

**Videoconferencing**

# **Recording and streaming guide**

**Valtori**

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## Logging into service

The service is activated by logging into the service with VIRTU login. Alternatively, you can log in with the credentials you received.

## Logging

Log in from <https://rec.video.valtori.fi/>

## Start of recording

1. Press "Start recording" on the top right of the page.

2. In the "Title" section, you can add, for example, the subject of the meeting or a title of your choice, which makes it easy to find the meeting in the recordings.

3. In the "Meeting room" section, add the call-in address of the meeting, e.g. `timo.testi@video.valtori.fi`. If the room has a PIN code, add it to the calling address as follows: `timo.testi*1234@video.valtori.fi`, in which case the numbers 1234 are the PIN code of the room.

4. Press "Dial" to start recording.

Check that the recording has started and the recording is as a participant in the meeting (the participant is a black image with a red pulsating ball). If you don't see the recording as a participant, select "Participants" at the bottom left and then "Admit" for the recording.

If you don't see the recording starting immediately, refresh the browser page and the view will refresh.

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## Ending the recording

1. Select a person icon
2. Select "Media center" and then "Events"
3. Find the current recording and select "Stop Event"
4. If you don't see the recording stop immediately, refresh the browser page and the view will refresh.

## Watching the recording

1. Select a "User" icon
2. Select "Media center" and then "Events"
3. Find the recording and select the "Play" icon

## Downloading a recording

1. Select a "User" icon
2. Select "Media center" and then "Media"
3. Find the recording and select "Edit" and "Edit properties"
4. Select "Downloadable"
5. Users can then download the video by launching it and selecting one of the two download options.

## Editing of the recording

1. Select a person icon
2. Select "Media center" and then "Media"
3. Find the recording and select "Edit" and "Edit media"

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## Streaming & Live event

1. Press "Live event" at the top right of the page.
2. In the "Title" section, you can add, for example, the subject of the event or meeting, or a title of your choice, which makes it easy to identify the stream and later find it in the recordings.
3. In the "Meeting room" section, add the call-in address of the meeting, e.g. `timo.testi@video.valtori.fi`. If the room has a PIN code, add it to the calling address as follows: `timo.testi*1234@video.valtori.fi`, in which case the numbers 1234 are the PIN code of the room.
4. Select "Private" or "Public", if you select "Private", specify the participants or group of participants.
5. Select "Dial"
6. In the next window, you will see a link that you can share with participants or add to the meeting invitation

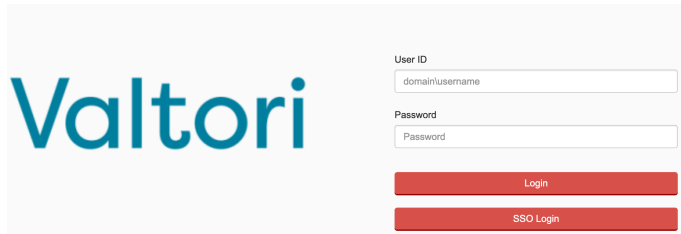
**Regarding support services, contact the agency's lobby services or your own organization's customer support.**

# Logging into the service

You can log into the service web-based at <https://rec.video.valtori.fi/>

Logging in is done with VIRTU login.

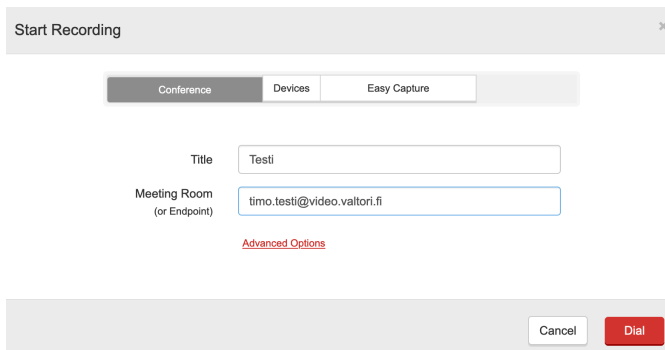
If you have usernames for the service, you can alternatively log in with them as well.



# Start recording

1. Press "Start recording" on the top right of the page.
2. In the "Title" section, you can add, for example, the subject of the meeting or a title of your choice, which makes it easy to find the meeting in the recordings.
3. In the "Meeting room" section, add the call-in address of the meeting, e.g. `timo.testi@video.valtori.fi`. If the room has a PIN code, add it to the calling address as follows: `timo.testi*1234@video.valtori.fi`, in which case the numbers 1234 are the PIN code of the room.
4. Press "Dial" to start recording.

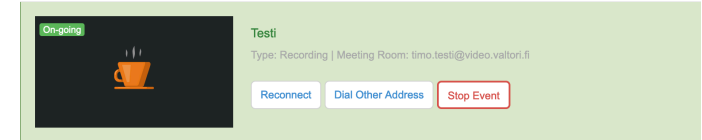
Check that the recording has started and the recording is as a participant in the meeting (the participant is a black image with a red pulsating ball). If you don't see the recording as a participant, select "Participants" at the bottom left and then "Admit" for the recording.



If you don't see the recording starting immediately, refresh the browser page and the view will refresh.

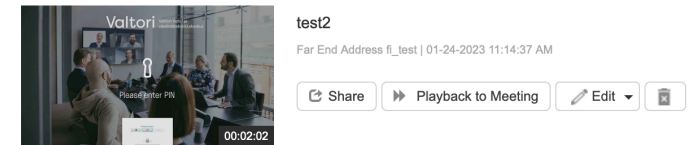
# Stop recording

1. Select a "User" icon
2. Select "Media center" and then "Events"
3. Find the current recording and select "Stop Event"



# View recording

4. Select a "User" icon
5. Select "Media center" and then "Media"
6. Find the recording and select the "Play" icon



If you don't see the recording stop immediately, refresh the browser page and the view will refresh.

## Viewing the recording on a video conference device or in a meeting

In the previous section, select "Playback to meeting" and add the address of the meeting or terminal where you want the recording to appear.

Choose whether you want to start playback immediately or with a separate command and press "Ok"

Start Playback

Meeting Room (or Endpoint)

Playback  Immediately  Manually  
\* The playback starts automatically after 30 seconds if not started manually.

Signaling Type SIP

Conference Layout

## Tallenteen lataaminen

1. Select a "User" icon
2. Select "Media center" and then "Media"
3. Find the recording and select "Edit" and "Edit properties"
4. Select "Downloadable"

Users can then download the recording by launching it and selecting one of two download options.

You can also at the same time enable the review of the recording and the date until which downloading is possible.

Edit Archive

Title

Downloadable

Enable Rating

Expiration Date

[More](#)


## Editing

1. Select a "User" icon
2. Select "Media center" and then "Media"
3. Find the recording and select "Edit" and "Edit media"

test2

Trim Text Overlay

Insert Mark



00:00 00:19 02:00


Select "Insert mark" at the beginning of the section you want to delete and select "Insert mark" again when the section ends. You can delete an item by selecting it either from the list or from the mat.

copy of test2

Trim Text Overlay

Insert Mark

4	00:00:21	00:00:26	00:00:05
5	00:00:26	00:00:31	00:00:05
6	00:00:31	00:00:38	00:00:07
7	00:00:38	00:00:45	00:00:07
8	00:00:45	00:00:55	00:00:10
9	---	---	---



00:00 00:10 00:21 00:32 00:43 00:53 01:04 01:15 01:29

You can write an overlay text on the recording by selecting "Text overlay" and "Insert Mark" which selects the appearance of the overlay text and its exit/change to the next text.

# Streaming & Live event

1. Press "Live event" at the top right of the page.
2. In the "Title" section, you can add, for example, the subject of the event or meeting, or a title of your choice, which makes it easy to identify the stream and later find it in the recordings.
3. In the "Meeting room" section, add the call-in address of the meeting, e.g. timo.testi@video.valtori.fi. If the room has a PIN code, add it to the calling address as follows: timo.testi\*1234@video.valtori.fi, in which case the numbers 1234 are the PIN code of the room.
4. Select "Private" or "Public", if you select "Private", specify the participants or group of participants.
5. Select "Dial"
6. In the next window, you will see a link that you can share with participants or add to the meeting invitation

Live Now ×

Conference Devices

Title

Meeting Room (or Endpoint)

Privacy  Private  Public

[Advanced Information](#)

# Creating survey

1. Select "Survey & test"
2. Select "Create new survey"
3. Add the title of the survey to "Title".
4. Choose visibility, "Privacy", public or private. If you choose private, you have to add participants manually from the top right, "Save & Collect Invitee"

Title

Privacy

Everyone can see the results

Set deadline

5. Select "Add Question Page" and add the questions. Add to the query the recording that the query applies to under "Add Media Page"

1.

Vastaus X

Vastaus Y

[+ Add](#)

# Creating test

1. Select "Survey & test"
2. Select "Create new test"
3. Add the title of the survey to "Title".
4. Select the percentage of points required to pass
5. Choose visibility, "Privacy", public or private. If you choose private, you have to add participants manually from the top right, "Save & Collect Invitee"

Title

Pass Mark (1-100)  %

Privacy

Everyone can see the results

Set deadline

5. Select "Add Question Page" and add the test questions. Select the correct answer option with a checkmark and determine the score for the correct answer. Add to the query the recording that the query applies to under "Add Media Page"

1.

Vastaus X

Vastaus Y

[+ Add](#)

Checked item means correct answer Total Score: 10

## Scheduling recording and streaming (admin user)

1. Select a "User" icon
2. Select "Media center" and then "Media"
3. Select "Schedule recording or - event"
4. Add the title of the event and the calling address
5. Set the recording start and end time and "Save"

The screenshot shows the Valtori 'My Media Center' interface. The navigation menu includes Media, Events (selected), Channel, Survey & Test, Account, Video Analytics, and Admin. The 'Events > Schedule Recording' form contains the following fields:

- Title: [Title]
- Event Source:  Conference  P2P
- Meeting Room (or Endpoint): [IP/VMR]
- Time Zone: GMT+03:00
- Planned Start Time: [04-19-2023] [11:15 v]
- Planned End Time: [04-19-2023] [12:15 v]
- Recurrence
- Advanced Information (link)
- Buttons: Cancel, Save

When the event starts, make sure the recording has started. You can see the recording as one of the participants in the meeting.

## Removing recording

1. Select a "User" icon
2. Select "Media center" and then "Media"
3. Find the recording and select the trash can icon
4. You can then move the recording to the trash or delete it permanently.

The screenshot shows a 'Confirm' dialog box with the following text:

Confirm

Are you sure you want to delete the selected archives?

If you delete the selected archives, it will affect users who are currently watching the archives.

Buttons: No, Move to trash, Delete permanently

## Add recording

5. You can add MP4, MOV, WMV and RAW recordings to the service for sharing
6. Select a person icon
7. Select "Media center" and then "Upload media"

## Share recording

1. Select a recording
2. Above the recording is "Get link"

Those who receive the link can freely watch the recording.

## Create channel

1. Users have their own channel where they can find their recordings. The user can also create freely named channels (public or private), e.g. by topic or for a team.
2. Select a person icon
3. Select "Media center" and then "Channel"
4. Select "Create Channel"
5. Specify the channel name, description and publicity
6. Select "Next"
7. Select the videos to share in the channel
8. In the last point, you can add people to the channel who can add recordings.
9. Finally, select "Finish"

The screenshot shows the 'Create Channel' form with the following details:

- Progress bar: 1 (Add Information), 2 (Add Media), 3 (Share with Members)
- Channel Name: [Timo Testi kanava]
- Description: [Testauskanava]
- Privacy:  Private  Public
- Moderate Content
- Buttons: Previous, Next