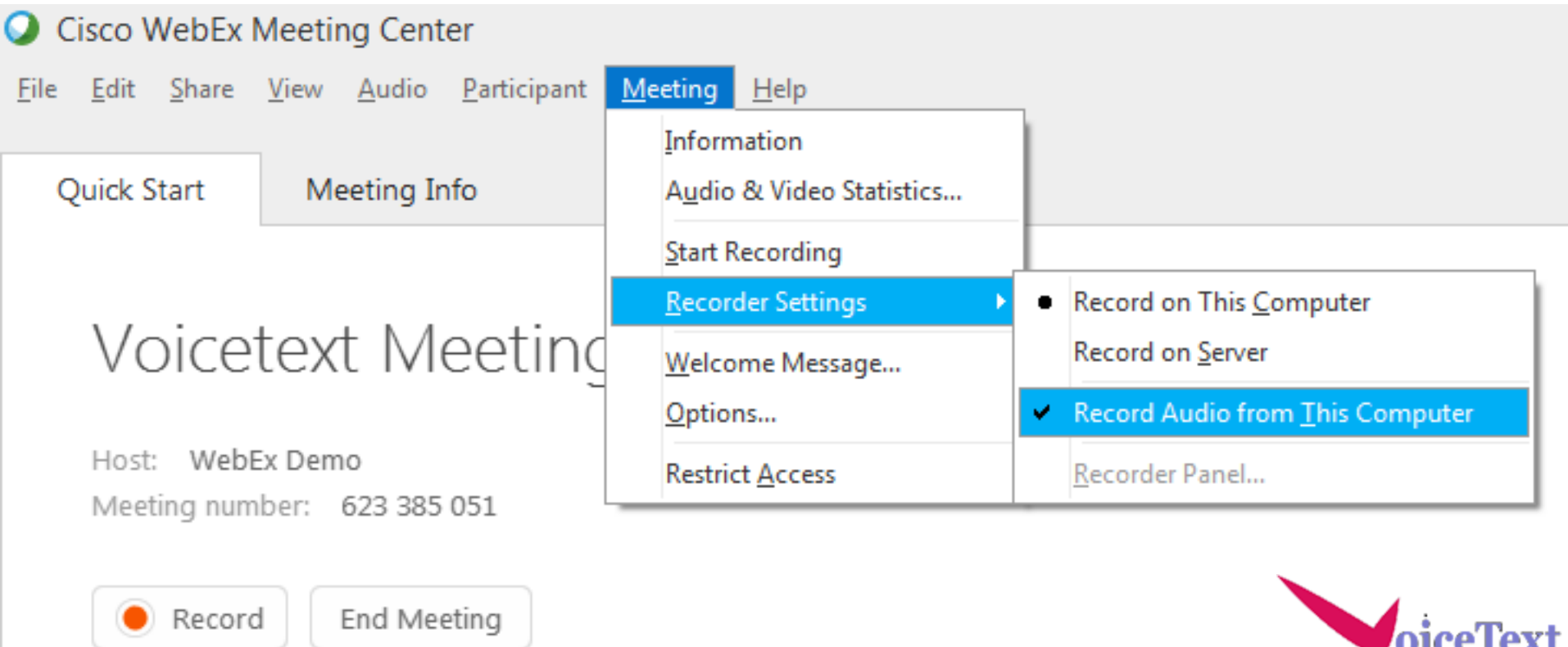


Recording on Desktop

To start recording an online meeting:

(1) On the **Meeting** menu, choose **Recorder Settings > Record on This Computer**.

(2) Ensure that both **Record on This Computer** and **Record Audio from this Computer** are selected.



The screenshot displays the Cisco WebEx Meeting Center interface. The top menu bar includes File, Edit, Share, View, Audio, Participant, Meeting, and Help. The Meeting menu is open, showing options like Information, Audio & Video Statistics..., Start Recording, Recorder Settings (highlighted), Welcome Message..., Options..., and Restrict Access. The Recorder Settings sub-menu is also open, showing options like Record on This Computer, Record on Server, Record Audio from This Computer (checked), and Recorder Panel... The main interface shows a meeting titled 'Voicetext Meeting' with a host 'WebEx Demo' and meeting number '623 385 051'. At the bottom, there are buttons for 'Record' and 'End Meeting'.

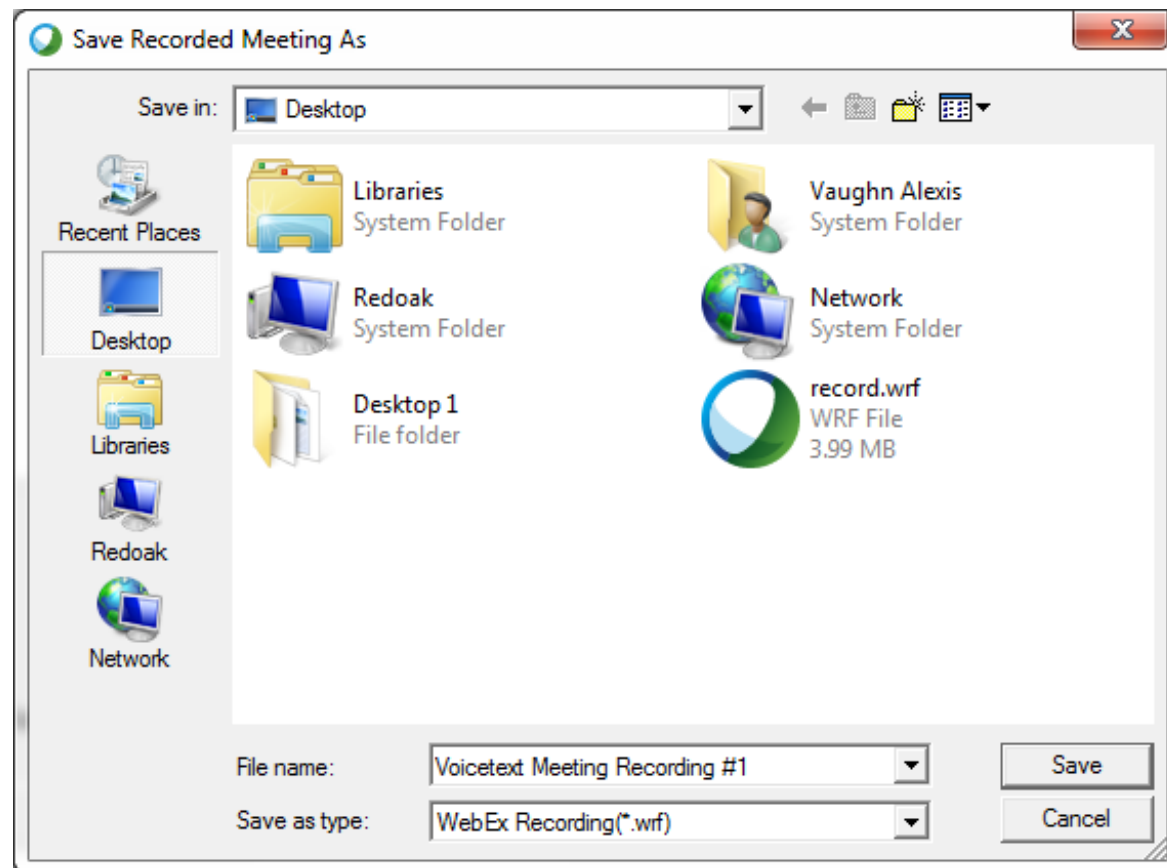
Do one of the following:

On the **Meeting** menu, choose **Start Recording**.

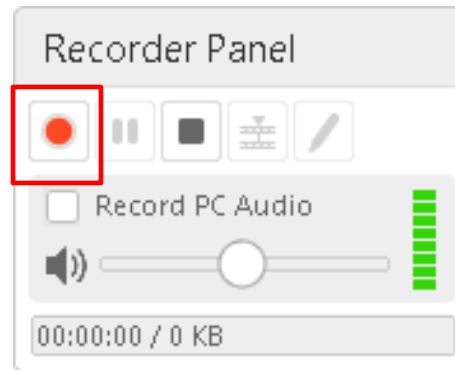
The image shows a screenshot of a Cisco WebEx Meeting Center interface. The top portion of the image displays the Microsoft PowerPoint ribbon, including the 'File', 'Home', 'Insert', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Review', and 'View' tabs. The 'Home' tab is active, showing options like 'Cut', 'Copy', 'Paste', 'Format Painter', 'Clipboard', 'Layout', 'Reset', 'New Slide', and 'Section'. The font is set to 'Trebuchet MS (He)' size 18. Below the ribbon, the 'Cisco WebEx Meeting Center' window is open. The 'Meeting' menu is expanded, showing options: 'Information', 'Audio & Video Statistics...', 'Start Recording' (highlighted in blue), 'Recorder Settings', 'Welcome Message...', 'Options...', and 'Restrict Access'. The main content area of the WebEx window shows 'Quick Start' and 'Meeting Info' tabs. The 'Meeting Info' tab is active, displaying 'Voicetext Meeting' and 'Host: WebEx Demo'. Below this, it says 'Meeting number: 623 385 051'. At the bottom of the window, there are two buttons: 'Record' (with a red circle icon) and 'End Meeting'. In the bottom right corner, there is a logo for 'oiceText COMMUNICATIONS' with a red checkmark icon.

In the **Save Recorded Meeting As** dialog box, choose a location at which to save the recording, specify a **File name** and then **Save**.

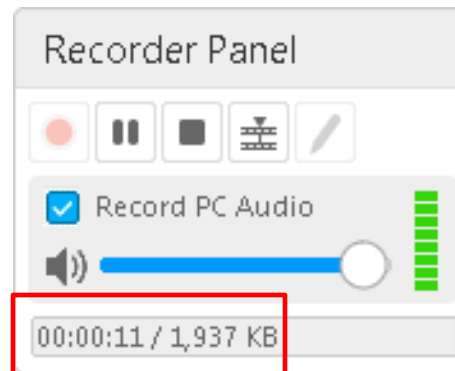
Be sure to click the red **record button** to start recording



On the Recorder Panel, click the **Record** button to begin.

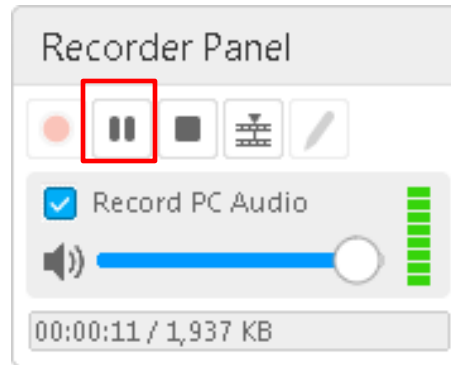


The **Progress and File Size** indicator on the Recorder Panel indicates the current duration of the recording, in hours, minutes, and seconds; and the current file size of the recording file, in kilobytes.



To pause and then resume recording:

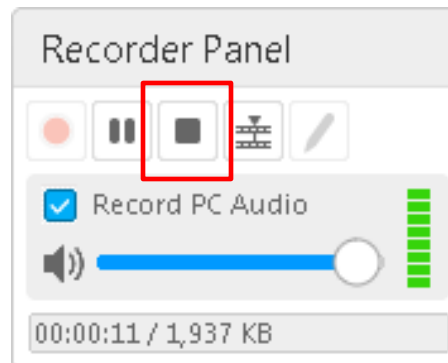
On the Recorder Panel, click the **Pause** button



Then, to resume recording, click the **Pause** button again.

To stop recording:

On the Recorder Panel, click the **Stop** button.



WebEx Recorder saves your recording to a file in the WebEx Recording Format (WRF), which has a .wrf extension

The WRF file can be emailed, downloaded and played on any device.

