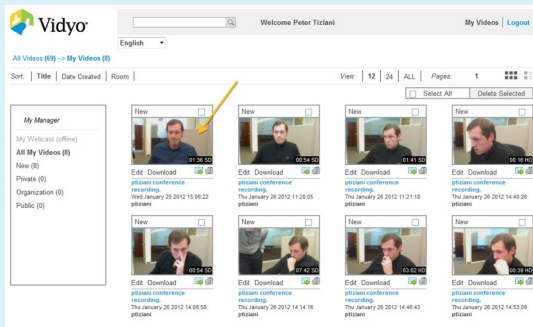


VidyoReplay: Record, Store, Replay

VidyoReplay enables you to record VidyoConferences that can be viewed by people in your organization, and if you allow it the general public. You can email a link to people who weren't able to watch live so they can watch the recording at a later date.

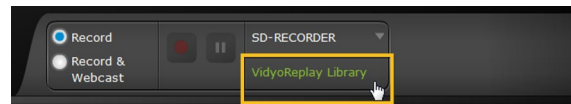
- Record and replay from any room system, laptop, desktop, or mobile device-anytime, anyplace, anywhere.
- Recordings are stored in the VidyoReplay Library for later viewing on demand.
- Recordings can be made in FLV format without being broadcast live.
- Manage recordings in your VidyoReplay library by setting viewing permissions of your recordings for internal use inside your organization and the general public.
- No proprietary player required to view recording.



Manage your VidyoLibrary

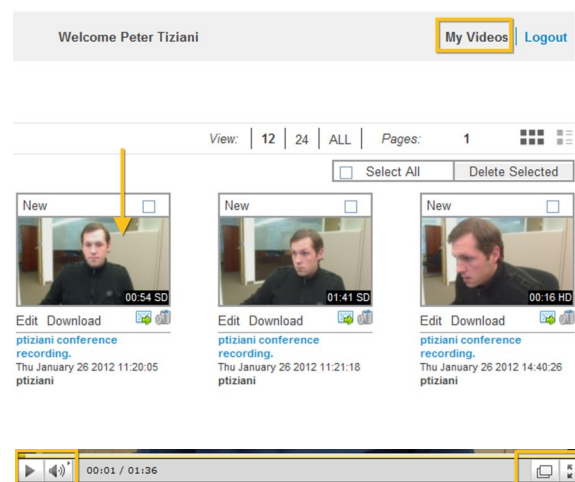
All your recordings are stored in your VidyoReplay Library. You can edit, download, and share your recordings with anyone, anywhere, at anytime.

1. To watch a recording, click the **Control Meeting** link then click the **VidyoReplay Library** button in the recording profile.



Note: The VidyoReplay Library will open in a web browser.

2. Click on the **My Videos** link in the upper right to access your recordings then click on a recording to watch.



VidyoReplay player playback controls.



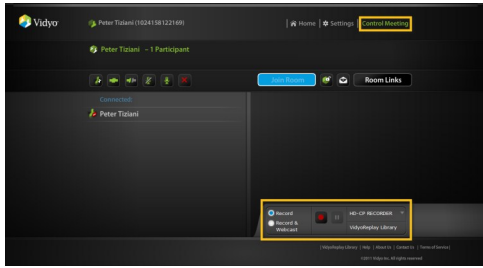
Quick User Guide

VidyoReplay™



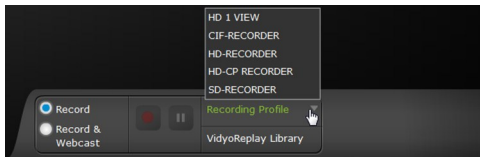
How to make a recording

1. Join your VidyoRoom, then click on **Control Meeting** in the upper right to access VidyoReplay from your Portal.



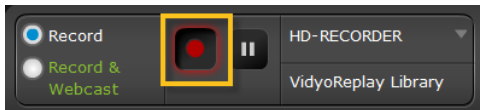
Note: The VidyoReplay console in the lower right. If you do not see it, you do not have record privileges.

2. In the VidyoReplay console, select your recording profile by clicking the **Recording Profile** dropdown menu.



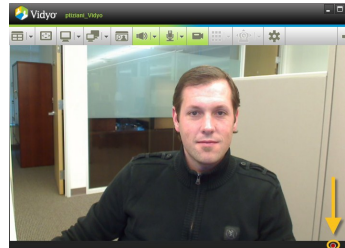
Note: The recording profile determines video quality upon playback.

3. Click the red record button.



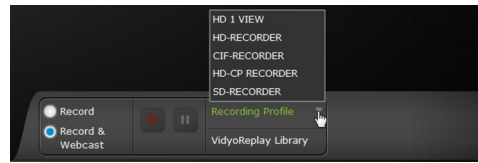
Note: While recording or webcasting, the Record button is brighter and it has a red margin around it. This indicates a recording is in progress.

Your VidyoDesktop displays a red dot in the lower right-hand corner to indicate a recording is in progress.

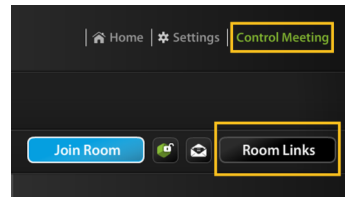


How to host and record a webcast

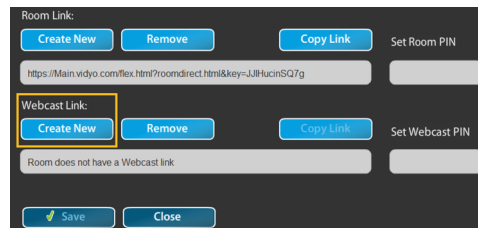
1. Join your VidyoRoom, while in the VidyoPortal, click the **Control Meeting** link then select your recording profile.



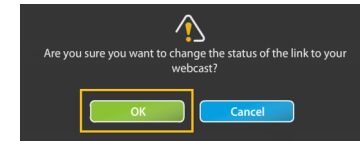
2. Click **Control Meeting**, then the **Room Links** button.



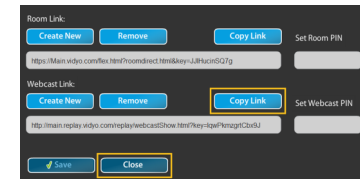
3. Under the words, "Webcast Link", click the **Create New** button.



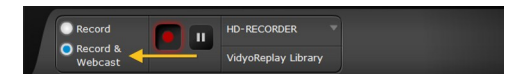
4. A confirmation dialogue box opens, click **OK**. This creates your static webcast link.



5. Click the **Copy Link** button to send the Webcast link to invitees via email, then click on the **Close** button to return to the Control Meeting page.



6. In the recording profile, click the **Record & Webcast** button, then click the red record button to recording your webcast.



Your VidyoDesktop displays a red dot in the lower right-hand corner to indicate a Webcast is being recorded.