

USER GUIDE

# BroadData Conferencing Adobe Connect

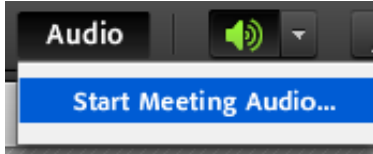
## Record and Playback with Reservationless-Plus Audio Conferencing

An Adobe® Connect™ host using integrated Reservationless-Plus audioconferencing can record a meeting or training session. When played back, the recording shows exactly what the attendees saw and heard. You can start and stop recording at any time, so you decide what content to record. A host can create a reference archive of meetings and make the recordings available to attendees.



### Start Recording

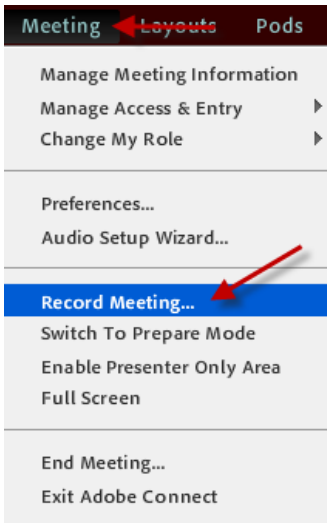
1. Join the Reservationless Plus® audio conference before you start. Click **Audio** from the file dropdowns at the top left of the leader view and select **Start Meeting Audio...**



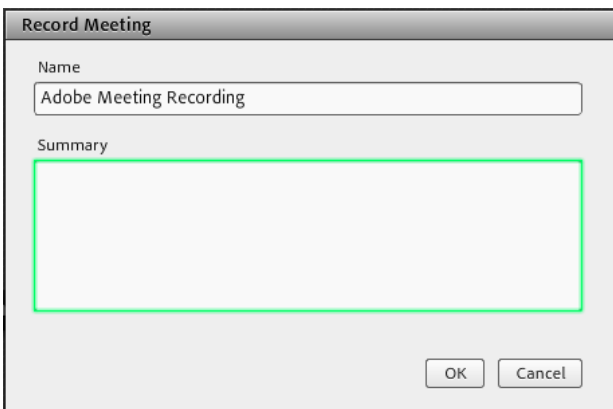
2. Ensure that Using Phone and Start broadcasting telephony audio are selected and hit **Start**
3. Enter your phone number and click **Join**, or dial into the audio conference manually.



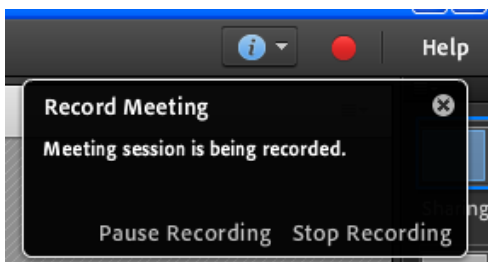
- 4. From the menu bar, select **Meeting** and then **Record Meeting**.



- 5. In the **Record Meeting** dialog box, enter a name and summary for the meeting recording.



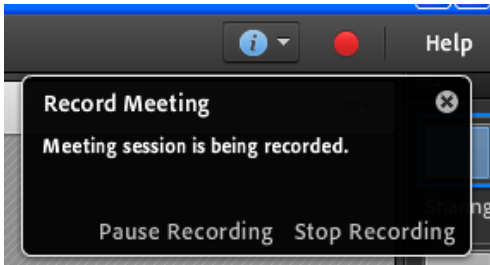
- 6. A recording icon (red circle) appears in the menu bar to indicate that the meeting is being recorded.



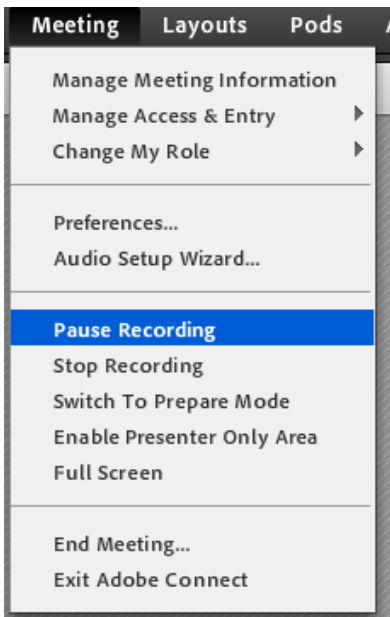
If a problem occurs during the recording, an error message appears in the upper right corner of the window. You can try to reconnect to the conference audio, record the meeting without audio, or stop recording the meeting.

## Pause Recording

Place the pointer over the red circle in the menu bar, and click the link to stop from the pop-up menu.



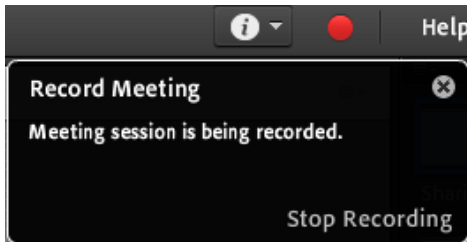
Or select **Meeting** and then **Pause Meeting** to remove the check mark from the menu bar. The meeting recording is saved and is available for playback at any time.



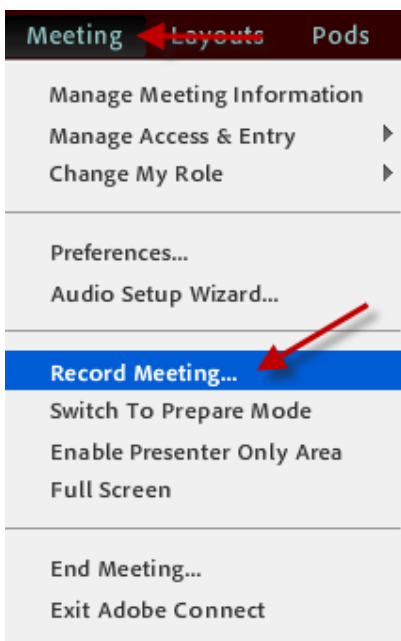
To resume a recording, select **Resume Recording** from the Meeting dropdown or select **Resume Recording** from the pop-up menu after clicking the red recording icon.

## Stop Recording

Place the pointer over the red circle in the menu bar, and click the link to stop from the pop-up menu.



Or select **Meeting** and then **Record Meeting** to remove the check mark from the menu bar. The meeting recording is saved and is available for playback at any time.



## Managing Recorded Meetings

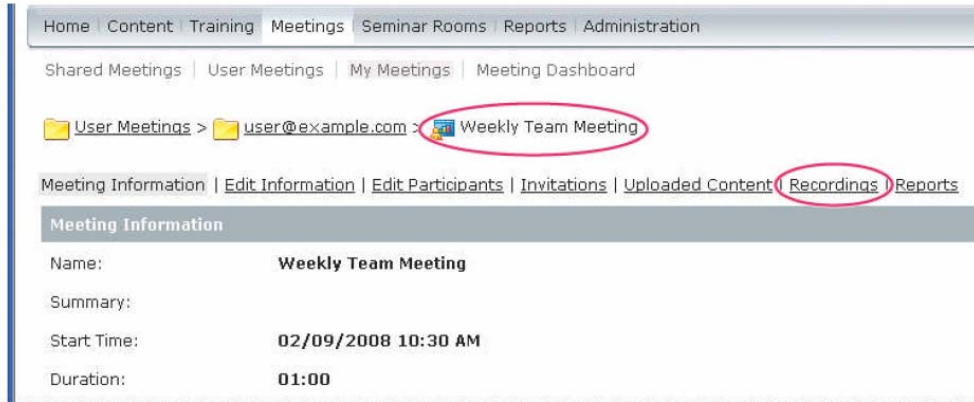
You can view all recordings made for a particular meeting, change permissions, rename, or move a recording, or view a content report for a recording. Also, a recorded meeting can be used as content for another meeting. (If a recording has been edited, edits are preserved if the recording is moved to the Content library.)

**Note:** Adobe Connect administrators can change pod, sharing, and other settings to adhere to standards for governance. These settings affect the layout of meeting rooms and what you can do in meeting rooms. For more information, see [Working with compliance and control settings](#).

## View List of Recorded Meetings

If you are an administrator or have Manage Permissions for a meeting folder, you can view a list of all recordings that have been created from a meeting room.

1. Click the **Meetings** tab at the top of the Connect Central home page.
2. If there is more than one meeting folder, navigate to the folder that contains the meeting.
3. Click the meeting name in the list.
4. In the Meeting Information page, click the **Recordings** link on the navigation bar.



Navigating to the Recordings link

## Move Recordings to 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.

Moving a meeting recording to the Content library is useful if you want to give access permissions to a different group of people than the people originally invited to the meeting.

**Note:** To make a recording available to anyone in the world that is given the recording URL, see [about offline recordings](#).

1. Click the **Meetings** tab at the top of the Connect Central home page.
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 To Folder** on the navigation bar.  
 Navigate to the folder location in the Content library where you want to move the recording by clicking the folder titles or **Up One Level**. (As you navigate, the new destination appears in the upper-right of the Connect Central window.)
7. Click **Move**.

## Delete a 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

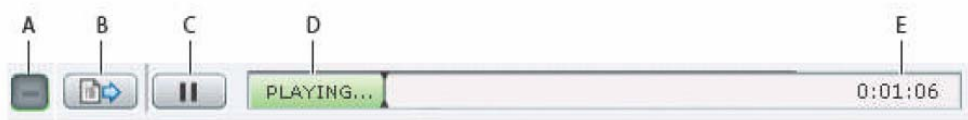
library. (This process does not delete the recording from the Content library if you moved it there previously. To delete a meeting recording you moved to the Content library, see [Delete a file or folder.](#))

1. Click the **Meetings** tab at the top of the Connect Central home page.
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.

## Recording Playback

A host or presenter can make the recording URL available so attendees can play the recording. Every recording is automatically assigned a unique URL and is stored on the Recordings tab for the meeting room in Connect Central.

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



*Recording navigation bar*

playback.

- A. Hide toolbar
- B. Show/Hide archive transcript
- C. Pause/Play toggle button
- D. Status bar
- E. Elapsed time

You control who has access to the recording. Any user who is invited to the meeting or virtual classroom as a host and has rights to browse to the Connect Central application where the recording is stored, can view the recording and see information such as permissions. Any user invited to the meeting or virtual classroom using the invitees or enrollees tabs in Connect Central can view the recording if given the recording URL.

Other users can be given access by using the recording public/private option (the default is private). Changing the option to public gives anyone in the world with the URL and access to the server (if the server is accessible on the Internet, this means everybody in the world) the ability to view the recording. Another option is to move the recording to the Content Library and set specific user permissions (moving the recording to the Content Library is an irreversible action.)

## Recording Playback from Connect Central

### For hosts and presenters

1. From the Connect Central home page, do one of the following:
  - Click **Meetings** and then click the name of the meeting that includes the recording.
  - Click **Training** and then click the name of the virtual classroom that includes the recording.
2. Click **Recordings**.
3. Click the name of the recording, then do one of the following:
  - To view the last edited version of the recording, click **URL For Viewing**.
  - To view the full, original, unedited version of the recording, click **View Original**.

You either view the original version of the recording or the latest edited version; multiple edited versions of the recording are not saved. (If the recording was never edited, the **URL For Viewing** is the same as **View Original**.)

## Recording Playback from a URL

Hosts and presenters most often tell attendees about a recording by sending an e-mail message containing a URL link to the recording.

Click the recording URL that the presenter sent to you.

The recording opens in your browser and is ready for playback. If you are unable to open the recording, you may not have been granted rights to access the recording.

## Editing Recordings

After recording a meeting or training session, you can use the built-in editor to remove sections of the recording. This is useful if the recording contains periods of silence or unnecessary information.

Tips for editing recordings:

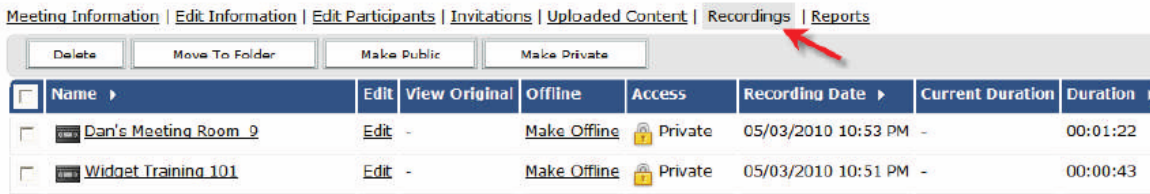
- To edit a meeting or virtual classroom recording in the Content library, you must have Manage or higher permissions for the recording. (If you created the meeting or virtual classroom, you have these rights by default.)  
To edit a recording under Meeting > Recordings or Training > Recordings, you must have Host permissions.
- After editing a recording, the last edited version is saved and includes all information from earlier editing sessions. The link used to deploy your recording does not change after editing. Users given the link and rights to access the recording see the most recent version saved, including any edits that were made.
- Multiple users can open a recording in edit mode at the same time and no warning is displayed that the recording is already being edited by another user. However, after one user saves their changes, others that may be editing the recording at the same time receive an error when they try to save their changes.

Editing a recording is useful if the recording contains sections of silence or unnecessary information that you want to remove before making the recording available.

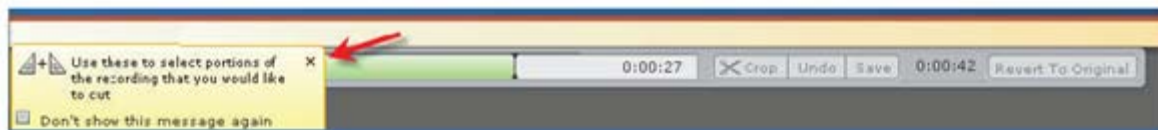
1. From the Adobe Connect central home page, do one of the following:
  - Click **Meetings** and then click the name of the meeting that includes the recording.

- Click **Training** and then click the name of the virtual classroom that includes the recording

Click **Recordings**.




2. Click **Edit** next to the recording that you want to edit. The Editing Player appears and the recording begins to play.



3. Watch the recording to search for places that require editing or drag the progress line in the Playing bar to a specific location in the recording.



4. Use the selection markers  to specify the areas of the recording you want to remove and click **Cut**.

- (Optional) If necessary, click **Undo** to remove the last action.

The **Undo** option is available after you have made one or more edits during the current editing session, but before you have clicked **Save**. Edits made since last save are removed one at a time in reverse order. You cannot undo any edits made before clicking **Save**.

- (Optional) If necessary, click **Revert to Original**.

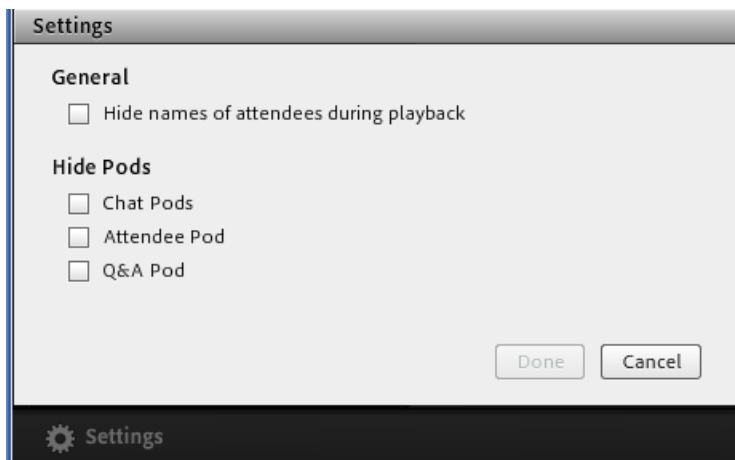
The Revert option deletes all edits that have ever been made and restores the recording to its original state.

5. Continue marking sections for removal. When you are finished, click **Save**.

Further, you can opt to hide panels that were available during the initial play through

1. Select Settings at the bottom right hand corner.






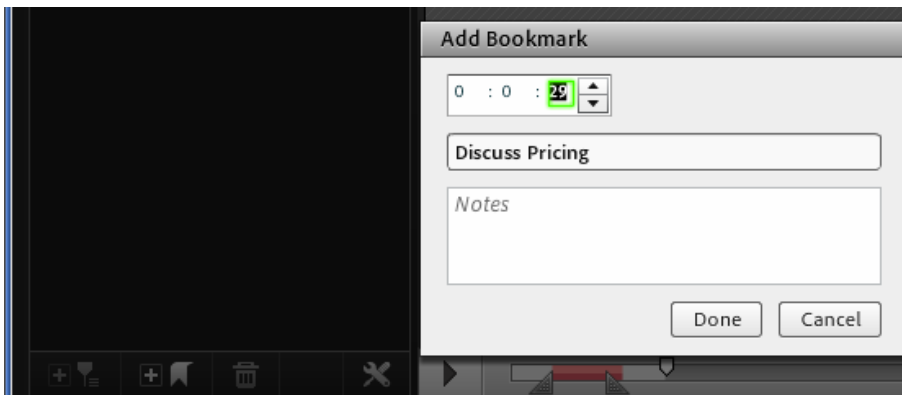
2. Once you have selected to hide any pods, select Done to remove those from subsequent playback.

Lastly, one of the better kept secrets of edited recording is to add bookmarks for future viewers detailing which portions are the most pertinent for viewing.

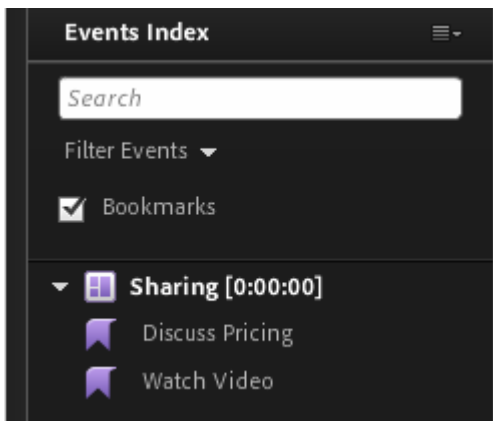
1. Select the small arrow in the playback screen on the far left hand side



- 2. Select the Add Bookmark Icon  from this menu to add subject headings based on playback.



- 3. Once complete, viewers will be able to see a list of times and subjects for easy playthrough.



## Offline Recordings

If you have a meeting recording and want people who do not have access to a Connect server to view the recording, you can create an offline version. The offline recording is saved as a single .FLV file.

The following are some tips for offline recordings:

- Set your screen resolution high enough to include all activities that occurred in the original meeting. Adobe recommends setting resolution to 1024 x 768.
- Leave the recording controls toolbar minimized. If this toolbar is in view, it is also recorded.
- Avoid network or system intensive activities such as installing software or downloading files during the recording process.
- Disable your screen saver and monitor power settings before proceeding.
- Creating an offline recording takes approximately the same amount of time as the duration of the original meeting recording.
- You can minimize the offline recording window or view other windows on top of it while creating your offline recording without interfering with the contents of your recording.
- Ensure that you have the Connect Add-in installed before starting an offline recording. (You can check if you have the Add-in installed by entering a meeting or virtual classroom and seeing if you are prompted to install the Add-in.)
- The finished .FLV file can be viewed in a .FLV player (such as Adobe® Media Player), placed on a CD, placed on a server that can play .FLV files to users, embedded into a presentation, e-mailed to users to play within their own local .FLV player, or uploaded to the Connect Content library (users can download the file from the library).
- Click **Pause/Resume** to temporarily stop creation of the offline recording as necessary. This can be useful if you must download a large file and do not want to strain system resources or if you must attend a live meeting. When you click **Resume**, the recording continues from where it was paused. The finished recording is one continuous file regardless of how many times you paused and resumed recording.
- **Stop and Save** ends the creation of a recording. This is useful if you only want to record a portion of a meeting or virtual classroom, for example, the first ten minutes. Also, use **Stop and Save** to break a long meeting or virtual classroom session into smaller recordings. For example, if you have a two-hour virtual classroom session, you can create four half-hour recordings. You would start the recording and after 30 minutes, click **Stop and Save**. Then, if you click **Start New** again, you resume recording from where you left off. (The **Start New** option is only available after clicking **Stop and Save**.)

## Creating an Offline Recording

1. From the Connect Central home page, do one of the following:
  - Click **Meetings** and then click the name of the meeting for which you want to make an offline recording.

- Click **Training** and then click the name of the virtual classroom for which you want to make an offline recording.
- Click **Content library** and then click the name of the meeting or virtual classroom for which you want to make an offline recording.


2. Click **Recordings**.
3. Next to the specific recording you want to use, click **Make Offline**.




4. In the Offline Recorder, specify a location for the finished .FLV file. (If Help text appears, click **Proceed with Offline Recording**.)



The meeting begins playing, which starts the creation of the offline archive.

5. Use **Start New**, **Stop and Save**, and **Pause/Resume** as necessary during the recording process. (If the controls are not visible, click **Show toolbar** )
6. Each time you make the control bar visible, it will be visible within the final recording. Show the control bar as infrequently as possible and keep the control bar in its minimized state.



When the recording process finishes, a confirmation message appears. If necessary, close the offline recorder window by clicking **Close** . (If the window is in its minimized state, the window closes automatically)

(Optional) To find the finished .FLV file, use Windows Explorer to navigate to the location you selected in step 4.