

# **ZOOM**

# **Self-Recording Manual**

# Download and Install Zoom

Please download the Zoom Client for Meetings and install first.

Download Link:

[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

Version 5.5.4 (13142.0301)



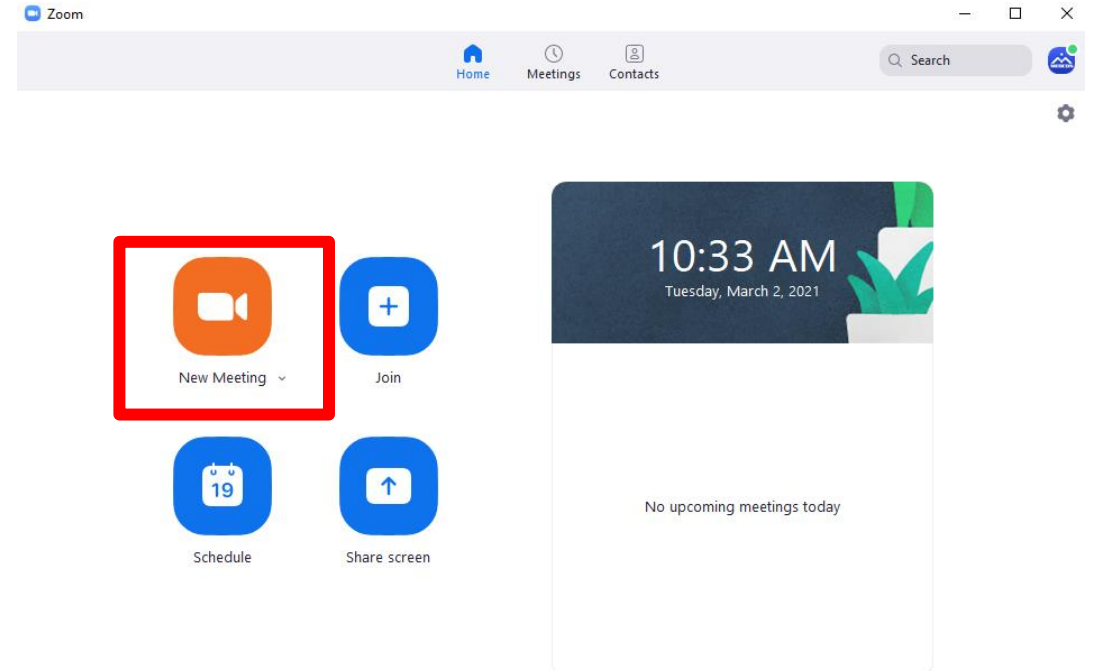
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# Sign in and Start a Meeting

## Step 1: Sign in Zoom



## Step 2: Click on New Meeting



# Control Panel: Basic Operation

Start and Stop Video  
Mute and Unmute sound



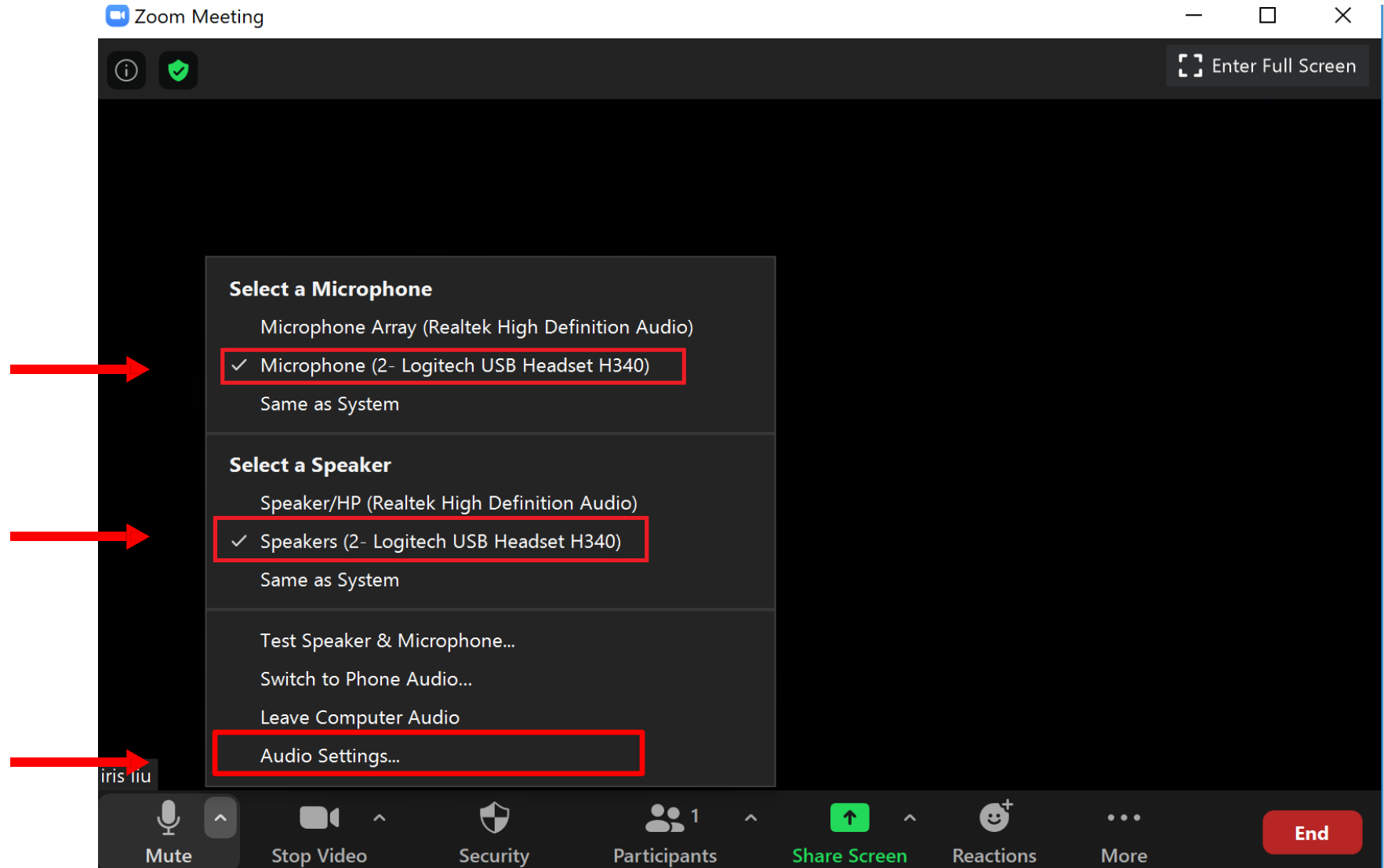
Host

Unmute Start Video Security Participants 1 Polls Chat Share Screen Record Breakout Rooms Support Reactions More End

# Control Panel: Basic Operation

Click on the small arrow at the “Mute” button to select Microphone and Speaker that you’d like to use to record your talk.

Go to the “Audio Settings” to do settings of video, audio and recording.



# Audio Setting

The screenshot shows the Zoom Settings application with the Audio section selected in the left sidebar. The main content area is divided into several sections:

- Speaker:** Includes a 'Test Speaker' button, a dropdown menu showing 'MacBook Air 扬声器 (MacBook Air 扬声器)', an 'Output Level' bar, and an 'Output Volume' slider.
- Microphone:** Includes a 'Test Mic' button, a dropdown menu showing 'MacBook Air 麦克风 (MacBook Air 麦克风)', an 'Input Level' bar (highlighted in green), and an 'Input Volume' slider.
- Microphone Options:** A checkbox for 'Automatically adjust microphone volume' is checked.
- Suppress background noise:** Radio buttons for 'Auto', 'Low (faint background noise)', 'Medium (corporate environment)', and 'High (typing)' are visible.
- Music and Professional Audio:** A checkbox for 'Show in-meeting option to "Enable Original Sound" from microphone' is unchecked.
- Ringtones:** A dropdown menu is set to 'Default'.
- Advanced Options:** Includes checkboxes for 'Automatically join computer audio when joining a meeting' (checked), 'Mute my mic when joining a meeting' (unchecked), 'Press and hold "Space Key" to temporarily unmute' (unchecked), and 'Sync buttons on headset' (checked).

Red arrows point to the 'Test Speaker' button, the 'Test Mic' button, the 'Input Level' bar, and the 'Press and hold "Space Key" to temporarily unmute' checkbox.

1. Test your Speaker

2. Test your Mic

3. UN-SELECT “Press and hold space key to temporarily unmute yourself”

# Video Setting

Settings

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

Rotate 90°

Camera: Integrated Camera

16:9 (Widescreen)  Original Ratio

My Video

Enable HD

Mirror my video

Touch up my appearance

Meetings:

Always display participant names on their video

Turn off my video when joining meeting

Always show video preview dialog when joining a video meeting

**Select 16:9 (Widescreen) and Enable HD**

**UN-SELECT “Always display participant names on their video”**

# Recording Setting

Settings

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

**Local Recording**

Location: C:\Users\iris.liu\Documents\Zoor    
110 GB remaining.

Choose a location for recorded files when the meeting ends

Record a separate audio file for each participant who speaks

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 ?



You can choose where you would like to store your recording.

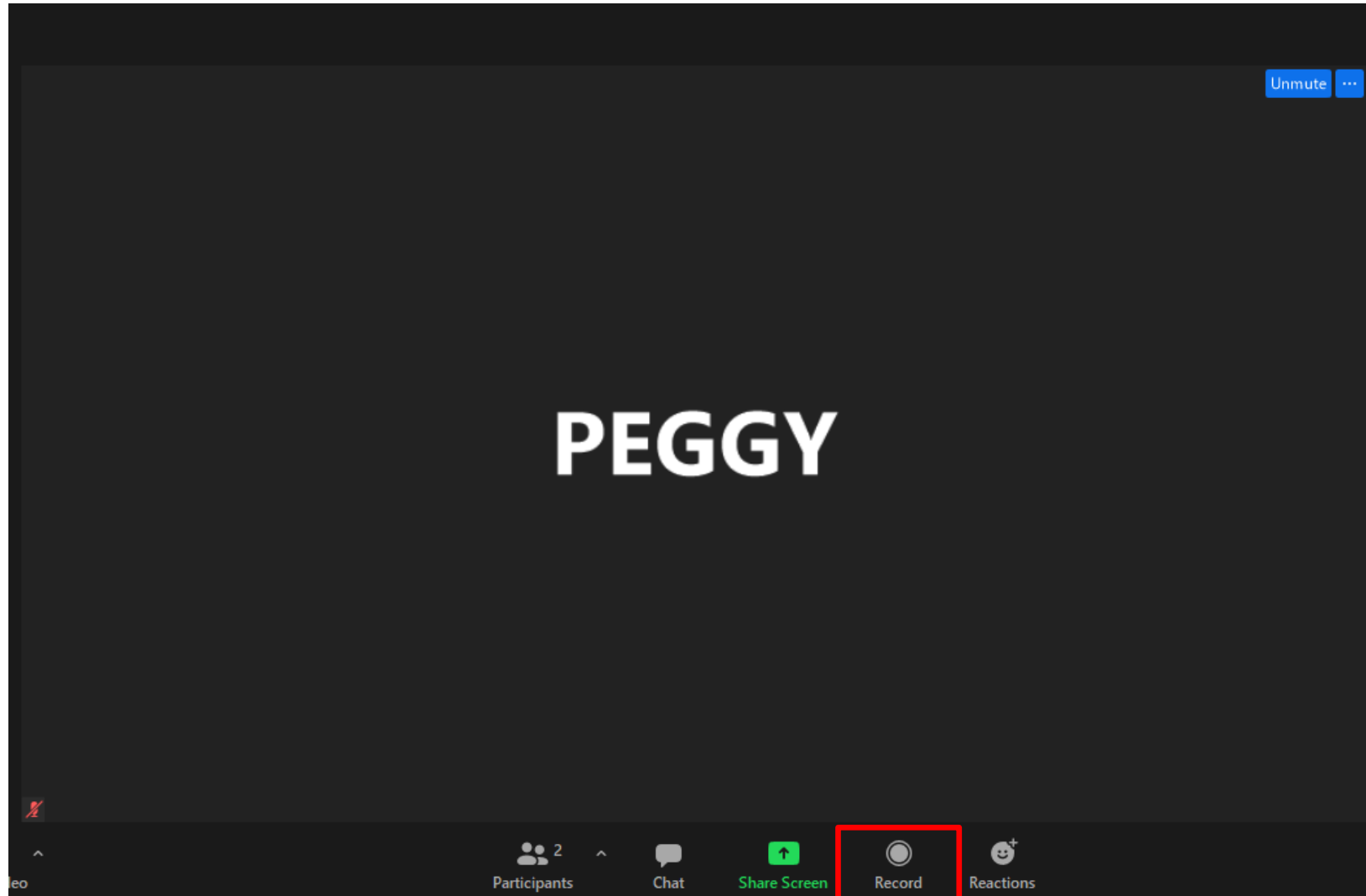
- Please select “Choose a location for recorded files when the meeting ends” and it will give you an option to save the recording to the folder that you wish to.
- You will be able to see the video after you end the current meeting.

## Important

- Please select “Record video during screen sharing” and “Place video next to the shared screen in the recording”.
- These two options can ensure that your PowerPoint is not blocked by the camera.

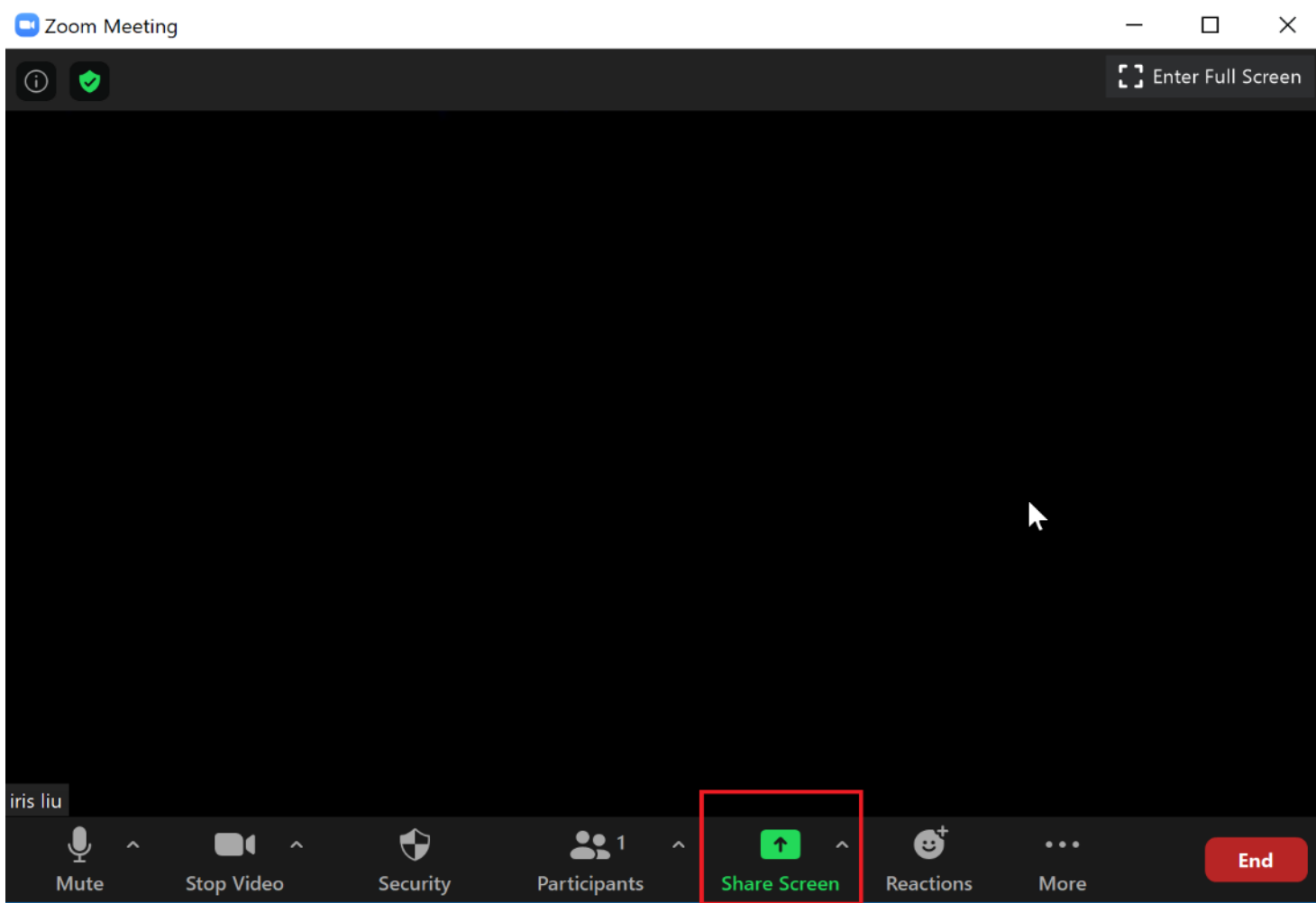


# Start Recording



Click **“Record”** button to start recording

# Share Screen: How to share your slides?



**Step 1:**  
Open you slides from  
**PowerPoint**

**Step 2:**  
Return to Zoom,  
Click **Share Screen**

**Share Screen**

# Share Screen: How to share your slides?

**Step 1:**  
Find the application  
of your slides

**Step 2:**  
Select “Share  
Sound”  
if your PPT has a  
video

Select a window or an application that you want to share

Basic Advanced

Screen Whiteboard iPhone/iPad

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流程方案

Show all windows...

Share sound  Optimize for video clip

Step 3: Click Share

Share

# Screen Share and Recording

The screenshot shows the Microsoft PowerPoint interface during a screen share session. The top ribbon features several sharing-related buttons: 'Mute', 'Stop Video', 'Security', 'Participants', 'Polls', 'New Share' (highlighted in green), 'Pause Share', 'Annotate', and 'More'. A green notification bar at the top center reads 'You are screen sharing' with a 'Stop Share' button. The main slide area contains the text 'Sample Slide'. On the left, a slide thumbnail pane shows slide 18 selected. On the right, a video window is open, showing a person's face against a space background. Below the video window, there are options for fill types (Solid, Gradient, Picture or texture, Pattern) and a 'Hide background graphics' checkbox. The bottom status bar indicates 'Slide 18 of 22' and 'Chinese (China)'. A red box highlights the full-screen icon in the bottom right corner of the status bar.

When your slides are shared, please move the video window to the **right top corner**.

Click here to play your PPT in **full screen**

# Stop Recording



- When your talk finishes, move your mouse to the top and a bar will be shown.
- Click on the “More” button, click “Stop Recording”.

- Click “Stop Share” to quit screen sharing.
- Click “End Meeting” to end the current meeting.

# Find Meeting Recording

Zoom - Converting the meeting recording ×



## Convert Meeting Recording

You have a recording that needs to be converted before viewing.

85% 

Stop Converting



Save my recordings at:

 /Users/lazyli/Desktop/2021-02-26 16.10.10  Person... 

Cancel

Save

## Step 1:

After the meeting is ended, Zoom will start **converting** the meeting recording.

## Step 2:

When the converting finishes, you will be asked to select a folder where you would like the recorded files to be saved.

Open the folder where you save the file, open the file and check if it's satisfying.

# Check your Meeting Recording

## How to prepare before using Zoom



A laptop with camera



Good lighting



Stable internet connection



Avoid being disturbed



Please open your video file and check if:

- Sound is clear
- Layout is correct: video is next to the shared slide screen.
- This is a sample of correct meeting recording.

**Should you have any questions please feel free to contact us at**

[info@iag2021.com](mailto:info@iag2021.com)