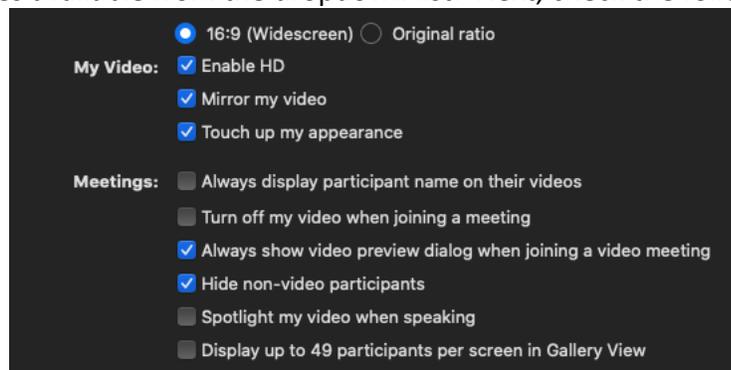


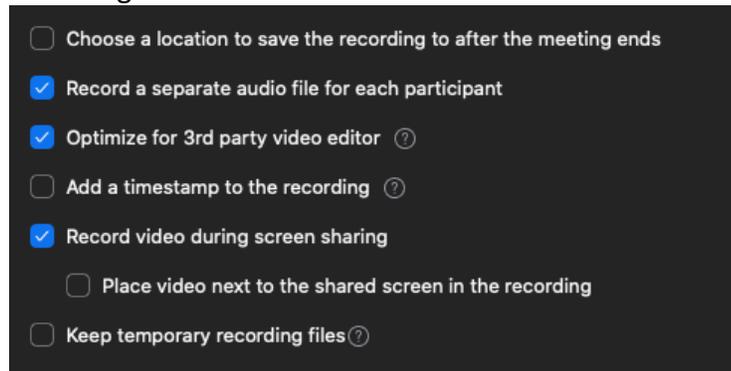
These instructions apply to anyone who will be recording video via Zoom, either as a single participant or group.

### Install and Configure Zoom on your local machine

1. Download and install the “Zoom Client for Meetings” application on your computer.  
<https://unc.zoom.us/download>
2. Open the Zoom application. Login if needed.
3. Go into “Preferences” under the “zoom.us” menu.
4. Under “Video”, make sure the camera selected provides the highest quality of the ones available from the dropdown list. Next, check the following items:



5. Under “Recording”, change the recording storage location if needed. Then check the following items:



### **To Record video for a single participant**

1. Start the Zoom desktop application.
2. Login if needed.
3. Verify the video and recording settings (per items 4 and 5 above).
4. Start a meeting by clicking the “Start” button.
5. At the next screen, you can “Test Speaker and Microphone” OR “Join with Computer Audio”.
  - a. If you test your speaker and microphone, select the “Meteor” microphone.  
When test is finished, you will be taken back to the “Join Audio” screen.
6. Select “Join with Computer Audio”.
7. In bottom-right corner, select “START VIDEO” and make sure the Logitech Webcam is selected.
8. If needed, “UNMUTE” audio.
9. Now you should see yourself in the screen and when you talk, the microphone icon should show that it is active through a green audio meter when you talk.
10. Verify that the picture looks good – lighting, position of person in screen, background.
11. Click the “Record” button and then “Record on this computer”. (Text in the top-right should display “Recording...”)
12. When recording is complete, click the “Stop Recording” Button.
13. When the recording is done, the Zoom application will display the message “The recorded file will be converted to mp4 when the meeting ends”.
14. Click the “End” button. Then click the “End Meeting for All” button.
15. A window will pop up saying “Converting meeting recording” with a progress bar.
16. When conversion is complete, the window will disappear and a file manager window will be displayed showing the converted files.
17. Copy the mp4, m4a and /Audio Record folder to the editing location (local for videographer and Sharepoint for instructor).

*If you need to locate recordings, open the zoom desktop application, click the “Meetings” at the top of the window, and then select the “Recorded” tab at the top of the left panel. This will display all recordings. Highlight the recording and click “Open” in the right panel. This will open a file manager window that displays all the recording folders. You can navigate into the recording needed and see the acquired files.*

### **To Record video for two or more participants**

1. Start the Zoom desktop application.
2. Login if needed.
3. Verify the video and recording settings (per items 4 and 5 above).
4. Start a meeting by clicking the “Start” button.
5. At the next screen, you can “Test Speaker and Microphone” OR “Join with Computer Audio”.
  - a. If you test your speaker and microphone, select the “Meteor” microphone.  
When test is finished, you will be taken back to the “Join Audio” screen.
6. Select “Join with Computer Audio”.
7. In bottom-right corner, select “START VIDEO” and make sure the Logitech Webcam is selected.
8. If needed, “UNMUTE” audio.
9. Now you should see yourself in the screen and when you talk, the microphone icon should show that it is active through a green audio meter when you talk.
10. Send meeting invitation to other attendees and accept them as they request entry.
11. Verify that the video and recording settings for each participant (per items 4 and 5 above).
12. Verify that the picture looks good for everyone – lighting, position of person in screen, background.
13. Click the “Record” button and then “Record on this computer”. (Text in the top-right should display “Recording...”)
14. When recording is complete, click the “Stop Recording” Button.
15. NOTE – if only one person should be speaking in the material that will be used in the editing, have all participants except the primary speaker mute their microphones before all takes. Between takes, the participants can unmute for discussion.
16. When the recording is done, the Zoom application will display the message “The recorded file will be converted to mp4 when the meeting ends”.
17. Click the “End” button. Then click the “End Meeting for All” button.
18. A window will pop-up saying “Converting meeting recording” with a progress bar.
19. When conversion is complete, the window will disappear and a file manager window will be displayed showing the converted files.
20. Copy the mp4, m4a and /Audio Record folder to the editing location (local for videographer and Sharepoint for instructor).

*If you need to locate recordings, open the zoom desktop application, click the “Meetings” at the top of the window, and then select the “Recorded” tab at the top of the left panel. This will display all recordings. Highlight the recording and click “Open” in the right panel. This will open a file manager window that displays all the recording folders. You can navigate into the recording needed and see the acquired files.*