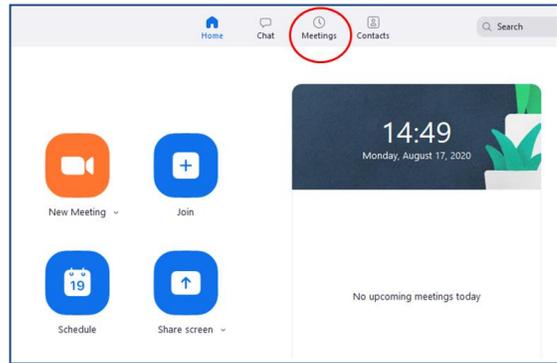


Guidelines for Recording

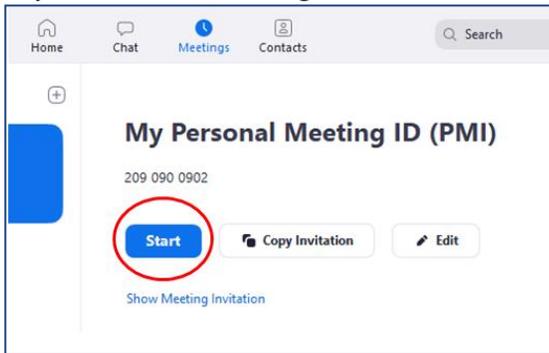
Option 1 – Zoom (video+audio)

1. Install the latest version of Zoom Client on your computer or device from <http://zoom.us/download>. Once the application has installed, click **Sign In** (for existing account users) or **Sign up free** to create an account.

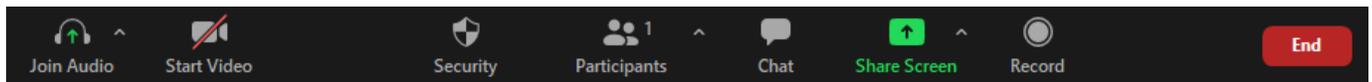
2. From the Zoom home screen, click **Meetings** in the top navigation menu.



3. In your **Personal Meeting** window, click **Start**.



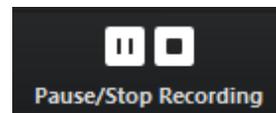
4. With the Zoom meeting window open, hover your mouse over the bottom of the window. You should see the menu bar below.



5. **Join Audio** by either using a microphone or headset through your computer; or if you are using your laptop, you can use your built-in computer audio.

6. Click the **Start Video** button to capture yourself on video while speaking.

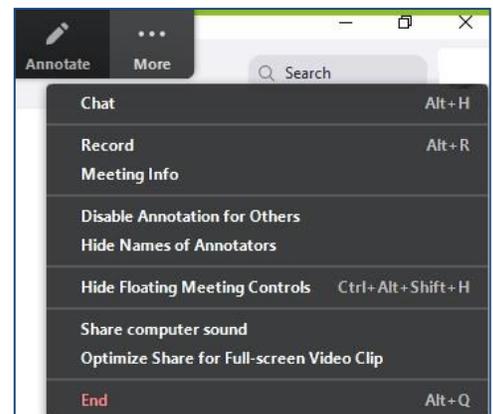
7. If you would like, you may use the ISPNO 2020 Zoom Virtual Background available for download on our website.



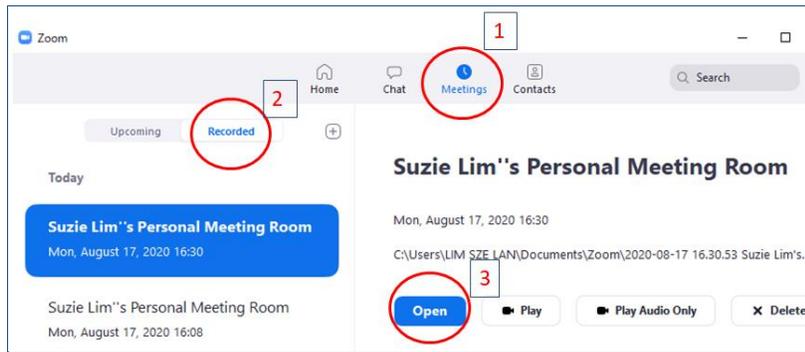
8. Click the **Record** button to start your audio and video recording.

9. You can pause or stop your recording at any point during the presentation. Clicking **End Meeting** will stop the recording as well.

10. Either before or after you start your recording, click **Share Screen** to select and start sharing the screen with your presentation file. Once you start sharing your screen, the menu will move to the top of your screen. To start your recording after sharing your screen, click **More** and select **Record**.



- After your recording is complete, go to **Meetings (1)** at the top of the Zoom window. To see your recordings, click on the tab labeled **Recorded (2)**. After you select the presentation you want to view, click **Open (3)**. This will open the folder where the recording is saved. By default, the recordings are saved in your **Documents** folder in a sub-folder called Zoom.

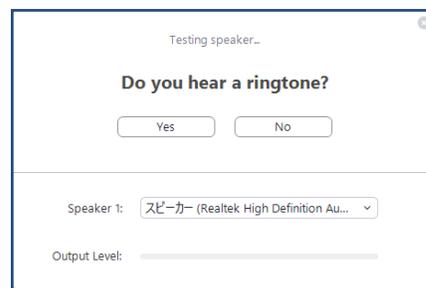
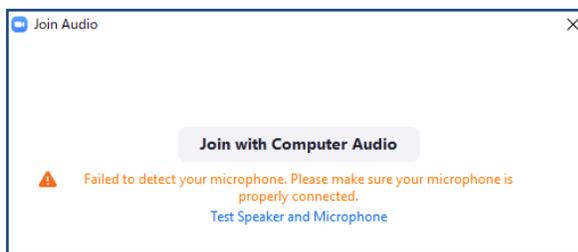


- If you recorded to the Zoom Cloud instead of on your computer, clicking open will redirect you to your Zoom web account. You can watch the recording on your web browser and also download to your computer.

- Please rename the "Zoom" file (MP4 format) to "AbstractCode_YourLastName" then upload to **ISPNO 2020 Presentation Storage**.

Troubleshooting Common Issues in Zoom:

- Audio Issues:** Before starting your presentation, test the audio by selecting **Test Speaker and Microphone**, and follow the instructions on the screen. Please also refer to a step-by-step guide from Zoom Website here: <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>



- Video Issues:** Make sure your camera is turned on, plugged in and selected in Zoom by choosing the video icon. If it is not, click the upward arrow next to the **Stop Video** button and go to Video Settings to select the correct camera. If the camera is turned on, make sure nothing is blocking the camera view. If using an external web camera, try connecting it to a different USB port and repeat steps. Please also refer to a step-by-step guide from Zoom Website here: <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->

