

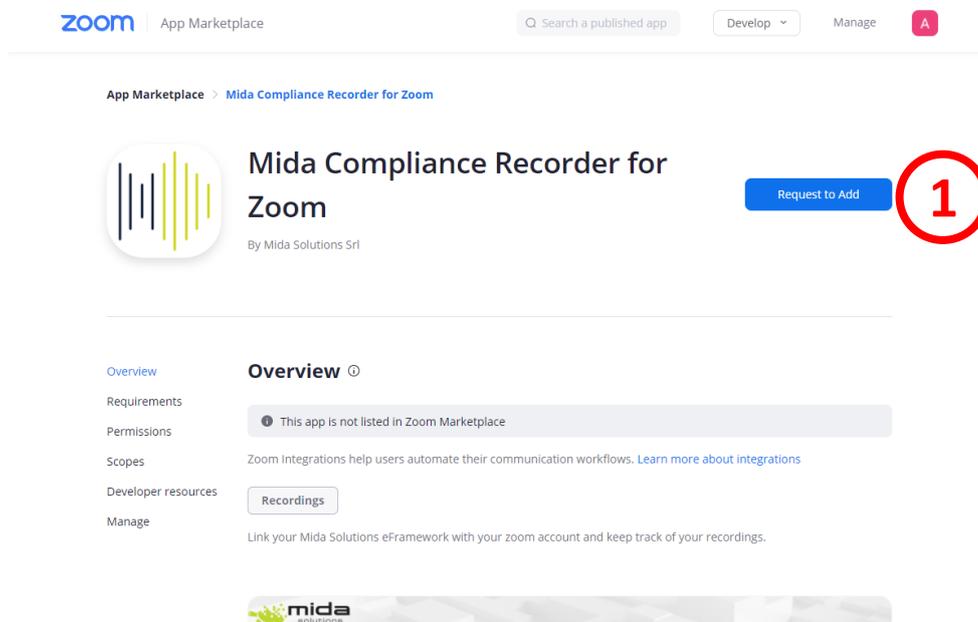
MIDA SOLUTIONS COMPLIANCE RECORDER APP FOR ZOOM USAGE GUIDE

Premise

In order to use the App, Zoom users must have a valid contract with Mida Solutions s.r.l. which enables them to use the software MIDA RECORDER. Please note the the App is a component of a more complex product called MIDA RECORDER (referred to in the rest of this document as “INTEGRATED PRODUCT”). By installing, copying, or otherwise using the Ap”, Customers acknowledges that it will only work in conjunction with the INTEGRATED PRODUCT and will not provide any benefit or functionality without it. Purchase of INTEGRATED PRODUCT can be accomplished by contacting a sales representative of Mida Solutions s.r.l. simply filling this form: <https://www.midasolutions.com/quotation-request/>

How to USE Mida Compliance Recorder App for Zoom?

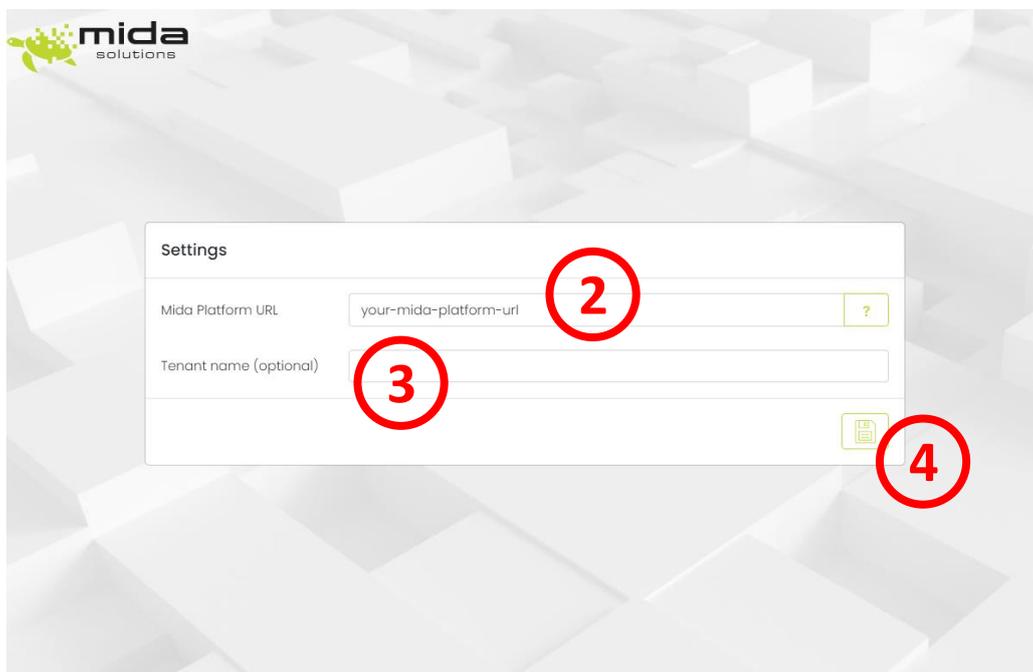
After adding *Mida Compliance Recorder for Zoom* to your Zoom account via the marketplace (1), you will be able to access the application in the “Your Apps” section of the Zoom client. Please note that you may need to ask for permission to your Zoom account administrator to complete the installation.



The screenshot shows the Zoom App Marketplace interface. At the top, there is a search bar and navigation options. The main content area displays the app 'Mida Compliance Recorder for Zoom' by Mida Solutions Srl. A prominent blue button labeled 'Request to Add' is highlighted with a red circle containing the number '1'. Below the app name, there is a section for 'Overview' which includes a message: 'This app is not listed in Zoom Marketplace'. The 'Recordings' section is also visible, with a sub-section for 'Recordings' and a description: 'Link your Mida Solutions eFramework with your zoom account and keep track of your recordings.'

When opening *Mida Compliance Recorder for Zoom App*, you will see the Settings page (see picture below), where you will be able to configure the *Mida Platform* endpoint to connect to (*Mida Platform URL*) (2). In case of a multi-tenant environment, you also need to fill in the tenant name field (3), in order for your information to be retrieved correctly.

Once filled in, you can save (4) your settings, which will be retained for future App sessions. Note that you will be able to change *Mida Platform URL* and *Tenant name* later, if needed, opening this page with the Settings button (5).



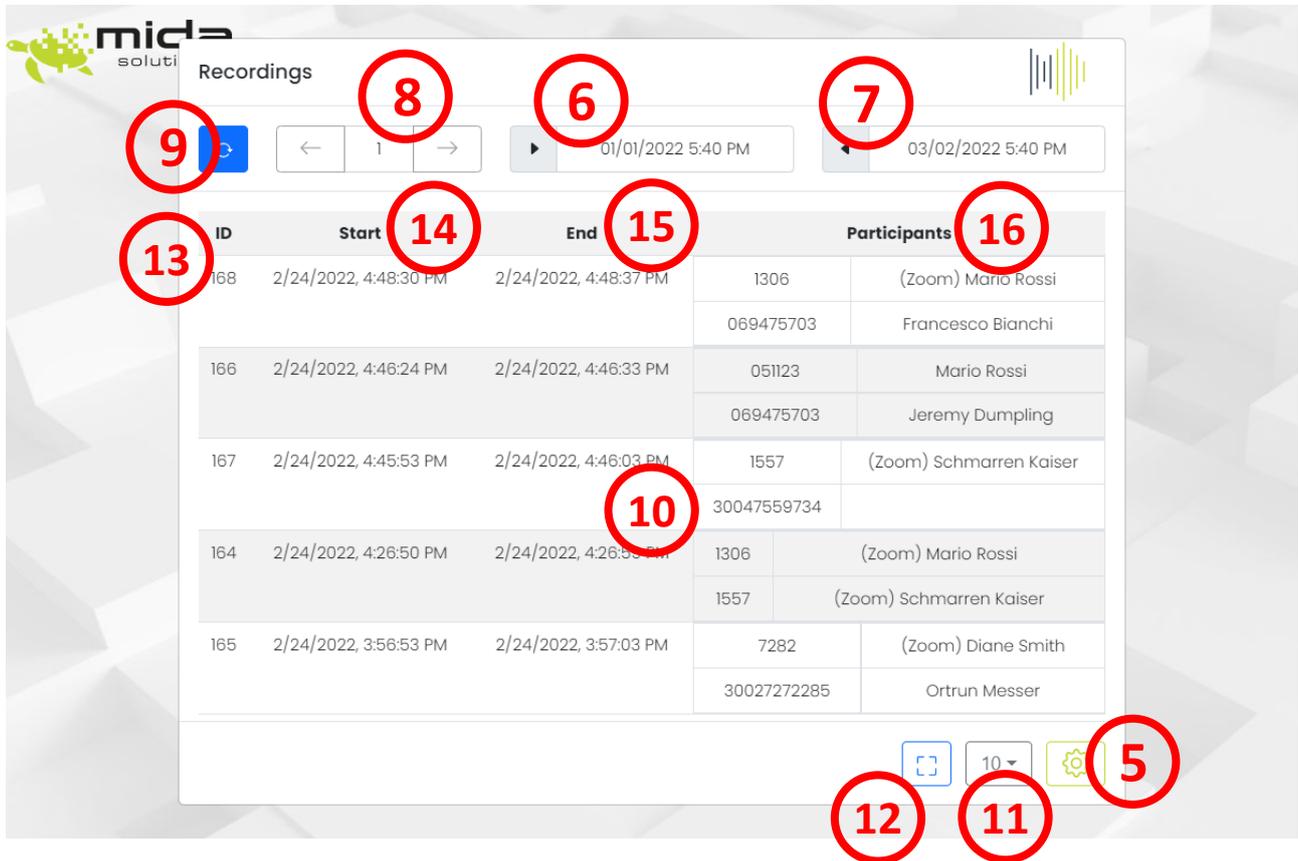
Once the settings have been saved, you can access an overview (see picture below) of your most recent recordings in the Mida Platform.

You can browse your recordings freely via the time start (6) and end (7) filters, moving between recordings pages with the dedicated arrows (8).

Once you select the time period of interest, you will need to click the refresh button (9) to reload the results in the table (10).

If you want to see more results in one page, you can use the page size configurator (11) to customize the number of results shown per page, but please note that higher number may result in slower loadings.

In case you want to adjust the viewport of the app window, you can toggle the fullscreen button (12) to maximize and minimize the window.



The result table (10) shows some information about the recordings:

- The **ID** column (13) shows the ID of recorded calls
- The **Start** (14) and **End** (15) columns show the starting and ending time/day of recorded calls.

The **Participants** column (16) displays the list of call participants, with their Phone number and contact name (if available). In case the participant is a Zoom user, a “(Zoom)” tag will be shown.