

Recording Audio Calls in ZOOM

ZOOM automatically records both video and audio by default. You'll have the highest quality audio if you use earphones or headphones yourself and use a plug-in microphone (if you have one.) Please ask your guest to also use an earphone/headphone if possible, although they should NOT use the Apple-style earbuds with a built-in mic (low quality mic.). If your guest is joining from a laptop/computer, you might ask if they can also use a smartphone app (VOICE MEMOS/iOS, Voice RECORD PRO/Android) to record their end of the ZOOM call, and email you the file.

ZOOM has an excellent written and video tutorial here; strongly suggest you view it once:

<https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

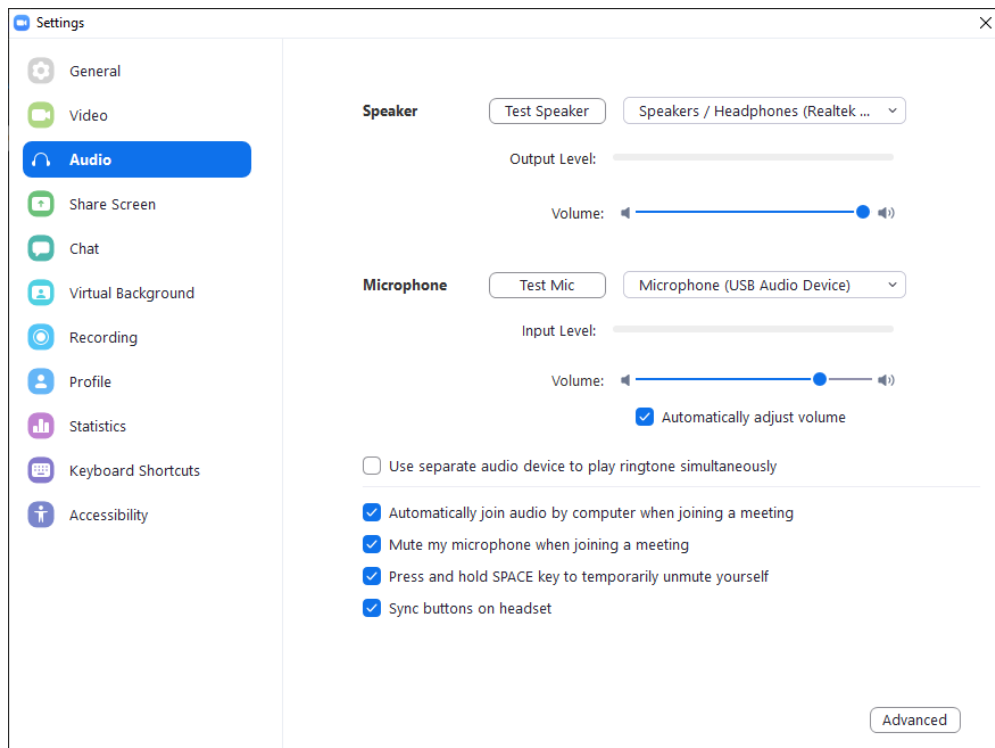
If you'd like to record a ZOOM call you make on your phone, read this: <https://support.zoom.us/hc/en-us/articles/203066759-Recording-on-iOS-and-Android> (it can only be recorded to the Cloud)

Use ZOOM via SU -- setup your SU ZOOM account here; sign in with your SU NetID:

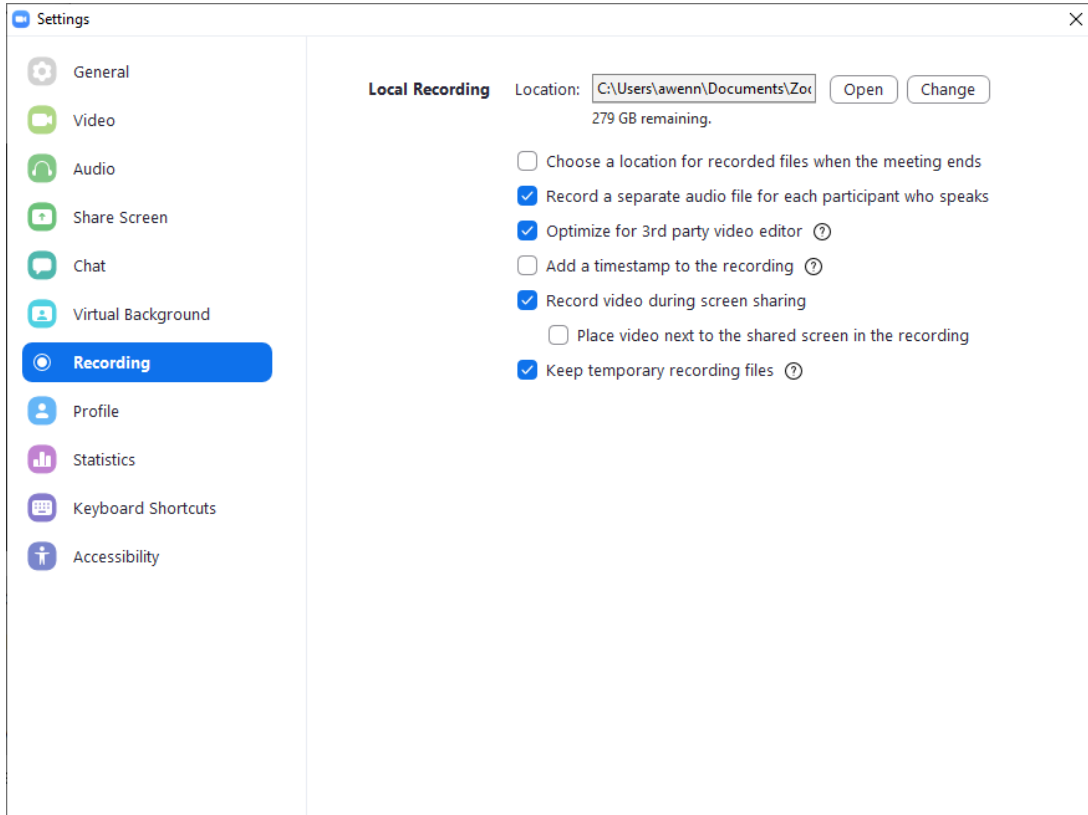
<https://syracuseuniversity.zoom.us/>

Check your own ZOOM Settings (the GEAR icon in the upper right of the main ZOOM window):

- a. **Speaker** – usually points toward the jack where your headphones are plugged in; TEST SYSTEM in advance to make sure you can hear.
- b. **Microphone** – should point to your external mic (if you have one) or else your webcam mic

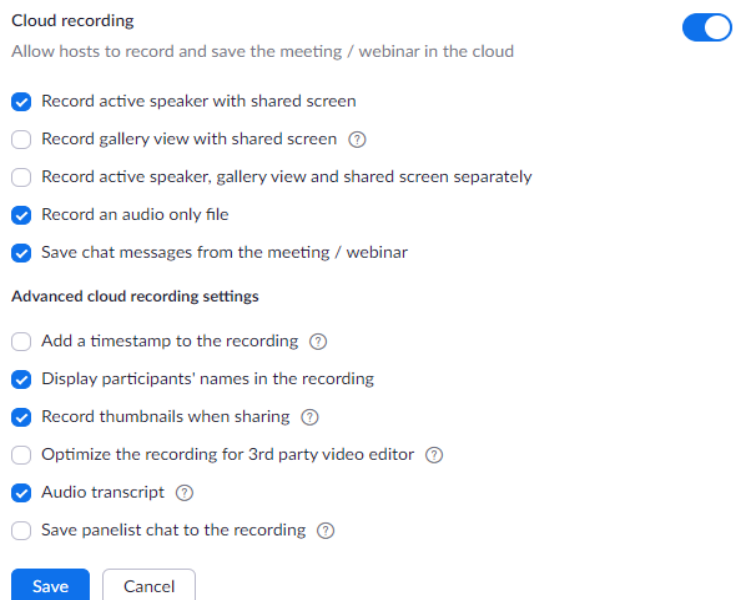


- c. **Recording Settings** -- the most critical setting in Zoom! Be sure to record a separate audio file for each participant, if multiple guests. You also want to allow Zoom to keep temporary recording files. If something happens to your computer during the call, this may help you recover the audio and not lose a valuable interview.



- d. **Cloud Recordings** -- Zoom has some advanced Recording settings tucked away in the settings on zoom.us along with the settings for Zoom Cloud Recordings.

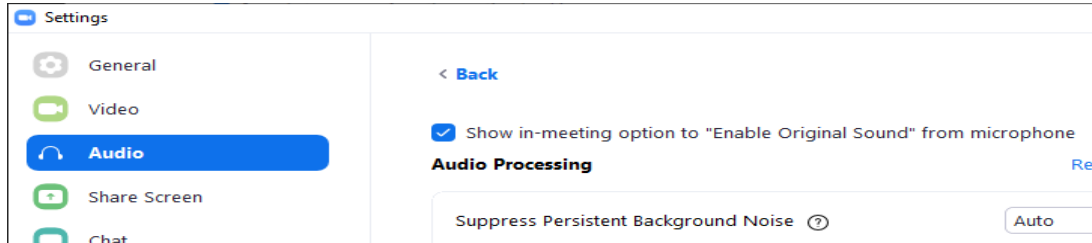
- i. Click the Advanced Features tab in the Zoom app
- ii. Click the View Advanced Features button — this will take



you to zoom.us Settings

iii. Recording tab

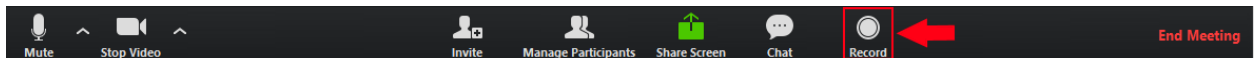
- e. We recommend that you select **RECORD AN AUDIO ONLY FILE**
- f. We recommend that in the AUDIO>ADVANCED settings, you check **SHOW IN-MEETING OPTION TO “ENABLE ORIGINAL SOUND”** from microphone, for better quality



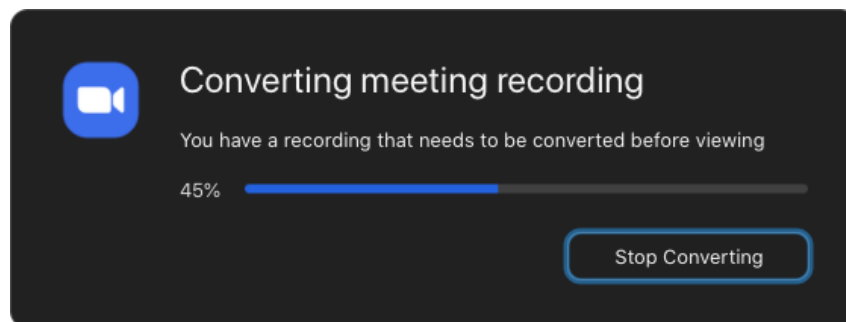
Recording a Zoom Call

Before you start recording a call, take a minute to review the recommended recording settings above in the section above, and then follow these steps to record your call:

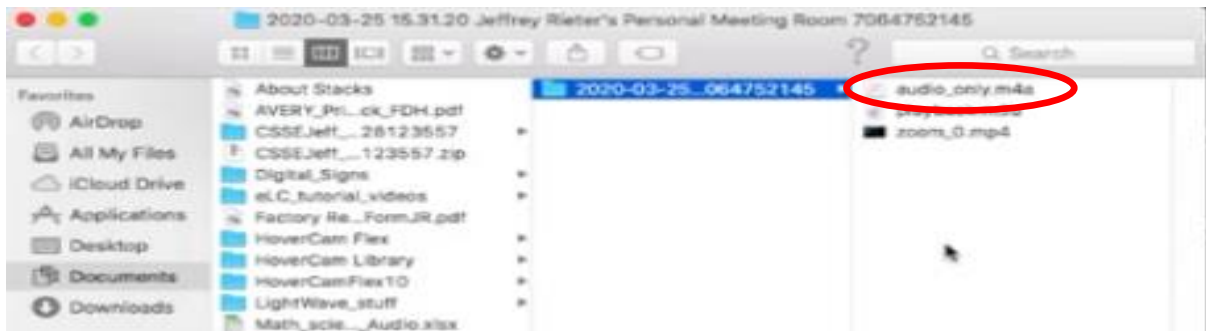
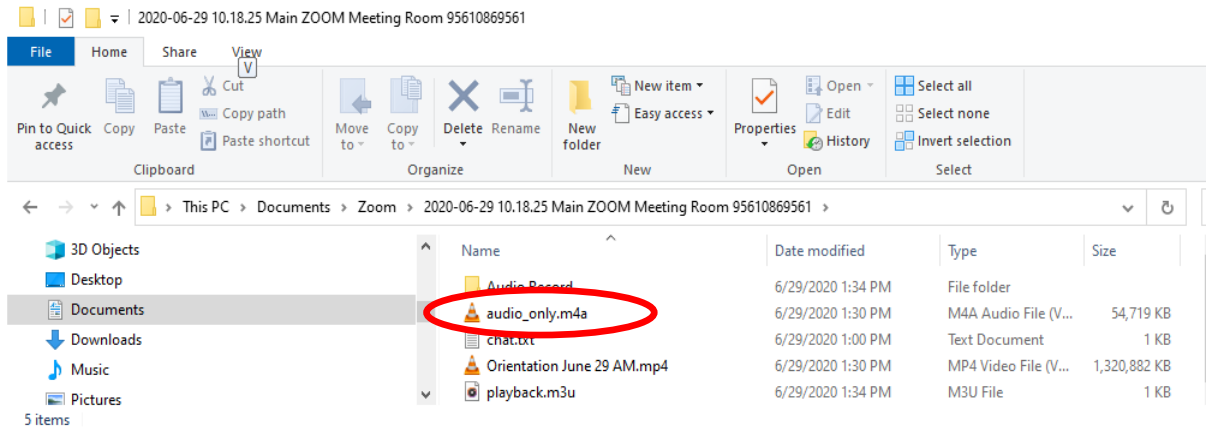
- 2) Start a new Zoom meeting
- 3) Send the invite link or meeting ID to your guests
- 4) Start recording (click the RECORD button at the bottom, and make sure that the **TURN OFF ORIGINAL SOUND** option at the top has your correct mic selected))



- 5) Record the interview (you may want to MUTE your mic during the guests' answers for a cleaner recording)
- 6) **If you hear your guest's answers repeated a few seconds after they speak, ask the guest to turn down his laptop/computer speaker**
- 7) Remember – you can't get a recording of the call, until **AFTER THE CALL HAS ENDED**
- 8) End the recording by hovering over RECORDING in the upper left, then clicking on STOP
- 9) End the meeting (tap "End Meeting" and then "End Meeting for All")
- 10) Wait for Zoom to save all recordings; the .zoom files are converted to mp4/m4a files, which will work fine in Audition.



If you saved the recording to your local PC, the recorded files are usually saved in **DOCUMENTS>ZOOM** folder, with a name that includes the date and the Zoom meeting name.



The audio file of the recording is in the folder, usually named **audio_only.m4a**

Note: If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process. If the conversion process is not successful after the meeting has ended, you can try to convert the files again by navigating to the recording location and double clicking the recording files.