



Hosted Video Solution Recording Instructions

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Summary

Video recording is included as one of the features in the cbts Hosted Video solution. It provides agencies with the ability to record video conferences to support training, corporate communications and other collaboration initiatives. All users of video recording related features and functionality are advised that there may be legal concerns that should be discussed and reviewed with your agency's legal department prior to using the recording features. All users should discuss these concerns with your supervisor and legal department prior to use.

cbts will provide the ability to record meetings. Streaming and playback of these recordings will be the responsibility of the agency.

cbts has identified three options for recording meetings in conjunction with the cbts hosted video conferencing solution.

Option 1 –

OIT Hosted Skype for Business (Preferred)

DAS supported agencies can utilize Skype for Business to record videos.

- Meeting attendees are responsible for enabling and disabling the recording feature.
- Agency users are responsible for publishing and broadcasting recorded video content.
- Storage and archiving of the recorded meetings is hosted and managed by the agency and/or OIT supported infrastructure.

Option 2 –

Utilize Media Suite (cbts Hosted)

All agencies can utilize the cbts hosted Media Suite to record videos.

- Meeting attendees or agency assigned video resource are responsible for enabling and disabling the recording feature.
- Agency users are responsible for retrieving and broadcasting recorded video content via the cbts Media Suite Portal.
- Recorded videos will be available on the portal for a maximum of 30 days.
- Once the recordings are retrieved from the portal, storage and archiving of the recorded meetings is hosted and managed by the agency and/or OIT supported infrastructure.
- The price for this feature is an additional \$15 per profile per month as identified in the cbts - State of Ohio agreement.

Option 3 –

Utilize Media Suite (Agency Hosted)

All agencies can purchase Media Suite directly from cbts and host on their infrastructure.

- Meeting attendees or agency assigned video resource are responsible for enabling and disabling the recording feature.
- Agencies will be responsible for management of all broadcasting, storage and archiving of video content.
- Agency systems must still be integrated with the cbts hosted video platform to record content.
- Statement of work required with cbts for licensing and integration effort.
- Agency is responsible for determining hosting location and costs.