording of a meeting.

Every recording is automatically assigned a unique URL and is stored on the Recordings tab for the meeting room in Acrobat Connect Enterprise Manager. Any attendee who has access can view information about the recording, such as disk use, permissions, recording date, and duration. From this page, the meeting host can edit the recording title and summary.

When you play a recording, a recording navigation bar appears in a space below the meeting room. For optimal performance, a high-speed Internet connection is recommended for recording playback.

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Play a recording from a URL

Click the recording URL that the presenter sent to you.
The recording opens in your browser and is ready for playback.

Play a recording from Acrobat Connect Enterprise Manager

1. Click the Meetings tab to go to the Meetings library in Acrobat Connect Enterprise Manager.
2. In the Meetings library, click the meeting link that includes the recording.
3. Click the Recordings option.

   The Recordings page appears, listing all recordings for the meeting.
4. Select the recording that you want to play.

   The Recording Information page appears.
5. Click the meeting URL.

   The recording is played in your meeting window.

Navigate recorded meetings

Certain events are indexed for each meeting recording, including layout changes, chat messages, slide changes, and users joining or leaving the Attendee List or Camera And Voice pod.

Each event is represented by an item in the Recording Index and is followed by a timestamp. By navigating the Recording Index for a meeting, you can filter and search recorded meetings.

1. Click the View Archive Transcript button on the recording navigation bar.
2. Expand or collapse layout folders to see the recorded events.

About managing recorded meetings

You can view all recordings made for a particular meeting, change permissions, rename, or move a recording, or view a content report for a recording. You can use a recorded meeting as content for another meeting. To view and update information about recorded meetings, click the meeting title in Acrobat Connect Enterprise Manager and click the Recordings tab.

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Move meeting recordings to the Content library

To move meeting recordings (recordings associated with a meeting in a Meetings library folder) to the Content library, you must be an administrator or a user with permissions to manage that specific Meetings library folder.

1. Click the Meetings tab at the top of the Acrobat Connect Enterprise Manager window.
2. Navigate to the meeting that has recordings you want to move.
3. Click the meeting name in the list.
4. In the Meeting Information page, click the Recordings link on the navigation bar.
5. Select the check box to the left of any recording that you want to move.
6. Click Move on the navigation bar.
7. Navigate to the folder location in the Content library where you want to move the recording by clicking the folder titles or the Up One Level button. (As you navigate, the new destination appears in the upper right of the Connect Enterprise Manager window.)
8. Click Move.

    The Recordings page appears with an updated recording list.

Delete a meeting recording

To delete a meeting recording associated with a meeting, you must be an administrator or a user with permissions to manage that specific Meetings library folder. When you do delete a recording, you are deleting it from the Meetings library. (This process does not delete the recording from the Content library if you moved it there previously. To delete a meeting recording you moved to the Content library, see [Delete a library folder or file](#).)

1. Click the Meetings tab at the top of the Acrobat Connect Enterprise Manager window.
2. Navigate to the meeting that has recordings you want to delete.
3. Click the meeting name in the list.
4. In the Meeting Information page, click the Recordings link on the navigation bar.
5. On the Recordings page, select the check box to the left of any recording you want to delete.
6. Click Delete above the list.
7. Click Delete on the confirmation page.

    The Recordings page appears with an updated recording list.

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