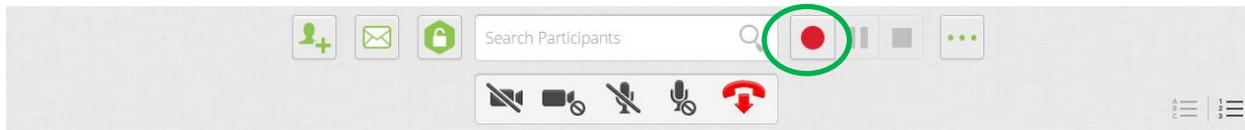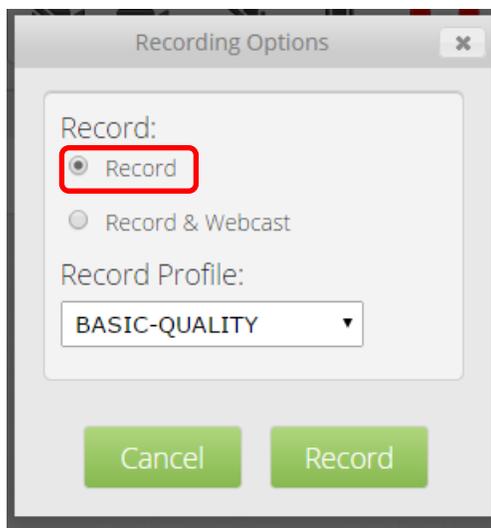# VidyoReplay User Guide

VidyoReplay is a recording device used in conjunction with the Vidyo web conferencing software. This guide will explain how to record and view a recording in VidyoReplay. This guide assumes you have read the Vidyo Faculty/Facilitator guide and are familiar with how to access the Control Meeting Portal.
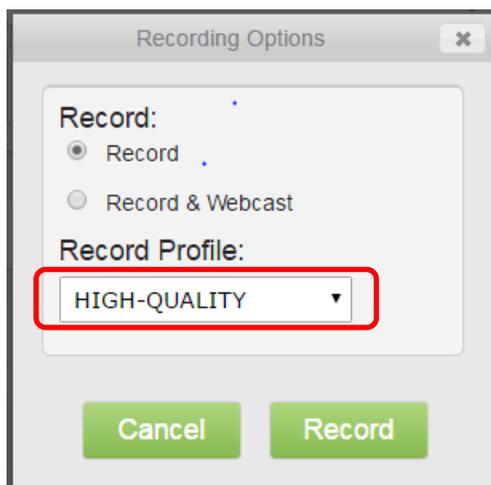
Starting a Recording

1. A recording is started by clicking the record button in the Control Meeting Portal.
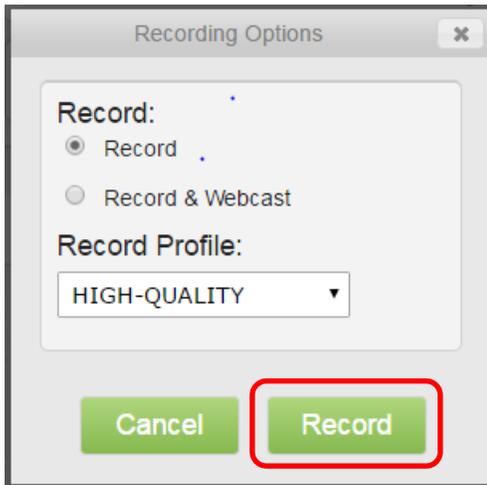

2. A Recording Options Box will open. Select Record if not selected.

3. Change the Record Profile to High-Quality by clicking on the drop down box.
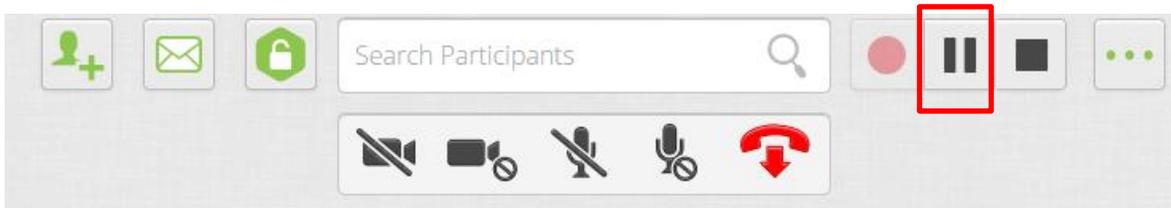
4. Click Record to start recording

Pausing a Recording

The pause feature may be used to halt a recording in progress. An example of where this may be used is when a long meeting or class takes a break and then resumes. This will keep the recording as a single file.
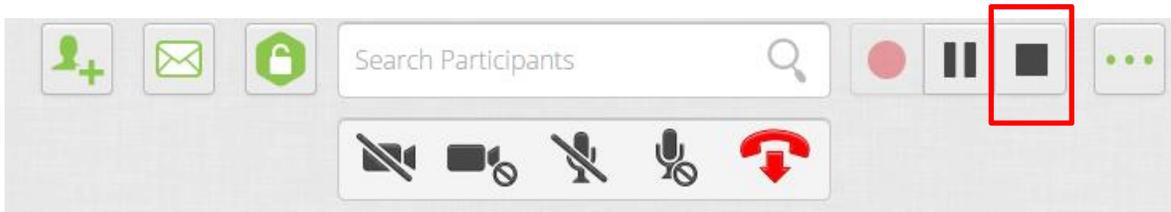
1. Click on the Pause button to pause the recording

2. Click on the Pause button again to resume recording

Stopping a Recording

VidyoReplay closes out the recording session when a recording is stopped and creates a video file of the recording.

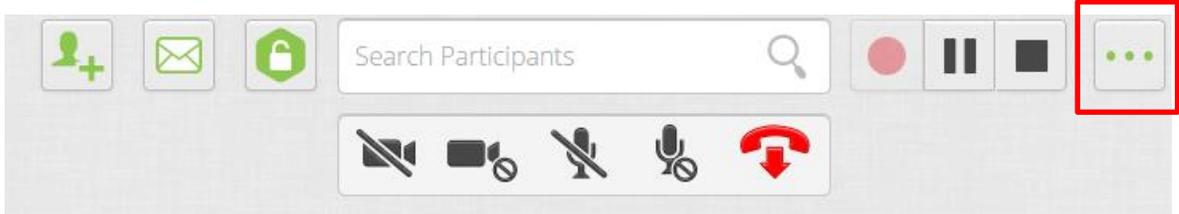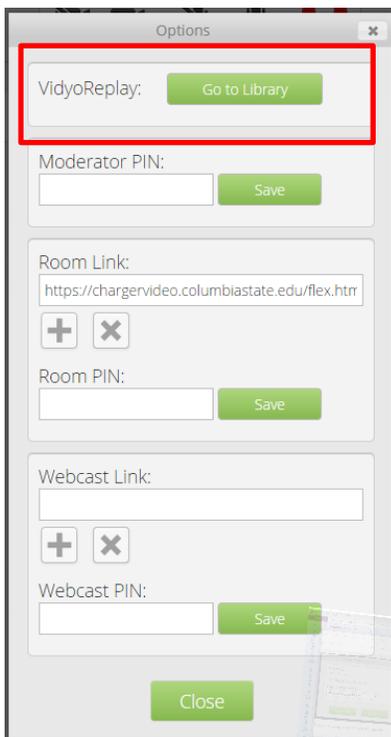1. Click on the Stop button to stop the recording

Viewing a Recording

A recording may be accessed via the Control Meeting Portal or directly from the **VidyoReplay server**.

Accessing a Recording via the Control Meeting Portal:

1. Click on the ellipses button to reveal a menu

2. Click on Go to Library in the Options menu. The Vidyo library page opens.

3. Click on the video you want to play. It will begin to play automatically.

Note: You can also access your VidyoReplay library directly from the **VidyoReplay server**. A login screen will appear. Type in your Columbia State user name and password (the same one you use to access a Columbia State computer) and click Login. Click on the video you want to play and it will begin to play automatically.