



ASSM 2021

**3rd CONGRESS OF ASIAN SOCIETY
OF SLEEP MEDICINE**



ZOOM Self-Recording Manual



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Please download the Zoom Client for Meetings and install first.

Download Link:

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)



ZOOM



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Sign in and Start a Meeting

Step 1: Sign in Zoom

Zoom Cloud Meetings

Join a Meeting

Sign In

Version: 5.4.7 (59784.1220)

Step 2: Click on New Meeting

Zoom

Home

Meetings

Contacts

Search



New Meeting



Join



Schedule



Share screen

10:33 AM
Tuesday, March 2, 2021

No upcoming meetings today



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Control Panel: Basic Operation

Start and Stop
Video
Mute and Unmute
sound

Host

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



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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.

Zoom Meeting

Enter Full Screen

Select a Microphone

Microphone Array (Realtek High Definition Audio)

✓ Microphone (2- Logitech USB Headset H340)

Same as System

Select a Speaker

Speaker/HP (Realtek High Definition Audio)

✓ Speakers (2- Logitech USB Headset H340)

Same as System

Test Speaker & Microphone...

Switch to Phone Audio...

Leave Computer Audio

Audio Settings...

Mute Stop Video Security Participants Share Screen Reactions More End



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Audio Setting

Settings

- General
- Video
- Audio**
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Speaker

Test Speaker: MacBook Air 扬声器 (MacBook Air 扬声器)

Output Level: [Progress bar]

Output Volume: [Slider]

Use separate audio device to play ringtone simultaneously

Microphone

Test Mic: MacBook Air 麦克风 (MacBook Air 麦克风)

Input Level: [Progress bar]

Input Volume: [Slider]

Automatically adjust microphone volume

Suppress background noise

Auto

Low (faint background noise)

Medium (clear background noise)

High (typing)

Music and Professional Audio

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

Music and Professional Audio

Ringtones: Default

Automatically join computer audio when joining a meeting

Mute my mic when joining a meeting

Press and hold 'Space Key' to temporarily unmute

Sync buttons on headset

[Advanced](#)

1. Test your Speaker

2. Test your Mic

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



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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:
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.

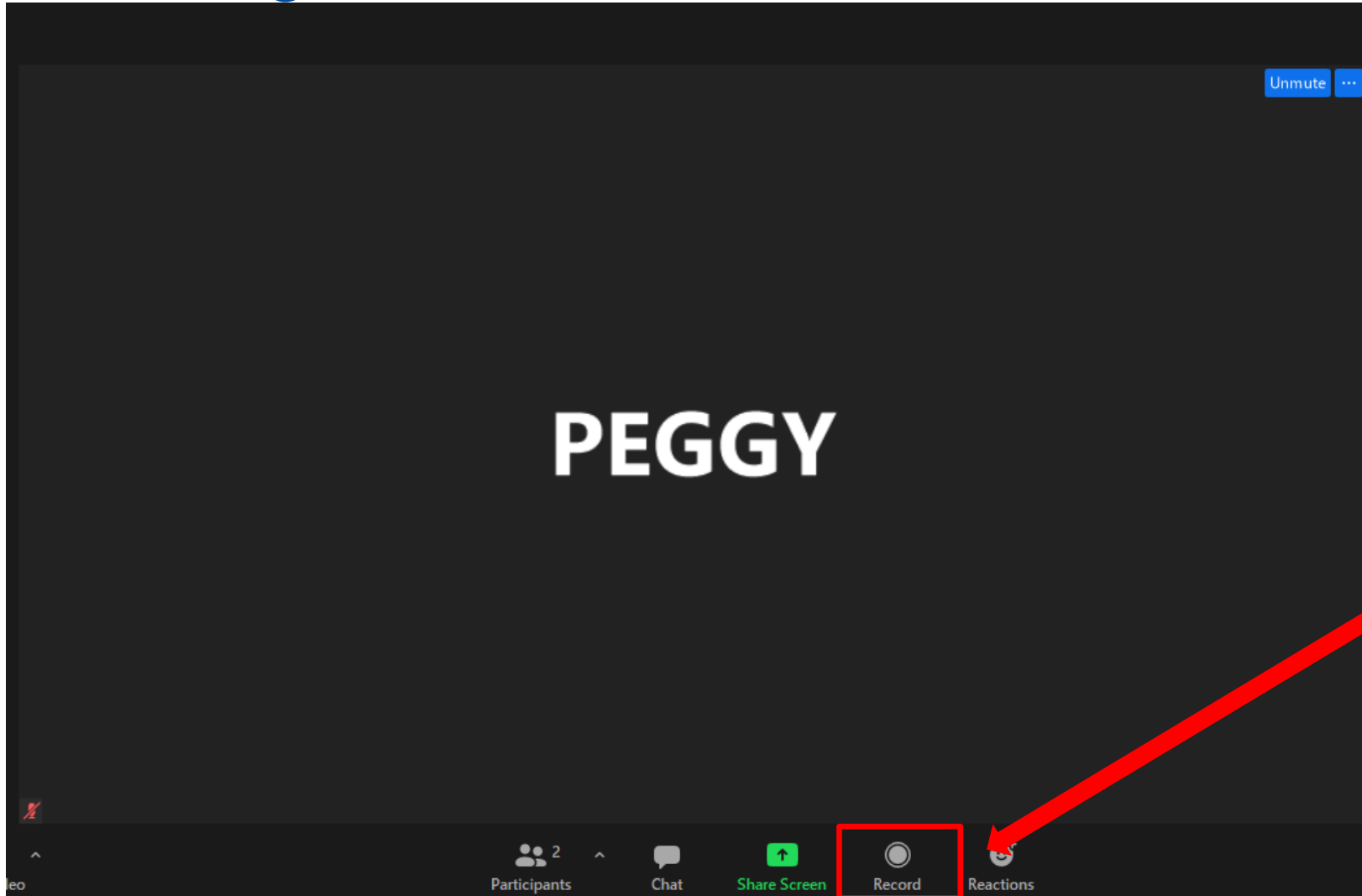


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Start Recording



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

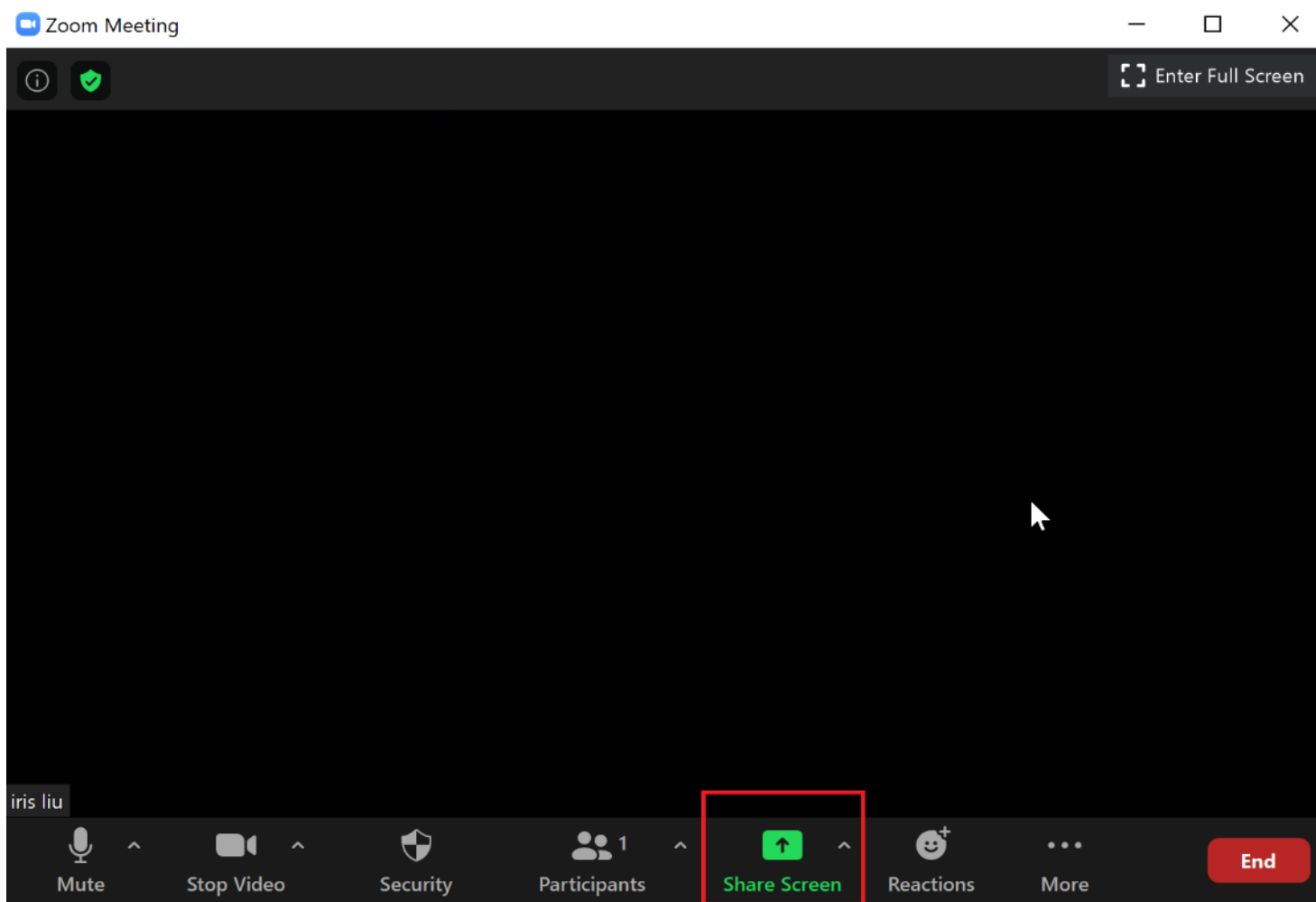


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Share Screen: How to share your slides?



Step 1:
Open you slides from
PowerPoint

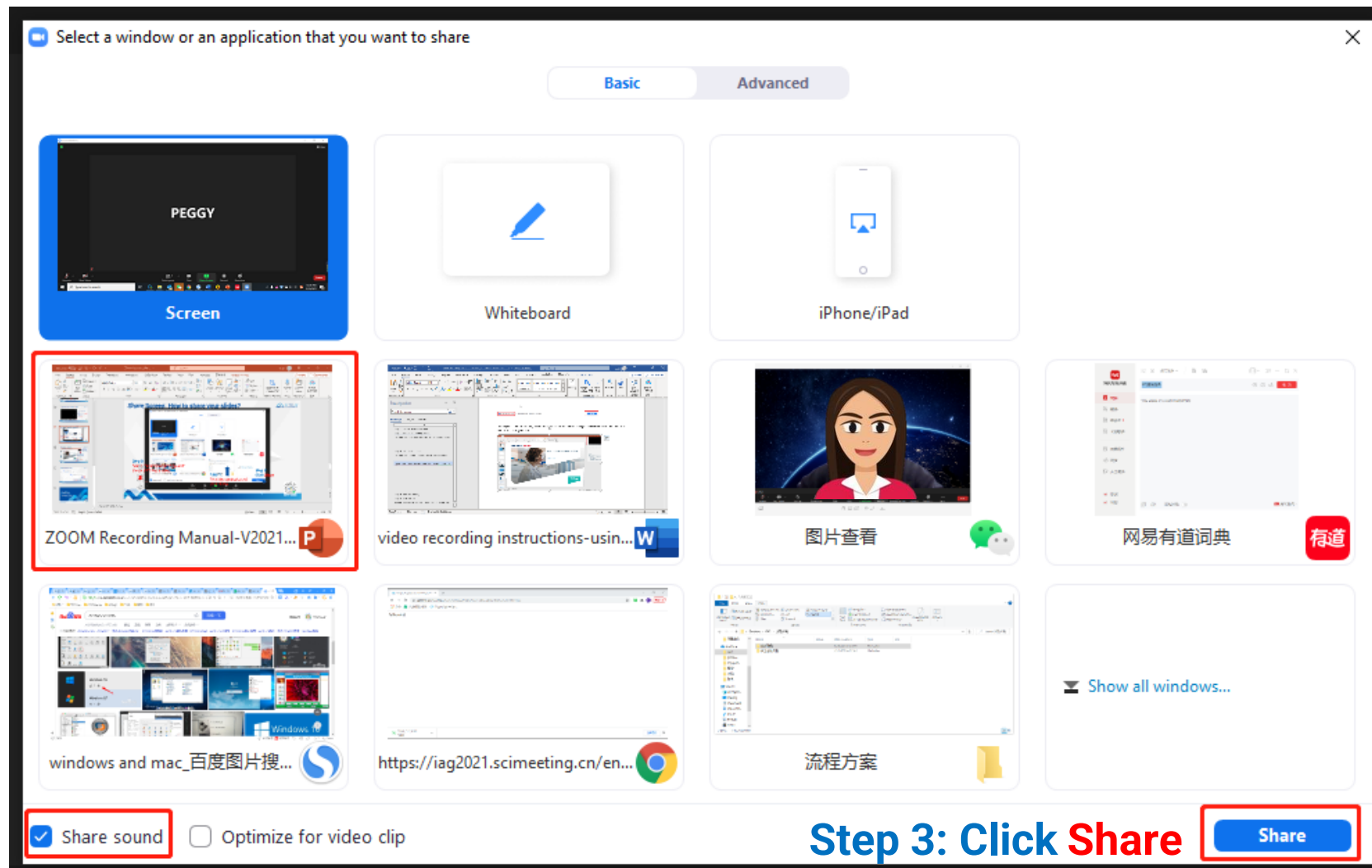
Step 2:
Return to Zoom,
Click **Share Screen**

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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图片查看

网易有道词典 有道

windows and mac_百度图片搜... S

https://iag2021.scimeeting.cn/en... Chrome

流程方案

Show all windows...

Share sound Optimize for video clip

Step 3: Click Share **Share**



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File Home Insert Design Transitions Animations Mute Stop Video Security Participants Polls New Share Pause Share Annotate More

Clipboard Slides Font Paragraph Drawing Editing

Slide 18: Sample Slide

Host

Background Settings: Solid fill, Gradient fill, Picture or texture fill, Pattern fill, Hide background graphics, Color, Transparency 0%

Apply to All Reset Background

Slide 18 of 22 Chinese (China) Notes Comments Full Screen 79%

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



The screenshot shows a presentation software interface with a top toolbar and a 'More' menu. The toolbar includes buttons for Unmute, Stop Video, Security, Participants, Polls, New Share, Pause Share, and Annotate. A green bar at the top indicates 'You are screen sharing' with a 'Stop Share' button. The 'More' menu is open, showing options like Chat, Breakout Rooms, Pause Recording, Stop Recording, Meeting Info, Disable Annotation for Others, Hide Names of Annotators, Hide Video Panel, Hide Floating Meeting Controls, Live on Custom Live Streaming Service, Share sound, Optimize for video clip, and End. The 'Stop Recording' option is highlighted with a red box.

Sample Slide

- 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 16.10.12 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.



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Thank you!

For technical support, please contact

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