

RINGCENTRAL VIDEO: RECORDING VIDEO MEETINGS

RingCentral Video lets you record and share your video meetings, so you can easily archive important meetings or share them with people who weren't able to attend.

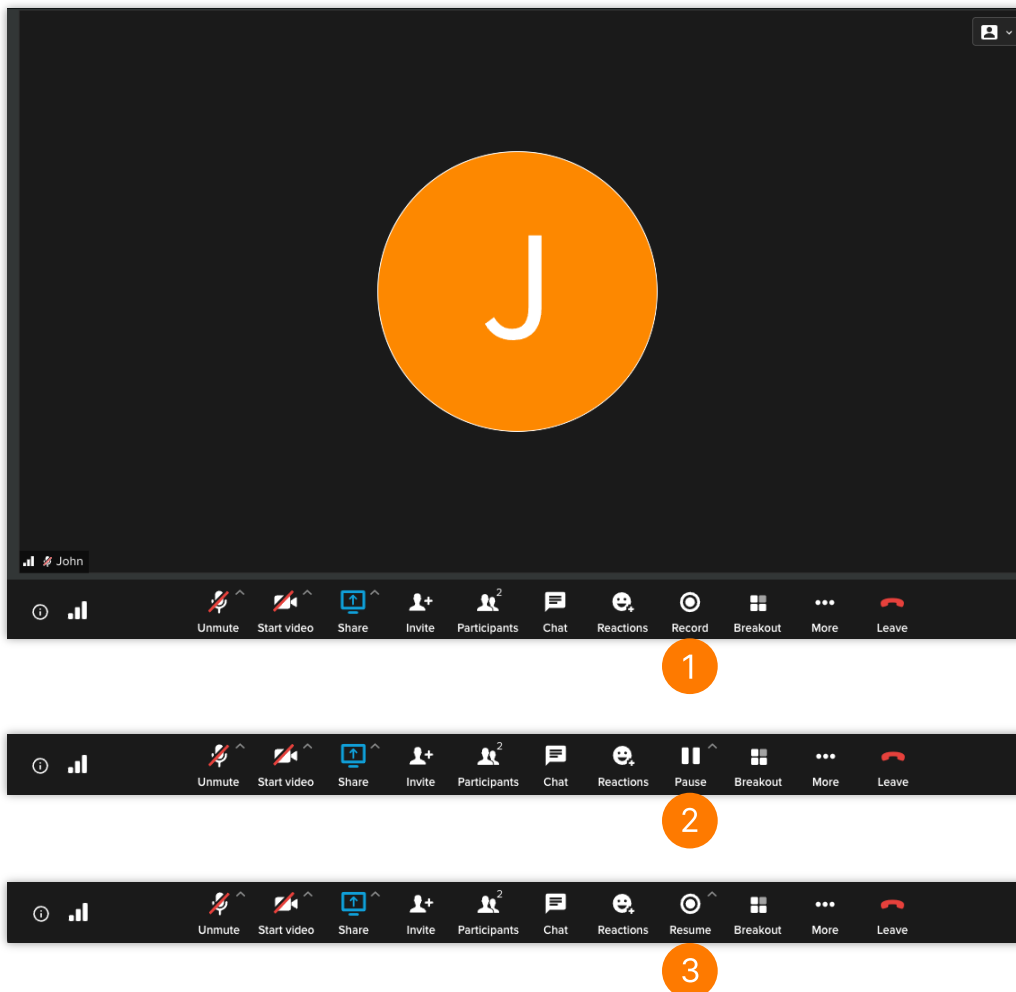
RECORDING VIDEO MEETINGS

Use the following steps to record a RingCentral Video meeting session:

1. Click **Record** to start recording the video meeting.
2. If necessary, click **Pause** to pause the recording.
3. Click **Resume** to resume recording the video meeting.

The recording is automatically saved once the video meeting ends.

Note: The ability to record is only available to the meeting host and participants who have been assigned as moderators.



ACCESSING VIDEO MEETING RECORDINGS IN THE RINGCENTRAL APP

You can access your recorded video meetings in the RingCentral app by following these steps:

1. Click **Video**.
2. Select your preferred list of recordings.
3. Select a specific video meeting recording and press **Play** to view it. A new window displays. This allows you to view the video meeting details, including the meeting Summary, Transcript, and Highlights.

You can also choose the following options:

- A. **Share recording** – Allows you to share the recording with others.
- B. **Download** – Downloads the video meeting recording to local storage.
- C. **More** – Provides additional options:
 - a. **Edit summary** – Allows you to add and edit the summary of the recording. RingCentral Video advanced meeting insights uses artificial intelligence (AI) to summarize meeting contents. Modify the AI-generated summary or add and edit keywords by using this feature.
 - b. **Delete** – Deletes the selected recording and removes it from all shared contacts.

