

Mitel Video

Quick Start Guide for Recording Meetings



Getting Ready

This guide explains how to create, view, and manage Mitel Video recordings within Mitel Video.

- **Recordings** are Mitel Video conferences that have been recorded and are available for playback in the Mitel Video Replay Library

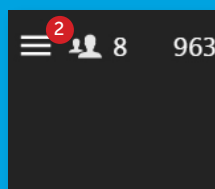
Some use cases for recording video meetings include:

- Product demonstrations showing your products in use
- Assembly instructions for customers (or employees)
- New employee welcome videos discussing everything they need to know about your organization
- Access for colleagues who were not able to attend the live meeting

Recording Meetings

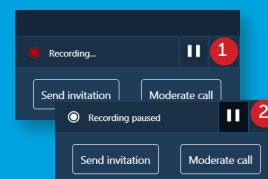
Access

1. Join your Mitel Video meeting
2. Select **Participant** list (top left) to access meeting controls



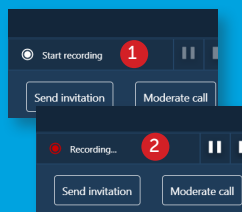
Pause Recording

1. Select **Pause** button anytime to pause the recording
2. Select the **Pause** button again to restart the recording



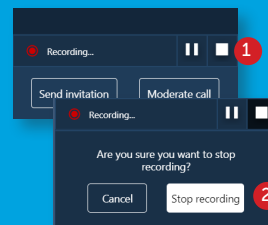
Record

1. Select **Recording** button located bottom portion of the screen
2. Button text changes to red notifying you recording has started



Stop Recording

1. To stop/finish the recording select the **Stop** button
2. You will be prompted to confirm



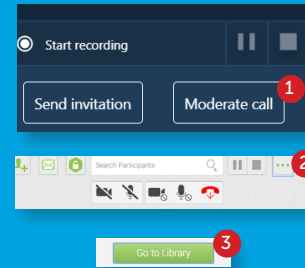
Once complete you can access the recording at any time via the Mitel Video Replay Library - <https://replay.video.mitel.com>

Accessing Recorded Meetings

All recorded meetings are stored in the Mitel Video Replay Library that can be accessed in several ways

Accessed from within the Mitel Video desktop client:

1. From inside the desktop client select **Moderate Call** button
2. Select the **Settings** icon
3. Select **Go to Library** button



Accessed via the Mitel Video Replay URL link:

1. Enter the Mitel Video Replay URL into your browser (<https://replay.video.mitel.com>)
2. Enter user name and password provided by your Mitel Video System Administrator

NOTE: Your recordings may be subject to a maximum storage limit and/or time storage limit. Tools for downloading recording are available

Restricting Access to Recorded Meetings

Mitel Video provides three different levels of access/classification to recordings that have been created and stored in the Mitel Video Replay Library

- **Private:** Only the user who created the recording or the Mitel Video Super Admin can view it
- **Organization:** Only the user who created the recording, the Super Admin, or people within your organization can view it
- **Public:** Anyone with an invitation to the Mitel Video Replay Library can watch the recording
Any recording or webcast classified as Public are stored on the main page of the Mitel Video Replay Library and are accessible by anyone accessing the library **including users from other companies ***

To set the access controls of a recording:

1. Locate the new recording from inside the Mitel Video Replay Library
2. Select the **Edit** link located below the new video
3. Choose which **level of access** your video requires
4. Change any other details associated with the video - such as name, description, PIN code, etc.

