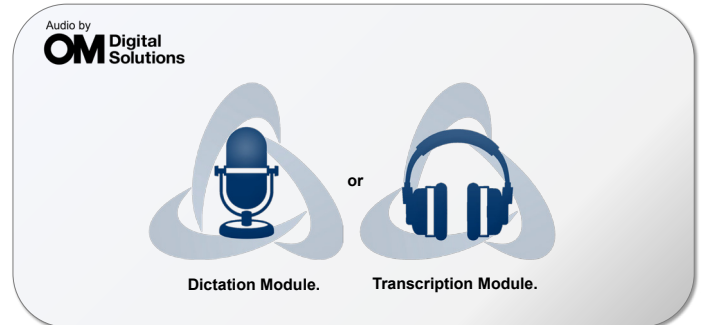
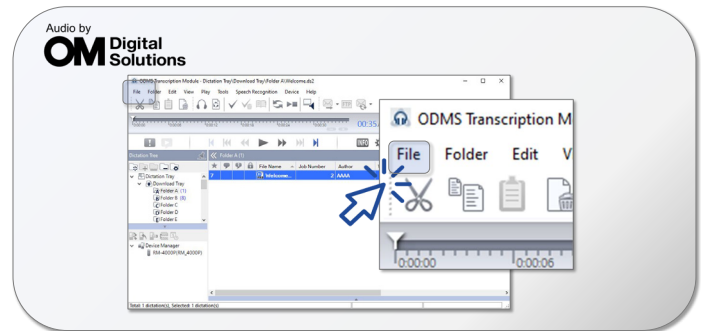


# How-To Setup Web Conference Recording/ Step by Step

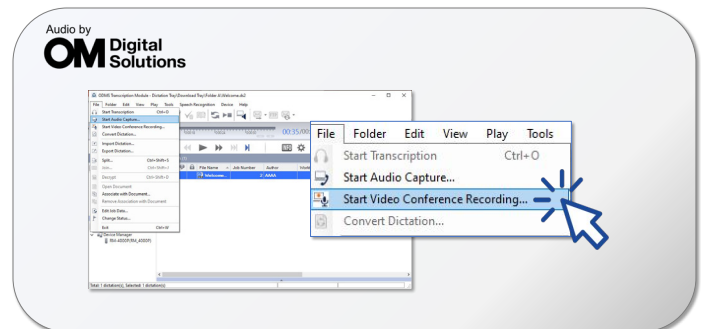
1. Open the updated Olympus Dictation Management System (ODMS) software. This will be either the Dictation or the Transcription version depending on which software you have installed.



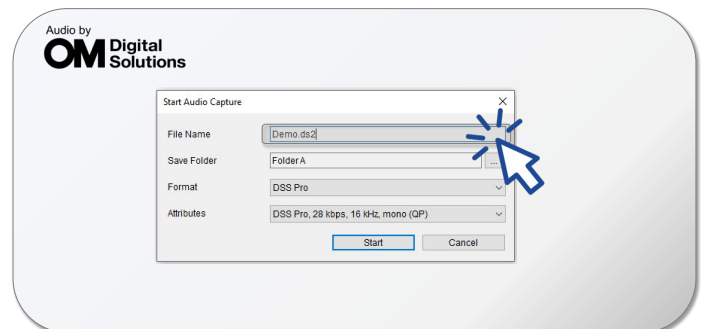
2. Click [File].



3. Click [Start Video Conference Recording].

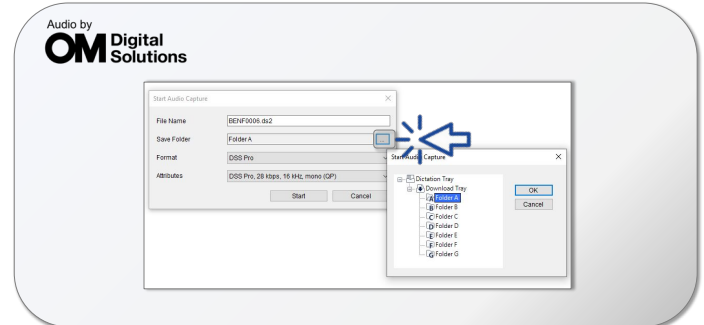


4. Select your Audio Options  
File name - option to rename file before starting.

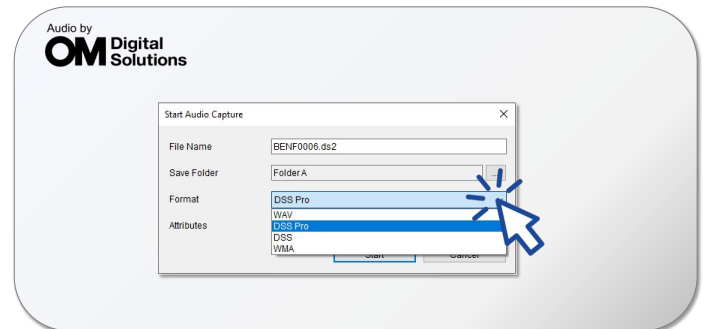


# How-To Setup Web Conference Recording/ Step by Step

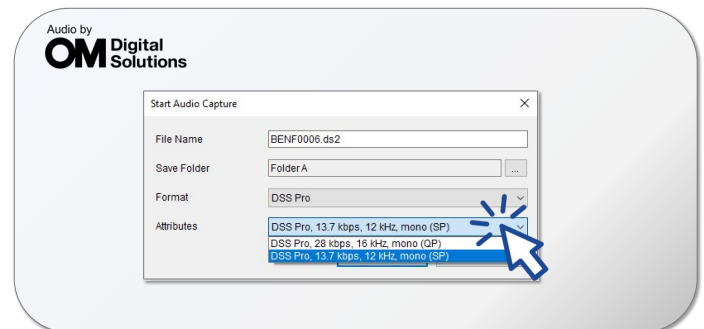
**a.** [Save folder], click [...] and select the folder you want to record your file to.



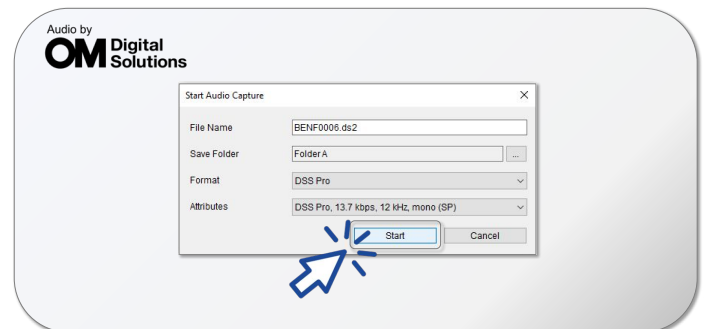
**b.** Choose your [Format]. You can record in WAV, DSS Pro, DSS and WMA. Please note that only DSS Pro is Encrypted. File size will vary by file type chosen.



**c.** Select [Attributes]. This is your audio compression. The higher the "kbps" the lower the compression which will increase the file size. This will also be a contributing factor to your recording quality. Please consider what microphone you are using, the microphone distance to the speaker and the background and environmental noise levels.



**d.** Click [START] to return to recording controls.

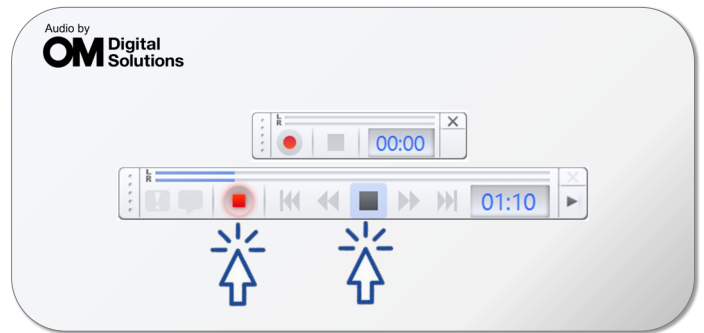


# How-To Setup Web Conference Recording/ Step by Step

5. Recording.

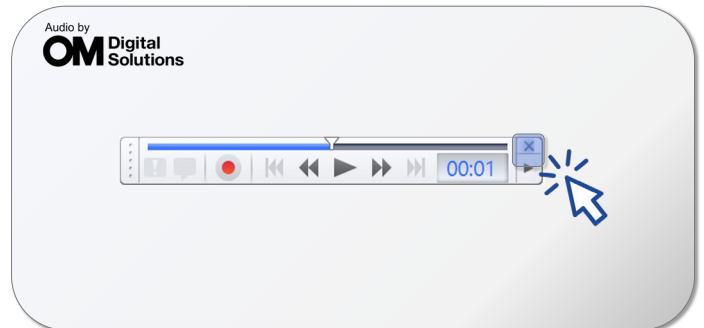
Your recording controls will appear. These will remain on top of all windows until recording is finished.

**a.** Click the [Record] button to start audio capture. At any point you can click [Record] to pause and [Record] again to resume. The [Stop] button will stop the recording.



Recording.

**b.** Click [X] to finish recording.



**c.** The ODMS management software will reappear, and you will see the recorded file.

