

# Codian IP VCR

**IP VCR 2200 Series**

**MSE 8220 VCR**

Getting Started:  
Watching and Creating Recordings



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### [www.codian.com](http://www.codian.com)

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#### **Europe, Middle East, and Africa**

Codian Ltd.  
14 Waterside Drive  
Langley  
Slough SL3 6EZ  
United Kingdom

#### **The Americas**

Codian Inc.  
1570 The Alameda #216  
San Jose  
CA 95126  
United States of America

#### **Asia Pacific Region**

Codian (Asia Pacific) Ltd.  
Suite 1606  
Saxon Tower  
7 Cheung Shun Street  
Cheung Sha Wan  
Kowloon  
Hong Kong

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## Watching recordings stored on the IP VCR

You can watch recordings stored on the IP VCR using:

- ▶ an H.323 or SIP video endpoint
- ▶ a computer running a supported web browser
- ▶ an ISDN video endpoint (if your video conferencing solution has a video-conferencing ISDN gateway such as the Codian ISDN gateway)

Note that HD recordings currently cannot be played back by a video endpoint.

This guide describes the different ways to connect to the IP VCR and gives details of the options available to you.

## Watching recordings from a video endpoint

### Connecting via an auto attendant

The IP VCR features an auto attendant menu that allows you to see a list of which recordings are available, and select the one you want to watch with the aid of video previews for unprotected recordings.

To connect to an auto attendant:

- 1 Dial the telephone number, IP address, or host name as provided by your system administrator. The auto attendant menu displays on your video screen, and you hear the audio instructions.
- 2 Select the recording you want to view.
- 3 If the recording is protected, enter the PIN (see [Entering a PIN on page 5](#)).

The recording will start playing. For information about controlling the playback of the recording, refer to [Using playback controls from a video endpoint on page 5](#).

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## Using the auto attendant menu

You can use either Far-End Camera Control (FECC) or Dual Tone Multi Frequency (DTMF) tones to navigate the auto attendant menus. The remote control of your video endpoint will usually provide FECC as arrow buttons (that is up, down, left and right arrows). DTMF tones are provided by the number keypad on your endpoint or telephone.

To navigate through the options using FECC:

- 1 Enable FECC on your endpoint
- 2 Use the up, down, left, and right keys to navigate through the options. Press right to select a menu option.

To navigate through the options using DTMF:

- 1 Enable DTMF tones on your endpoint.
- 2 On connecting to the auto attendant, press the pound/hash key twice as follows:  
**##**  
The message “DTMF menu navigation enabled” appears briefly at the bottom of the auto attendant display.
- 3 To navigate through the options, use the number keys 2, 8, 4, and 6 for up, down, left and right respectively. Press 6 to select a menu option.
- 4 To exit DTMF navigation mode, press the pound/hash key twice as follows:  
**##**  
The message “DTMF menu navigation disabled” appears briefly at the bottom of the auto attendant display.

## Being called by the IP VCR

As an alternative to calling the IP VCR from your video endpoint, you or the system administrator may instead use the web interface to initiate a call from the IP VCR to your endpoint. Refer to your system administrator for details.

Once connected, the playback experience is identical to that which you have if you call the IP VCR using one of the methods described above. Similarly, you may be asked to enter a PIN before playback of protected recordings will start.

## Connecting directly using a telephone number

You might be able to use your video endpoint to watch a recording by dialing a particular telephone number. Each recording will be accessible through a different telephone number. Refer to your system administrator for details.

If the recording is protected, you will be required to enter a PIN before you can start playback (see [Entering a PIN](#), below). For information about controlling the playback of the recording, refer to [Using playback controls from a video endpoint](#), below.

## Entering a PIN

If you connect to a protected recording, you will be presented with the PIN entry screen, and will hear audio prompts playing.

Use your endpoint's numeric keypad to enter the PIN, followed by # (the pound/hash key). Note that some endpoints require you to activate the keypad first, for example by pressing \* (the star key).

## Using playback controls from a video endpoint

It is possible to control the playback directly from your video endpoint while watching a stored recording using either FECC or DTMF tones. If you have FECC on your endpoint, you must use that. If FECC is not an option on your endpoint, then use DTMF tones.

FECC provides up, down, left, and right controls. To use FECC, you must first enable it on your endpoint.

DTMF tones allow you to use the number keys 2, 8, 4, and 6 for up, down, left, and right respectively.

Refer to the sections below for details of the controls available, and for the meanings of on-screen status icons that may be displayed.

To play and pause recordings:

- ▶ using FECC, press the:
  - down control to pause playback
  - up control to resume playback
- ▶ using DTMF, press the:
  - number key 8 to pause playback
  - number key 2 to resume playback

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To advance quickly through a recording (fast forward):

1 To engage fast forward mode:

- using FECC, press the right control
- using DTMF, press number key 6

The video will rapidly advance, and the playback time will be shown in the corner of the screen.

2 When you reach the point from which you wish to resume playback:

- using FECC, press either the up control to resume or the down control to pause playback as required
- using DTMF, press either number key 2 to resume or 8 to pause playback as required

If the end of the recording is reached, fast forward will stop.

3 Continue to watch the recording as normal, using playback controls as required.

To skip quickly backwards through a recording (fast rewind):

1 To engage fast rewind mode:

- using FECC, press the left control
- using DTMF, press number key 4

The video will rapidly rewind, skipping several seconds backwards at a time, and the playback time will be shown in the corner of the screen.

2 When you reach the point from which you wish to resume playback:

- using FECC, press either the up control to resume or the down control to pause playback as required
- using DTMF, press either number key 2 to resume or 8 to pause playback as required

If the start of the recording is reached, rewind will stop and playback will pause.

3 Continue to watch the recording as normal, using playback controls as required.






## **Finishing the call**

When playback reaches the end of the recording, it will stop or automatically return to the start of the recording and continue playing, depending on how the IP VCR is configured.

When you have finished watching the recording, simply hang up the call.

## Understanding on-screen icons

The table below describes the icons that you will see on-screen:

Icon	Description
	Playback is in progress. The icon will disappear after a few seconds
	Playback is paused. The icon will remain on screen (blinking) while playback is paused
	Playback finished. The icon will remain on screen
	Playback is in fast forward mode. The icon will blink while the recording is being fast forwarded
	Playback is in fast rewind mode. The icon will blink while the recording is being rewind

## Watching recordings from a computer

If there is a streaming media version of an IP VCR recording, it can be viewed on a computer using QuickTime, Windows Media Player, or RealPlayer. The IP VCR can be configured to create streaming media automatically for every recording or only where required for individual recordings (for more information, refer to the system administrator). To view a recording using streaming on your computer, go to the web interface of the IP VCR using the IP address or host name provided by your system administrator:

- ▶ If you have the recording ID (and optional PIN) of the recording you want to view, complete the **Play back a recording** page and click **Stream this recording**
- ▶ If you have been provided with a log in name and password, log in and go to **Recordings** and click **Watch** next to a stored or in-progress recording



The media player (QuickTime, Windows Media Player, or RealPlayer) that you use to watch the recordings has controls for pausing, restarting, fast forwarding, and rewinding the recording.

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## How to dial in and create a recording via the recording console

The recording console allows you to make recordings interactively. It allows you to monitor the recording while it is in progress, to check that the view is as you require.

### Connecting to the recording console


- 1 Confirm with your system administrator that you may call the auto attendant of the IP VCR, either by using the IP address of the IP VCR, or by dialing a telephone number.
- 2 Connect to the auto attendant using the method chosen in the previous step.
- 3 Navigate the auto attendant menus to select **Record this session**.
- 4 The recording console will be displayed.

The table below describes the controls of the recording console:

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Control	Description
Preview window	<p>In the center of the screen, a window shows a live preview of the video being sent by the endpoint to the IP VCR. Use this preview to ensure the recorded view is composed as you require before starting to record. You may also monitor this view whilst recording.</p> <p>Note that although the audio portion of the call will also be recorded, this is not sent back to the endpoint like the video preview, as this would cause undesirable feedback effects</p>
Status	<p>A status indication is displayed in the bottom left-hand corner of the recording console. It shows the current state of recording. When you first enter the recording console, the status indication will show <b>paused</b></p>
Audio meter	<p>An audio meter is displayed on the left-hand side of the screen. It indicates the audio levels for the recording currently taking place</p>

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Control	Description
Recording length	The length of the recording is shown in the bottom right-hand corner of the screen, as minutes and seconds. When you first enter the recording console, this will show a zero-length recording. The recording length will update in real-time as recording progresses. Use this as a guide to the length of your recording
Recording indicator 	The recording indicator is shown only while recording is in progress, and therefore will not be visible when you first enter the recording console. When you start recording, this indicator will blink near the top right-hand corner of the screen

### Using the recording console

When you first enter the recording console, you will hear audio instructions on which controls you may use. Recording will not start until you are ready. Refer to the table below for details:

Control	Description	Tip
Up	Starts recording. The status line will change from <b>paused</b> to <b>starting...</b> then to <b>recording</b>	When you start recording, the IP VCR waits for a suitable moment before actually starting to record. This is to ensure the best possible quality video is recorded. During this time the status line shows <b>starting....</b> Be sure to wait until the status line says <b>recording</b> before starting to speak
Down	Stops recording. The status line will change from <b>recording</b> to <b>finished</b>	When you have finished recording, you will not be disconnected from the IP VCR unless you hang up the call.  Note that even when you have finished recording, IP VCR resources are still in use until the call is ended, possibly preventing other users from making recordings in the meantime

You do not have to explicitly stop recording; you can simply hang up the call when you have finished. Whether you press stop or simply hang up, the recording will be stored automatically by the IP VCR.