
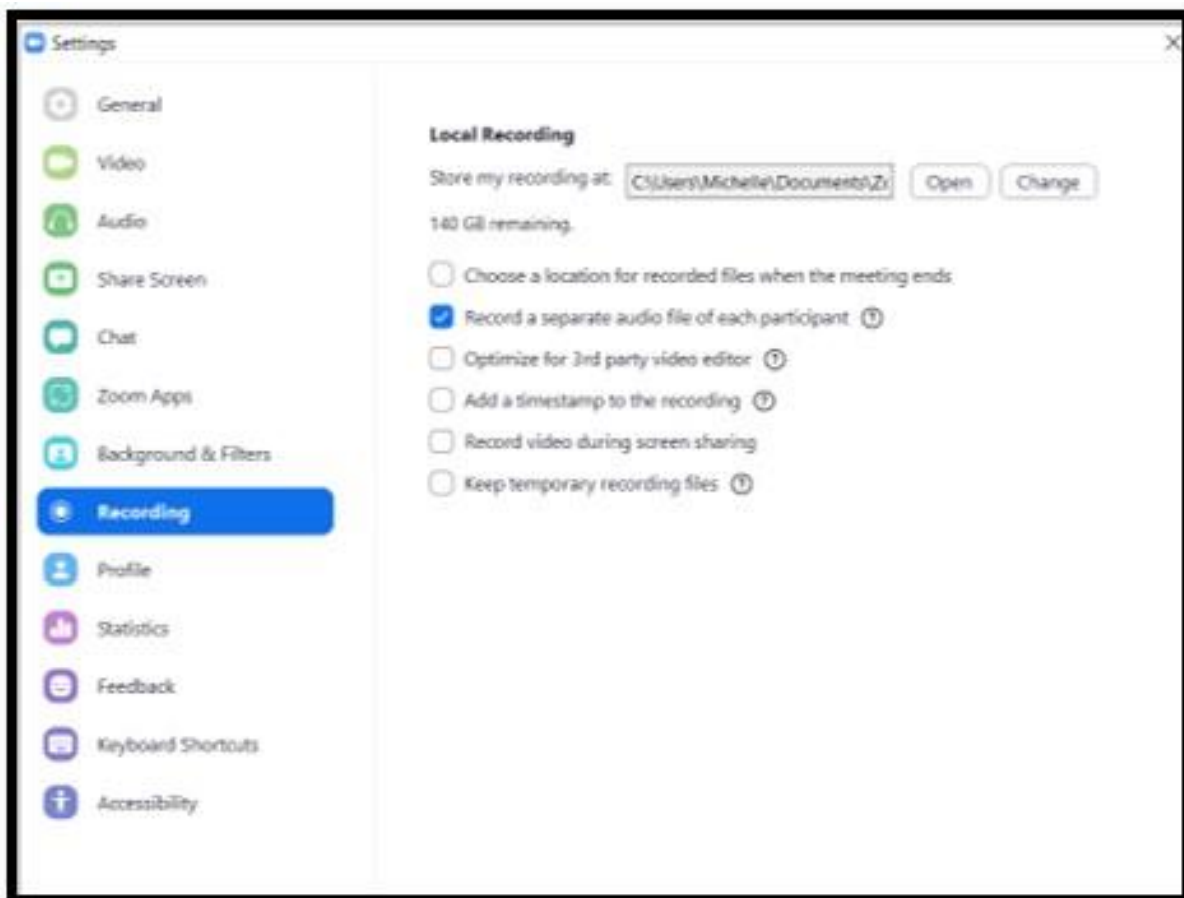


USING ZOOM TO RECORD A SHOW

Zoom is a great tool to use when recording with a guest remotely. You can have multiple guests zooming in, and the call can be recorded with the touch of a button, making the basis for your show. Below are some basic instructions if you'd like to give it a go. Note that although you can Zoom using a phone, tablet, or Chromebook, to **record** a call you will need to be on a computer with its own hard drive.

Setting Up

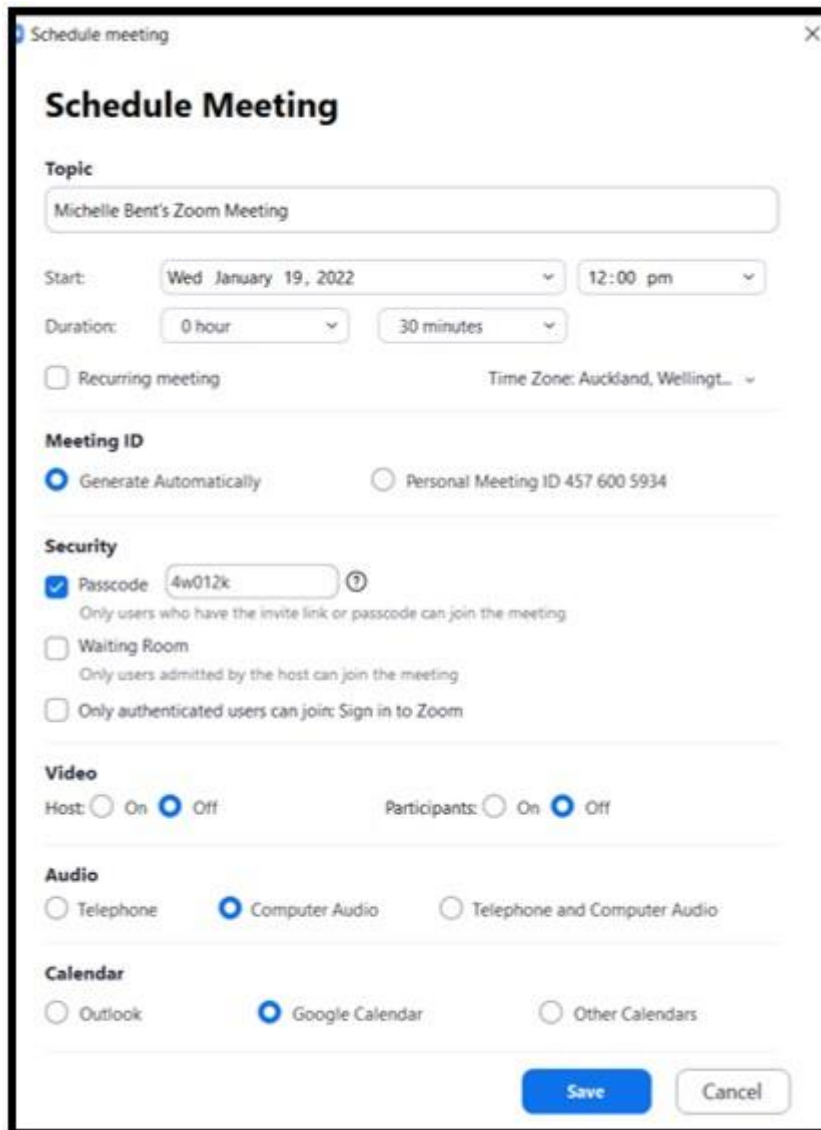
- Load Zoom, then set up an account. You may want to click the “stay signed in” box
- Open Zoom, and click on the SETTINGS icon (upper right-hand corner) 
- Click on “Record a separate audio file of each participant”
- Click the X in the top right-hand corner to close the page (you'll only need to do these steps once)



Only the host of the meeting can record it. This means you need to set up the meeting, either in advance, or at the time.

To set up a meeting in advance

- Click on SCHEDULE
- Enter a time and date – should look a bit like this



The screenshot shows the 'Schedule Meeting' dialog box in Zoom. The title bar reads 'Schedule meeting'. The main heading is 'Schedule Meeting'. The 'Topic' field contains 'Michelle Bent's Zoom Meeting'. The 'Start' date is 'Wed January 19, 2022' and the time is '12:00 pm'. The 'Duration' is set to '0 hour' and '30 minutes'. There is an unchecked checkbox for 'Recurring meeting' and a 'Time Zone' dropdown set to 'Auckland, Wellingt...'. Under 'Meeting ID', 'Generate Automatically' is selected. The 'Security' section has 'Passcode' checked with the value '4w012k', and 'Waiting Room' and 'Only authenticated users can join' are unchecked. Under 'Video', 'Host' and 'Participants' are both set to 'Off'. Under 'Audio', 'Computer Audio' is selected. Under 'Calendar', 'Google Calendar' is selected. At the bottom are 'Save' and 'Cancel' buttons.

- When you've filled out the details, click SAVE
- You can select to copy the invitation, then paste into an email/message to your guest
- When it's interview time, open Zoom again.
- You'll see the meeting details and the START button
- Click on this button to start the call
- Note it's good to start the call a few minutes early, so you're ready and waiting for your guest

To start a meeting immediately

- Click on NEW MEETING
- A new meeting will open, and you'll see yourself on the screen
- Move your mouse to the bottom of the screen
- Click on PARTICIPANTS
- Click on INVITE
- Click on an option, or click "Copy Invitation"
- Type in your guest's email address
- Send
- The invitation has been sent to your guest's email address. They will simply click on the link to join the call.

* REALLY IMPORTANT STEP *

When you're ready to start the interview, click on the RECORD button at the bottom of the screen. You'll hear a message saying that recording is on. When you want to finish recording, click on this same button again, or simply end the call if you are done. The recordings will automatically be saved.

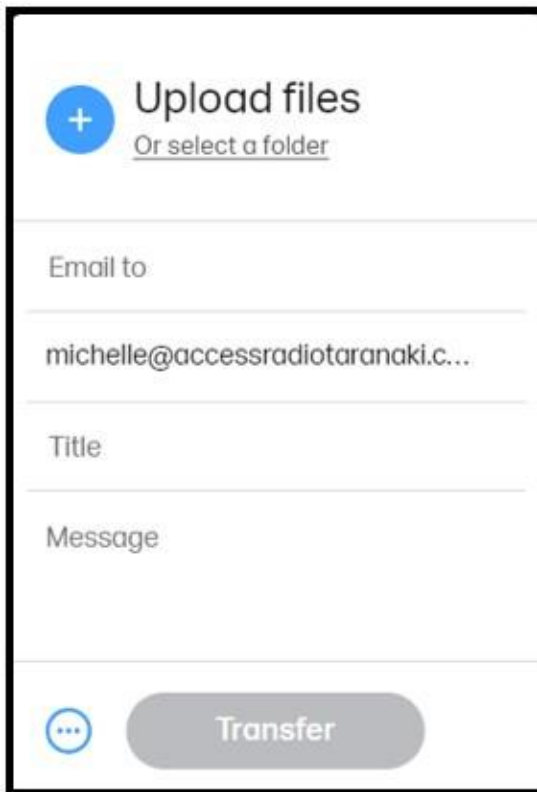
Timing

Note that you will need to be mindful of the timing. Think in advance about what song(s) you want in the show, and how much time that will take, and subtract that from the total time of your show. Also allow about 2 minutes for your intro and outro. This will be how much talk-time you have in total.

When you're ready for a song break, announce the song, then leave a 5 second gap. This way we can see at a glance where to insert the tracks.

To send the files to ART

- As files will be too big to send via email, we recommend using wetransfer
- Open Google, and search up wetransfer
- Click on this to open it
- Click on “I just want to send files”



- Click on “or select a folder”
- Click on DOCUMENTS, then ZOOM
- Select the folder from the current date, then click UPLOAD
- Enter the email address production@accessradiotaranaki.com
- Put your show name in the title
- In the message part, note any instructions, including songs, broadcasting date, and information about the episode (like on a Podcast Profile form)
- Click TRANSFER
- If you don't have an account with WETRANSFER, they will send you an email with a verification code.
- Put in the code, click on VERIFY, and you're done!