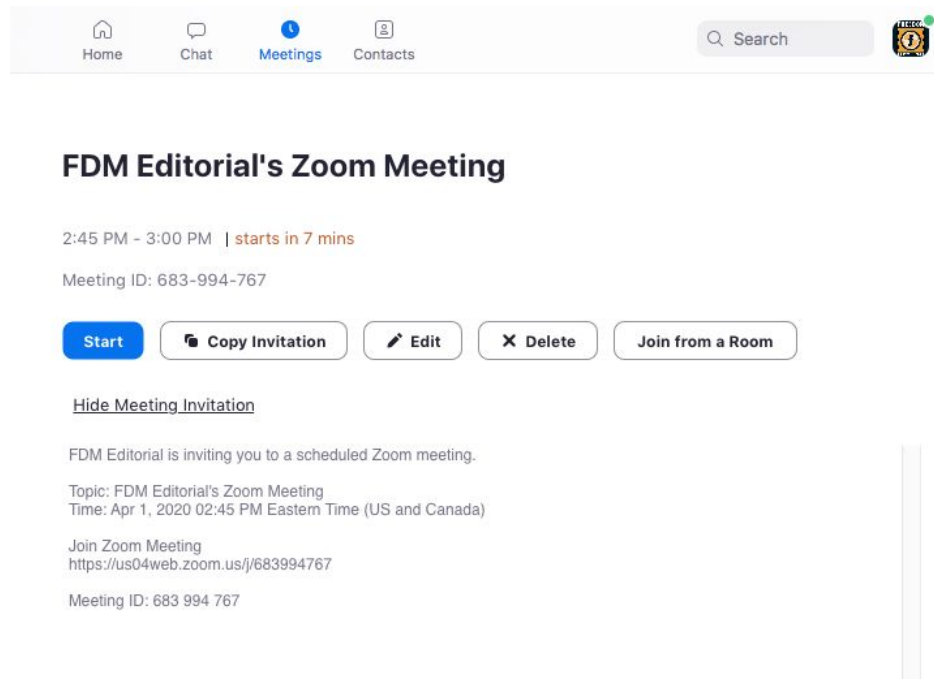


Zoom Meeting Recording Setup

This document will guide you through the setup to record a Zoom Meeting. You will need a computer with a camera or an attachable webcam, a power supply, and Zoom installed on your computer.

If you are experiencing any issues with setup or questions, please call Nick Szpara, Creative Director at Freedom Digital Media: 410-868-0583.

Once an available time is confirmed, you will receive a Google Calendar Invitation to join the Zoom meeting. This will contain the meeting URL as well as a password to join.



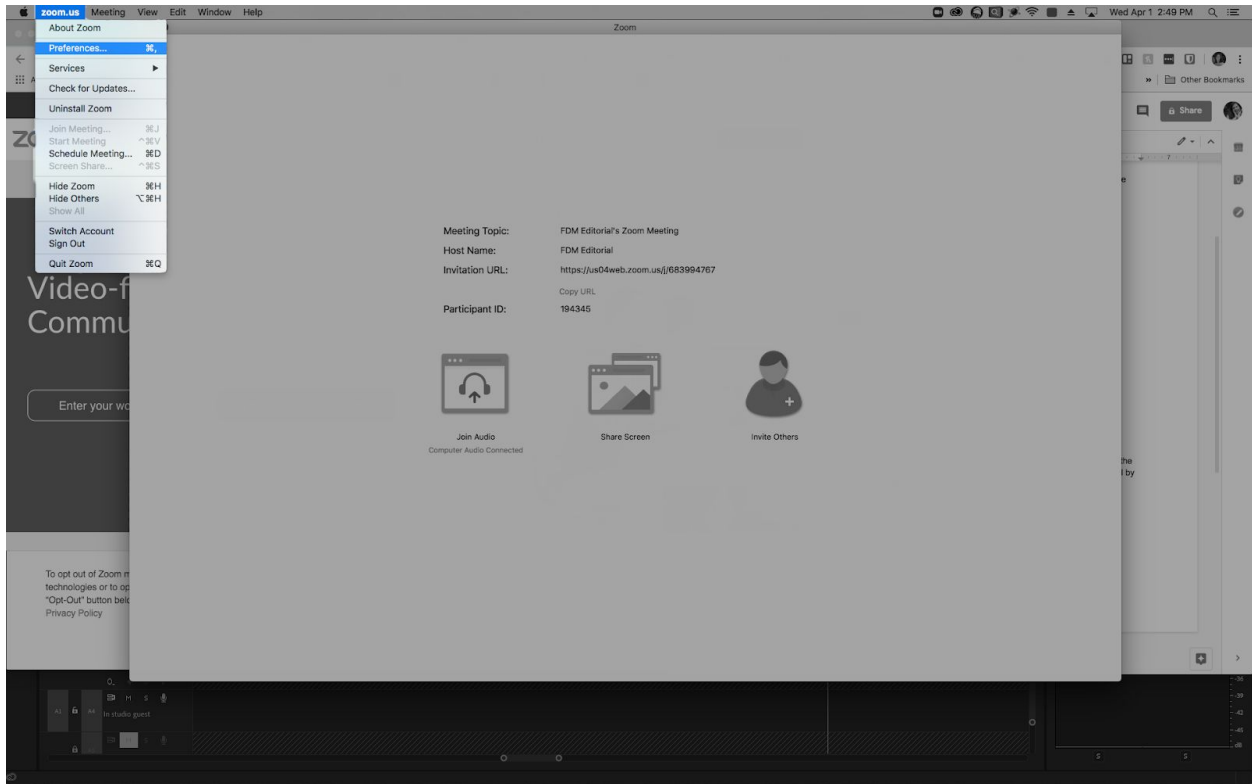
The screenshot shows the Zoom meeting invitation interface. At the top, there is a navigation bar with icons for Home, Chat, Meetings (selected), and Contacts, along with a search bar and a profile picture. Below the navigation bar, the meeting title "FDM Editorial's Zoom Meeting" is displayed. The meeting time is "2:45 PM - 3:00 PM" and it "starts in 7 mins". The meeting ID is "683-994-767". There are four buttons: "Start", "Copy Invitation", "Edit", and "Delete", followed by a "Join from a Room" button. Below the buttons, there is a link to "Hide Meeting Invitation". The invitation text reads: "FDM Editorial is inviting you to a scheduled Zoom meeting. Topic: FDM Editorial's Zoom Meeting Time: Apr 1, 2020 02:45 PM Eastern Time (US and Canada) Join Zoom Meeting https://us04web.zoom.us/j/683994767 Meeting ID: 683 994 767".

Prior to the Meeting

There are important Preference Settings that need to be set to ensure the best possible recording. With the Zoom application open, navigate to the Preferences panel by clicking on Zoom.us in your toolbar > Preferences.



Please contact Jeff Atkinson with any questions
410-804-0937



Within the Preferences panel, match your settings with the following images.

Video Settings

Settings

- General
- Video
- Audio
- Share Screen
- Virtual Background
- Recording
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Camera: FaceTime HD Camera

16:9 (Widescreen) Original ratio

My Video: Enable HD
 Mirror my video
 Touch up my appearance

Meetings: Always display participant name on their videos
 Turn off my video when joining a meeting
 Always show video preview dialog when joining a video meeting
 Hide non-video participants
 Spotlight my video when speaking
 Display up to 49 participants per screen in Gallery View

Advanced



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Advanced Video Settings

Settings

- General
- Video**
- Audio
- Share Screen
- Virtual Background
- Recording
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

< Back

- Enable de-noise
- Enable hardware acceleration for receiving video



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Audio Settings

Settings

- General
- Video
- Audio**
- Share Screen
- Virtual Background
- Recording
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Speaker Test Speaker MacBook Pro Speakers (MacBook Pro... ▾)

Output Level: [Progress Bar]

Output Volume: [Volume Slider]

Microphone Test Mic MacBook Pro Microphone (MacBook Pr... ▾)

Input Level: [Progress Bar]

Input Volume: [Volume Slider]

Automatically adjust microphone volume

Use separate audio device to play ringtone simultaneously

Join audio by computer when joining a meeting

Mute microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Advanced

Advanced Audio Settings

Settings

- General
- Video
- Audio**
- Share Screen
- Virtual Background
- Recording
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

< Back

Show in-meeting option to "Enable Original Sound" from microphone

Audio Processing [Restore Defaults](#)

Suppress Persistent Background Noise ⓘ Disable ▾

Suppress Intermittent Background Noise ⓘ Disable ▾

Echo Cancellation Auto ▾



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410-804-0937

Recording Settings

*Please choose a location to store the Zoom recording on your computer. These files will need to be uploaded to Box once the meeting has concluded.

Settings

- General
- Video
- Audio
- Share Screen
- Virtual Background
- Recording**
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Store my recordings at:

99.72 GB remaining

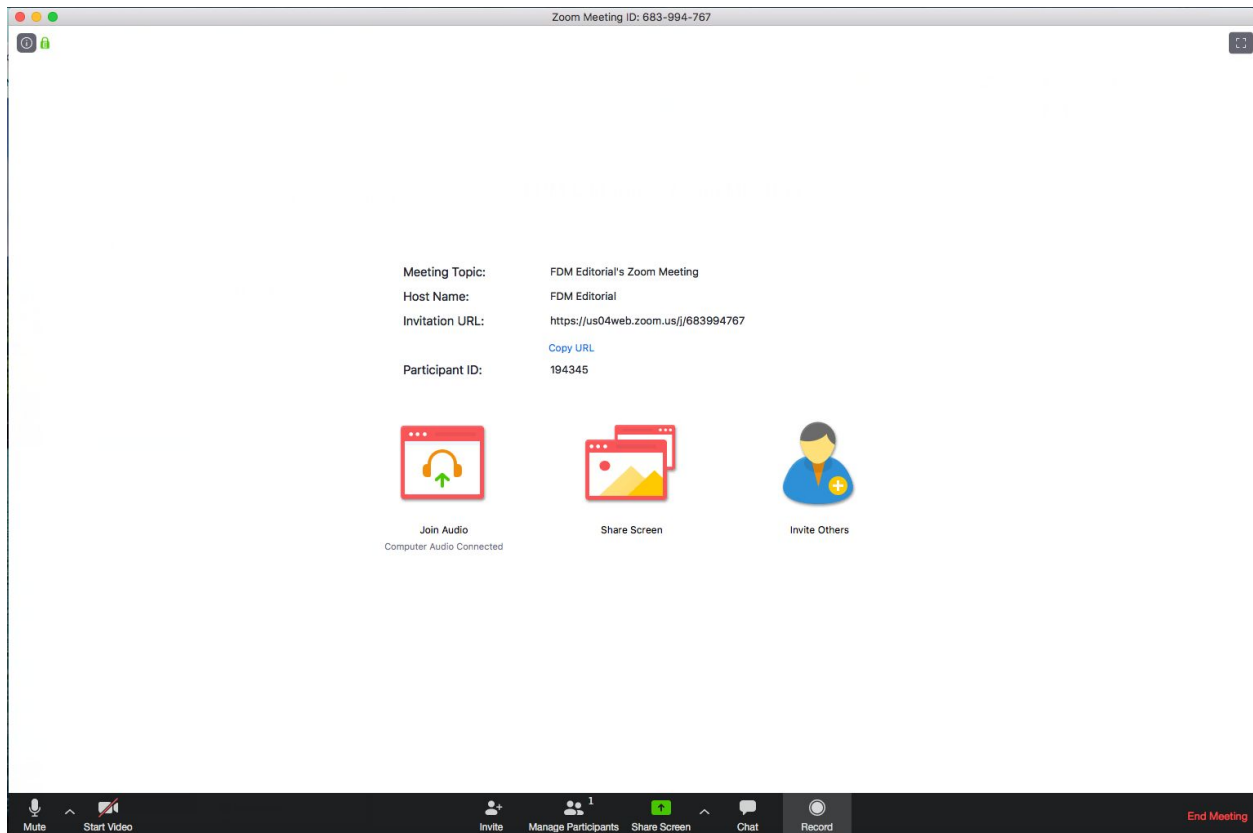
- Choose a location to save the recording to after the meeting ends
- Record a separate audio file for each participant
- Optimize for 3rd party video editor [?](#)
- Add a timestamp to the recording [?](#)
- Record video during screen sharing
- Place video next to the shared screen in the recording
- Keep temporary recording files [?](#)



Please contact Jeff Atkinson with any questions
410-804-0937

During the Meeting

You will record the meeting from your screen to obtain the best audio. Within the meeting, the Record button can be found along the bottom toolbar.



Additional Notes

- Try to elevate the camera to eye level (8-9" above the table).
- Sit or stand far enough away to see from top of head to mid-chest level, but not so far away that your voice is quiet. Two to three feet is the sweet spot.
- "Pin" your video in the meeting so it doesn't show other meeting participants
- Recording will take place on your computer. Box, WeTransfer, or Dropbox links can be set up to share the recordings at the end of the session. Ask the organizer for more details.