

ConferZoom

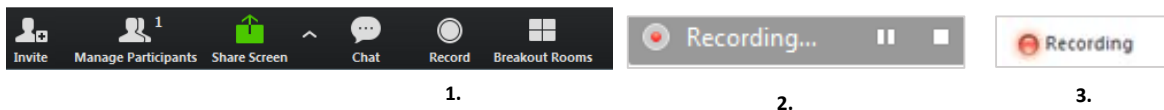
RECORDING

ConferZoom offers local recording files, downloaded to your computer, and include meeting video and audio. The recorded file can be saved, uploaded to a website, course management system, or public streaming server such as Vimeo or YouTube. After you end the meeting your recorded file will be converted and saved to your local device or computer to the designated folder location.

START RECORDING

You must choose an audio option when connecting to the meeting for conversation to be included in the recording. By default, only the host can record each **ConferZoom** meeting; the host can allow specific users to record the meeting through the Manage Participants panel. Each resulting recording will be in the layout of choice by the person who is recording.

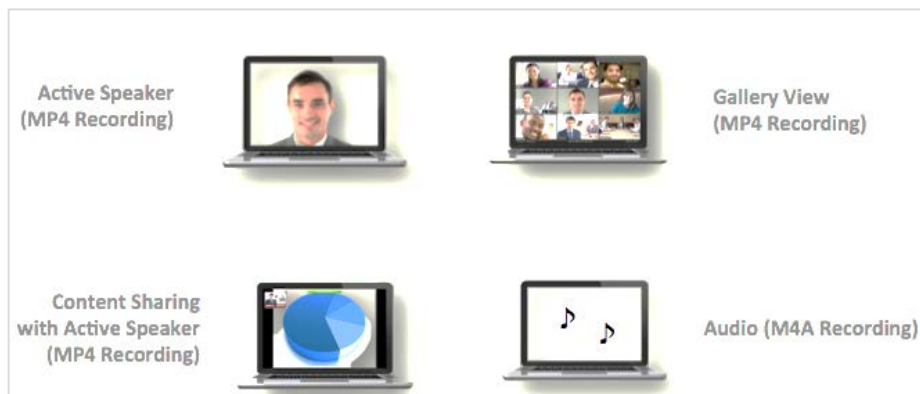
1. Select **Record** on the menu bar then choose to **Record on this Computer**.
2. Pause or stop the recording from the top left of the screen.
3. An active recording indicator appears for participants on the top left of the screen.



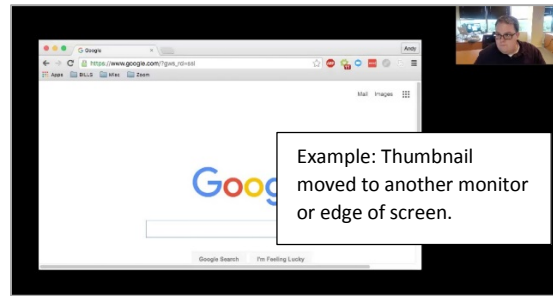
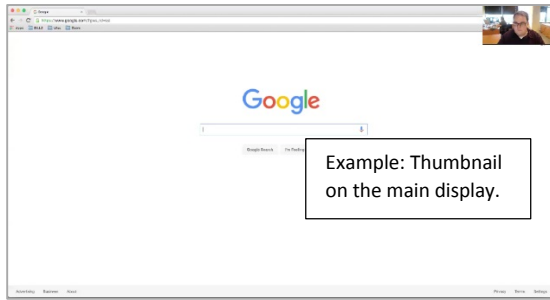
RECORDING LAYOUT

You can record the active speaker, content sharing with active or sub video panel, gallery view, or audio only (M4A).

The recording captures all screens from the host's view, including the screens as they change. If a participant is given permission to record, the resulting recording will be the screen layout that participant.



Note: If you move the active speaker display thumbnail to the edge of the screen or to an additional monitor other than the one you are presenting from, the thumbnail will show up in the surrounding black bars on the recording.



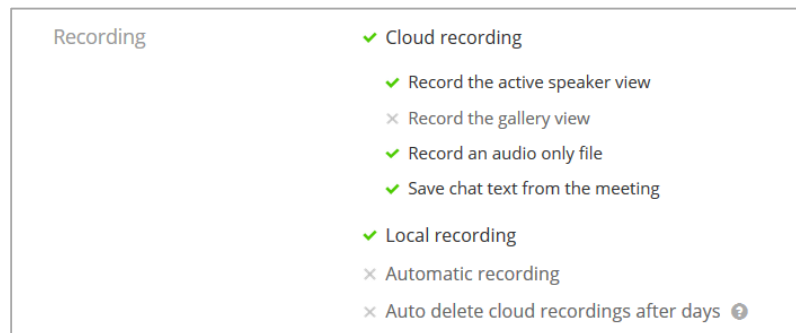
CHANGE RECORDING OPTIONS

Log into the desktop app:

1. **Settings > Advanced Features > Enable Advance Features;**
2. The **ConferZoom** website page launches where changes can be made.

Log into the **ConferZoom** website:

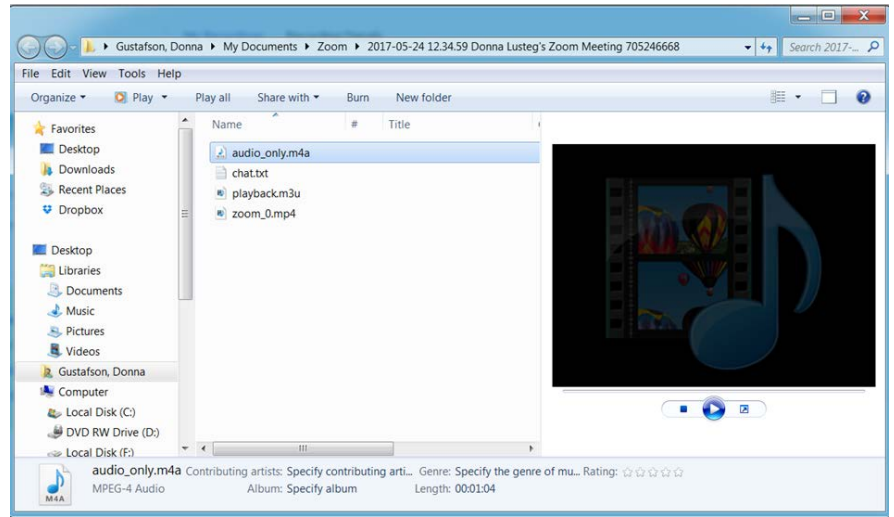
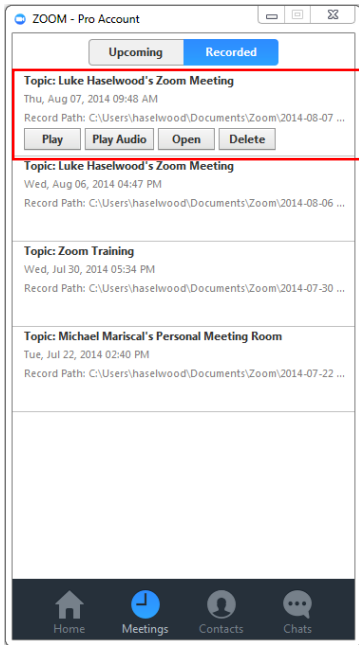
1. Go to **Meeting Settings > Recording > Edit**
2. View or edit your options, then save.



ACCESS LOCAL RECORDINGS

Desktop App:

- Select **Meetings > Recorded** tab
- Locate your recording and choose a viewing option:
 - **Play Video:** Selecting "Play" from your zoom client will play the saved meeting with your default media player
 - **Play Audio:** Selecting "Play Audio" from your Zoom client will play the saved meeting audio with your default media player
 - **Open:** Selecting "Open" will allow you to view your saved file in your local device or computer's folder
 - **Delete:** Selecting "Delete" will erase your meeting from your Zoom client only



ConferZoom Website:

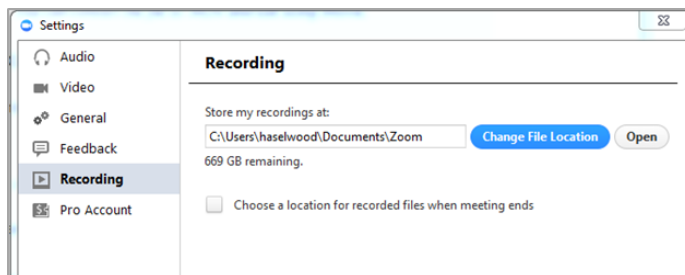
Select **Recordings** > **Local Recordings** > copy/paste the url to open the viewing options

Index of file:///C:/Users/dgustafson/Documents/Zoom/2017-05-24 12.34.59 Donna Zoom Meeting 705246668/

[Up to higher level directory](#)

Name	Size	Last Modified
audio_only.m4a	428 KB	5/24/17 12:36:20 PM
chat.txt	1 KB	5/24/17 12:36:11 PM
playback.m3u	1 KB	5/24/17 12:36:20 PM
zoom_0.mp4	1808 KB	5/24/17 12:36:20 PM

CHANGE THE RECORDING DOWNLOAD LOCATION



We recommend keeping the default location for recordings as the \Documents\Zoom folder. Setting the default location to a cloud syncing folder (i.e. Dropbox, Google Drive, or One Drive) or an external or network storage device may cause issues with saving and converting the local recording.