Zoom Call Setup and Recording Suggestions

For recording interviews over distance, a video conferencing utility like Zoom is the way to go. If you have questions that aren't covered here, please contact ACSQSConference@facs.org.

You can use Zoom either on the web or through a downloadable desktop app. Typically, we use the desktop app for daily use, although we also recommend recording in the cloud and reviewing settings through the website.

Check Zoom Cloud Recording Settings

The recording resolution Zoom can deliver is dictated in part by the resolution of the camera doing the recording. In order to achieve the best possible video, videos should be recorded with HD enabled in the preferences. If “Enable HD” is unavailable due to Zoom account type, the video team can set up a recording session.

From the Zoom App Settings, choose Recording, Cloud Recording, Manage my cloud recording. On the website, navigate to Settings, Recording, Record gallery view with shared screen.
Set Up a Call

When setting up the Zoom call through the app, select the following settings:

- Audio: Telephone and computer audio
- Advanced options: **Automatically record meeting, In the cloud**

**NOTE:** (1) **Automatically record meeting, In the cloud** is the most important step to ensure we secure complete footage.

Record a Call

It works well for the participants to be visible/audible on screen and for a staff support person to be present with camera and mic switched off to “run” the call, monitoring for sound or video problems and able to interrupt if needed. Participants should feel free to stop and start over if they want to say something again in a different way.

Please note: You may need to have a paid Zoom account for access to these recommended settings.

For additional assistance, please contact acsqasconference@facs.org.