

DOWNLOAD APP

- 1) Download the **Voice Record** App for (click on link to download app or visit your Apple app store on your device.) [Ipad/Iphone](#)



- 2) Now that you have downloaded the APP. Be sure your settings are configured. Click on the gear on the right side of the screen. A drop down menu will appear.

CONFIGURE SETTINGS

- 3) Click on **Settings** and configure as follows:
Instant Recording (Make sure this is on) Switch to the left
Minimum Space 100mb
Maximum duration 8 hours
Export Extension MP4
Keep Screen ON (Make sure this is on) Switch to the left
Prefix Export Files (Make sure this is on) Switch to the left
Show Playing Panel (Make sure this is off) Switch to the right
Export Meta Data (Make sure this is off) Switch to the right

Purge Deleted 48 hours

*WiFi Always Enabled (Make sure this is on) **Switch to the left***

Jump Duration 10 Seconds

RECORD SETTINGS

- 1) Hit the record tab.
- 2) You will be prompted to the **Advanced Recording Options** screen.
- 3) Be sure the following settings are configured. (You will only have to configure settings once)

*Record Format **MP4 (AAC)***

*Sample Rate **44,100***

*Bit Rate **192 kbps***

*Bit Depth **32 Bits***

*Channels **Stereo***

*Encode Quality **High***

*Silence Detection **NO***

RECORD

When recording be sure you are in a quiet room. The mic is sensitive enough to pick up a refrigerator, fans and some lighting noise. Be sure you speak directly into the mic and your mouth is about 4 - 8 inches from your mouth. Speak clearly and keep going if you make an error. It sounds live when we keep our mistakes while recording. Most importantly don't move while recording because the mic will also pick up movement. Have fun recording and it's good to read what you are about to say before you read the script.

- 1) Press the **Record** button
- 2) Start speaking once the timer says 00:02 seconds
- 3) Once you have completed your recording hit the **Stop** tab (Be sure to leave 2 seconds of blank space after your recording)
- 4) IMMEDIATELY select the **Rename File** option & Name your file. All files are named with your "radio show name" and **the date your show will air**. The month, day, year followed by 01, 02, 03 etc. The examples below show February 8, 2015 & March 18,2015

Example 1. **Love Never Fails 02081501** Example 2. **Midday Sunshine 03181501**

Love Never Fails 02081502

Midday Sunshine 03181502

Love Never Fails 02081503

Midday Sunshine 03181503

5) After you have recorded all of your scripts. You will be required to convert them to MP3.

CONVERTING TO MP3

- 1) Hit the back button so that you can view all of your recordings.
- 2) Click the file you want to convert, then **Convert to MP3**
- 3) Go through all of your files and convert them. (Be sure to erase the MP4 version so that you don't use up too much space on your device.)

EMAIL YOUR MP3 FILES

- 1) Click on the box with the check mark in it on the middle of your screen, just before your files.
- 2) Empty boxes will appear on the right side of all of your files.
- 3) Click the boxes to put check marks in them. If you have a 4 hour show there are 20 files.
- 4) At the bottom of the screen hit the **Email** tab.
- 5) Email as an attachment to quadeershakurmedia@gmail.com & cc: BlackBerrySoulRadio@gmail.com