

## Recording Online Calls

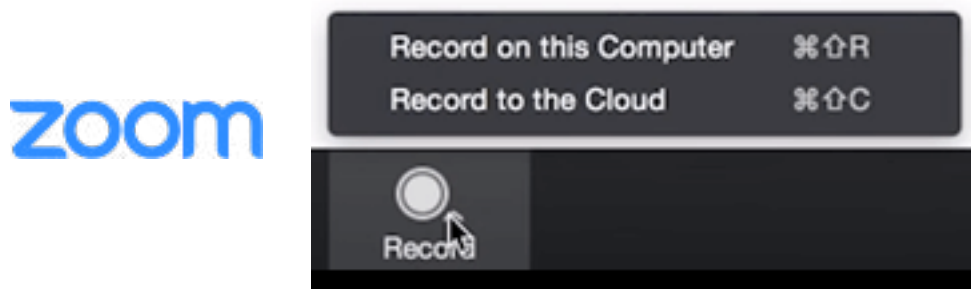
### Guide to recording Zoom and other online calls

Many of our clients require transcripts of meetings and interviews. In person, that's as simple as turning on a digital recorder, setting it in the middle of the table and sending us the file. If you've started working from home, most likely you'll be using a voice or video call platform, such as Skype. The good news is, you can easily record these meetings on your computer and get high quality audio without downloading any extra software.

#### 1 Zoom

Zoom is a leading online conference and meeting video platform. Popular in workplaces and universities, Zoom has both a free and paid version. The good news? You can record on both within the Zoom app.

All you need to do is press the record button while you're on the call. It's located at the bottom right.



You can either save your recording to your computer or to the cloud. Just note; only paid versions of Zoom can record to the cloud.

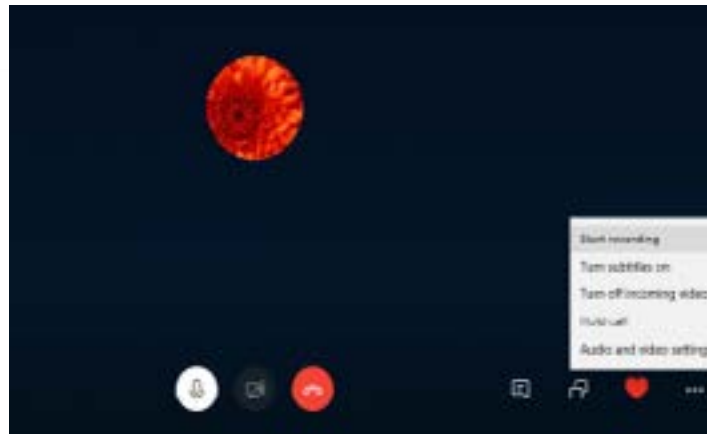
Everyone in the call will be notified that they're being recorded.

You can pause or stop the recording at any time with the buttons at the bottom right.

There's a great video and article on how to do it [here](#) and more information on setting up the record function.

## 2 Skype

Skype is one of the most well-known programs for video calling. Thankfully, they have introduced an easy-to-use feature to record your skype-to-skype meeting from within the program.

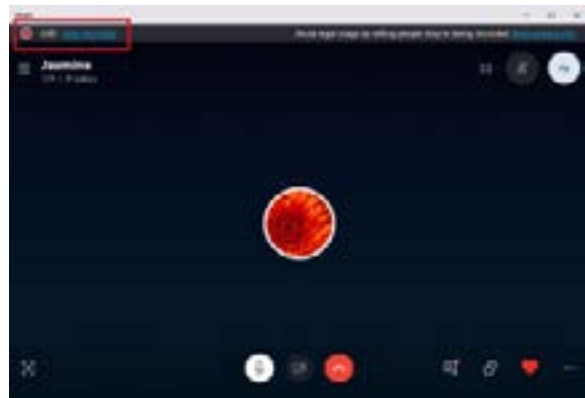


1. During the call click the three-dot options menu.

2. Click start recording.

3. Everyone in the call will be notified that the call is being recorded.

4. When you're done recording click Stop Recording.



5. The video will be sent to the chat. You can right click and select Save recording to save it to your computer. Remember, the recording will only stay in the chat for 30 days.

[This FAQ article](#) from Skype has more information on recording from different devices and how to save the video.



### 3 Google Hangouts Meet

**Please note:** This only works on the paid G Suite version of Google Hangouts.



Google Hangouts Meet is the paid version of Google Hangouts, and comes with G Suite. Unfortunately, the free version doesn't let you record in the app, but if you skip to number 4 you can find out how to record using the Stereo Mix function on your computer.

1. Once you're on a call, click the three-dot menu icon in the bottom right corner.
2. Click record meeting. Everyone in the meeting will be notified that you're now recording.
3. When you're ready to end the recording, just click End Recording.
4. The file will take about 10 minutes to generate and will upload to your Google Drive account.

For more information, read [Google's article](#) on how to record and save your meeting.

### 4 Any Platform Using Stereo Mix + Voice Recorder (Windows)

**Please note:** Not all Windows 10 computers have Stereo Mix.

If you're using another program that does not have the option to record within it, fortunately, you can still record audio straight from your computer without downloading any software. It's a good idea to test out this function before your meeting; try recording a song or a video, your own voice, or give someone a test call.

#### Set Up:

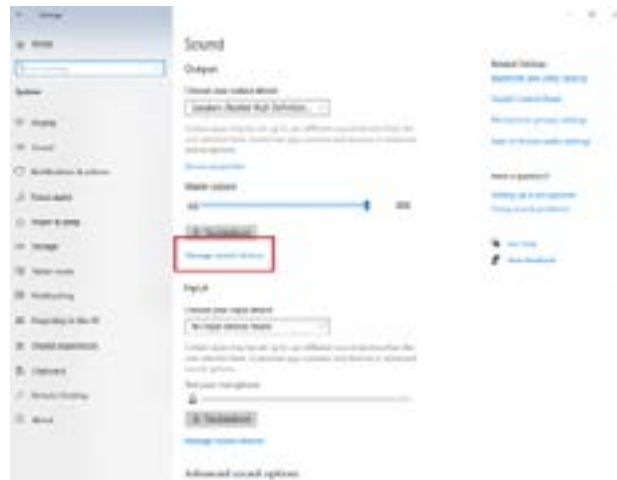
1. Right click on your volume icon at the bottom right of your screen.



2. Select 'Open Sound settings'



3. Click 'Manage sound devices'



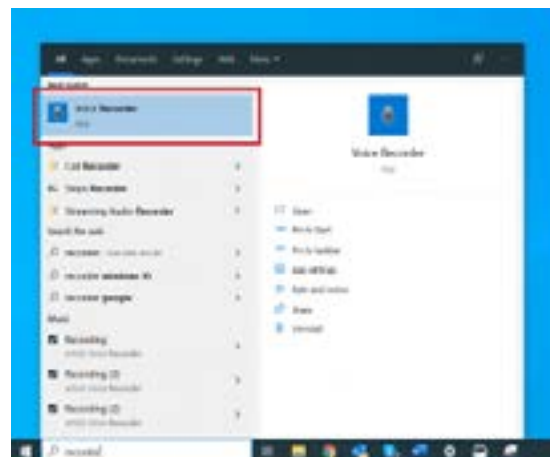
4. Under Input devices, select Stereo Mix and click Enable.



You can now minimise this window. \*

5. In your search bar, type 'recorder' and click on Voice Recorder to open it. Now you're all set to record.

\*Stereo Mix should automatically be set to the default but if it's not working check your Sound control panel. There's a link to it on the right panel of Sound settings.



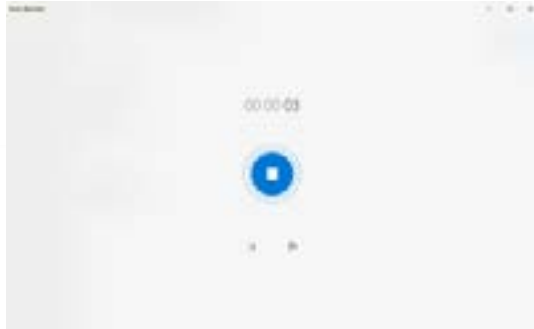
## Recording:

1. No matter what program you're using, when you are ready to record, all you have to do is press the big record button on the Voice Recorder app.



2. When you're ready to stop recording press the big stop button.

It will automatically take you back to the main page where you'll be able to see and play your recording.



4. Right click on your recording and select 'Open file location'. From here you can rename and move the file to your preferred location.

**IMPORTANT:** To avoid liability, you should familiarise yourself with the legalities of recording conversations and always be sure to let everyone know when you are about to start recording.

If none of these options suit you, a quick google brings up a number of programs you can download to record audio and video on your computer. Stereo Mix will not record video.

## Contact Us

Contact us for all your transcription needs.

Free call on 0800 004 609  
or email us at  
[enquiries@pacifictranscription.co.nz](mailto:enquiries@pacifictranscription.co.nz)  
to discuss your particular needs.

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