

Record a Video Conference

You can record the audio from a video conference (conference call) using Notewise.

What You'll Need

1. Computer (either laptop or desktop)
2. Headphones or earbuds (for confidence monitoring)
3. Webcam (so the reporter can be included in video)
4. External speaker (only necessary if you want the ability to listen to the call live and confidence monitor)
5. Landline connection (a wireless connection can work but a landline is preferable)

Setup

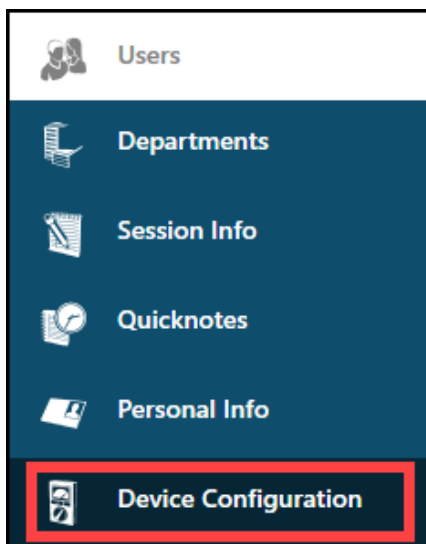
- Ensure that your laptop is connected to the Internet
- Download and install the desired conferencing platform (examples are Teams, Zoom, Gotomeeting, etc.)
- Ensure your sound card is set to the external speaker if you have one plugged in.

Configure Notewise Settings

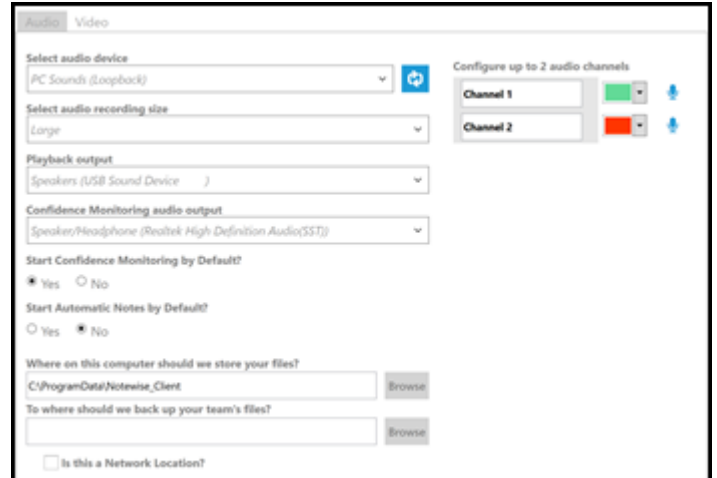
1. Open Notewise and click on the Settings icon in the upper right corner.



2. Click on Device Configuration.



3. Configure the Notewise Audio settings according to the screenshot below:*



- **Select Audio Device:** Select PC Sounds (Loopback) from the drop-down menu.
- **Select Playback Output:** Select Speakers from the drop-down menu.
- **Select Confidence Monitoring Audio Output:** Select Speaker/Headphones from the drop-down menu.

4. Connect to the video conference through the conferencing platform. For instance, if the video conference is on Zoom, open Zoom from your desktop and connect there.

5. In addition to Step 4, you must also phone into the video conference using the dial-in number provided from the conference platform.**

6. Return to Notewise and click the Record button.

***Referring to Step 3 above:** The only mandatory field for recording the audio from a video conference is Select Audio Device. When you set the Audio Device as PC Sounds, you are telling Notewise to record the audio on the video conference.

Choose also a Playback Output and Confidence Monitoring Audio Output so you can listen to the live conference call on a speaker and have confidence monitoring played on your headphones.

****Referring to Step 5 above:** Notewise will only record the sounds coming from your PC. To ensure that your voice is recorded during the call, connect to the call on the video conferencing platform AND dial in to the meeting. If your voice does not need to be recorded, skip Step 5.