

Clinic Interview Room Technology Self-Service Instructions:

Cloud Recording to Zoom:

- Turn on TV Monitor with Remote.
- Remove cover on camera.
- Sign into the desktop with your UMB (University of Maryland, Baltimore) ID username and password.
- Sign into Zoom using “Single Sign On” (SSO) with your UMB-ID, Password and Two-Factor Authentication.
- Start a Zoom session.
- Click on the “Security” button and lock your Zoom session.
- Click the “Record” button on Zoom and choose “Cloud Recording” if prompted.
- Once the Zoom session has ended, you will receive an email from Zoom with a link to share your content with others. Please note: the recording may take a few hours to process.

Zoom Video Conferencing:

- Turn on TV Monitor with Remote.
- Remove cover on camera.
- Sign into Zoom “Single Sign On” (SSO) with your UMB-ID, Password and Two-Factor Authentication.
- Start the Zoom session you have previously scheduled or start a new Zoom session.
- If you need to send a Zoom invite, click on the Green Shield with a check mark icon, copy the invite link and email it to any participants.

Please log off or restart the computer and turn off the TV monitor when you are finished.

Need additional help?

Contact Media Services: 410-706-8413 or lawmedia@law.umaryland.edu