How To Record Virtual Meetings with Olympus Dictation Software

Other than being a great tool for recording and transcribing dictations for businesses, the [Olympus Dictation Management System](#) (ODMS) can also be used to record virtual meetings.

With the world going remote over the last year or so and video conferencing taking off with the likes of Zoom, Microsoft Teams, and many others, ODMS is an excellent way of keeping abreast of meeting minutes from anywhere.

Unlike other solutions on the market that record video and audio, the ODMS Web Conference Recording feature is able to record audio only creating a high-quality recording that can later be transcribed for business records.

Key benefits of this feature include:

- Easily record Audio from Zoom, Microsoft Teams, and Cisco Webex.
- Capture Audio in DSS Pro (Digital Speech Standard). An hour of Audio is only 12.66MB in size. Compared with native audio-only recording options from WebEx at up to 120MB or Zoom at over 40MB.
- DSS Pro files can also be secured with up to 256-bit AES (Advance Encryption Standard) before emailing. *

(When using this feature, please confirm your recipient has ODMS installed, and knows the password for decryption.)

Keep reading for our step-by-step guide on how to record a virtual meeting with [Olympus](#) Dictation…

1. Open your ODMS software – Either the Dictation or Transcription Module is fine!
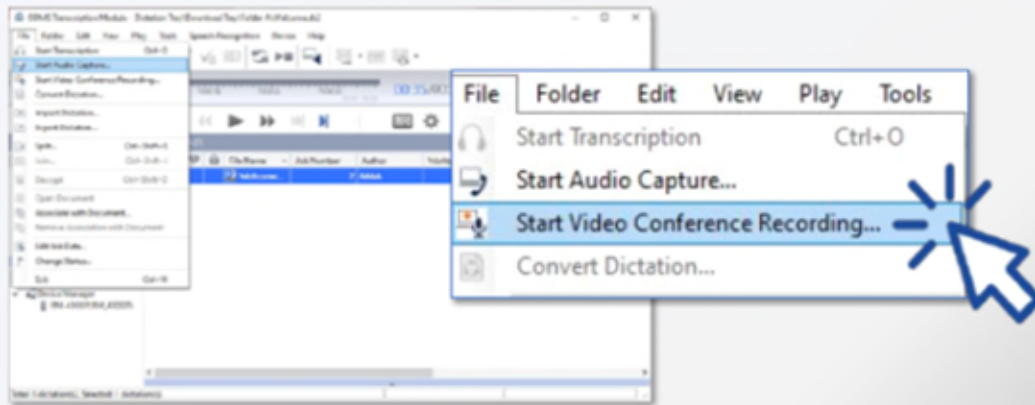
Audio by OM Digital Solutions

Dictation Module. or Transcription Module.

2. Once opened, click 'File' in the top left-hand corner of the screen.

3. Next, click 'Start Video Conference Recording.'

4. Select your audio options – Name your file and choose where to save it. As for the format, you can record in WAV, DSS Pro, DSS and WMA. Please note that only DSS Pro is Encrypted and will protect your file. The file size will vary depending on the type of format chosen.
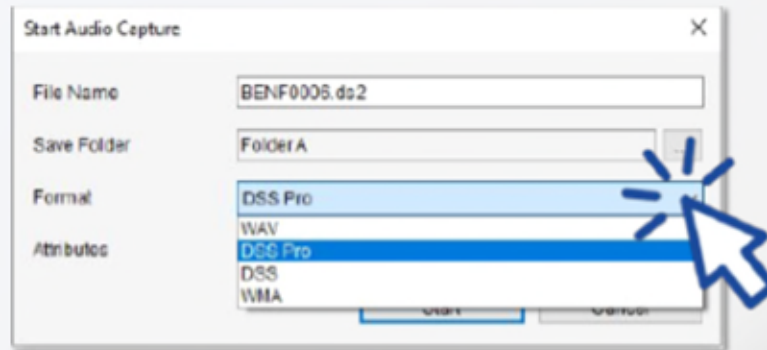
5. Select 'Attributes' and choose your desired audio compression. Please note, the higher the "kbps" the lower the compression which will increase the file size. This will also be a contributing factor to your recording quality. Please consider what microphone you are using, the microphone distance to the speaker and the background and environmental noise levels.
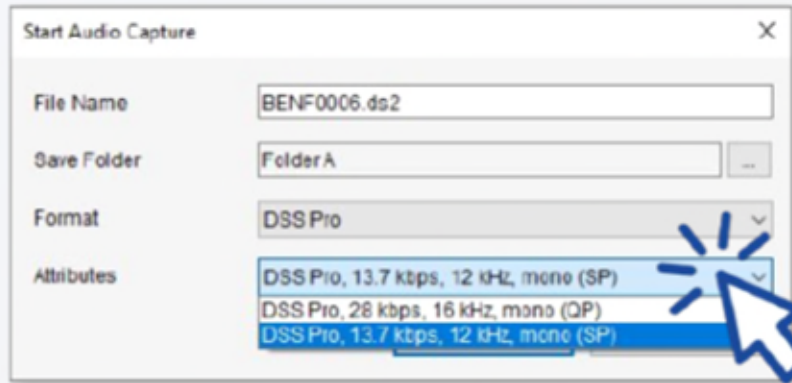
Start Audio Capture   ✕

File Name	BENF0006.ds2
Save Folder	Folder A
Format	DSS Pro
Attributes	DSS Pro, 13.7 kbps, 12 kHz, mono (SP)

DSS Pro, 28 kbps, 16 kHz, mono (QP)
DSS Pro, 13.7 kbps, 12 kHz, mono (SP)

6. Click 'Start'.

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Start Audio Capture   ✕

File Name	BENF0006.ds2
Save Folder	FolderA
Format	DSS Pro
Attributes	DSS Pro, 13.7 kbps, 12 kHz, mono (SP)

Start   Cancel

7. The recording control bar will appear, and this is how you will manage the recording during the meeting. Click the red dot to begin recording and the grey square to pause at any time.

8. Once your meeting has ended and you wish to stop recording, click the 'X' on the right-hand side of the control bar.

9. Your file has now been recorded and saved. The ODMS software will reappear, and you will see the recorded file in your list of dictations.
That's how you record virtual meetings, it's as easy as that! Now you have your file you can use it as you wish, whether you wish to allocate it for transcription, send the audio to people that missed the meeting or simply save it for future reference, the choice is yours!
Not only is this feature beneficial for flexible working teams but also for organizations that must document various meetings, for example, police forces or HR departments.
We hope this blog has been helpful, and if you think your company would benefit from this software, please feel free to request a quote.